

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Board Of Directors' Meeting

November 17, 2008

Minutes

1. Call To Order

President Victor Carmichael called the meeting to order at 7:35 PM.

Board Members In Attendance

Victor Carmichael, David Hirzel, Joseph Higdon and Paul Clegg were present.

Others in Attendance -

Dave Esty, representing The Manor Association.

2. Review Agenda and Annual Calendar

The Agenda was reviewed with a request to add to New Business, item e - Newsletter Language and item f - Holiday Party. The Agenda was approved as revised.

The 2008 and 2009 Annual Calendars were reviewed with no revisions or corrections requested.

3. Presidents Report

President Victor Carmichael advised that no formal Presidents report would be provided but noted that discussion of the approved 2009 Budget and a change in landscapers to be discussed during the course of the meeting.

4. Homeowner Forum

5005-49 – Homeowner inquired on status of automatic watering system, with a broken irrigation head reported near her entry. Victor confirmed repairs were requested of landscape vendor. Irrigation system was reported as cycling on at 8 AM and should be shut down for the season.

5015-2 – Homeowner requested a supply of red touchup paint for use on his balcony. David Hirzel advised a supply of paint being available, with David to provide a supply to the owner.

Open Forum was closed at 8:45 PM.

5. Treasurers Report

Victor Carmichael distributed copies of the proposed 2009 budget, showing projections based upon increases of 4%, 5% and 6% for 2009. During development, the Board was attempting to address the net deficit of \$42,000 for maintenance and water intrusion expenses.

Funding for the updated Reserve Study projected expenses of \$235,000 in 2009 is being reviewed. The projected reserve expenses in 2010 are shown at \$77,000. Following discussion the Board has approved a 5% increase for 2009, based upon the Federal inflation rate index.

Chimney cleaning on an as needed basis, by the Association will be offered. Funds are not allocated for repairs. Owners are invited to schedule chimney-cleaning services through The Manor Association.

A Newsletter item was requested to advise owners of the "Spare the Air" days where fireplace use can result in issuance of fines.

Upon a motion and second the 2009 Budget was approved that incorporated a 5% increase in assessment rate.

6. Old Business

- a. Parking – The Draft update to the Parking Rules, as mailed to the membership with the October Newsletter were reviewed, with no discussion or objections from the membership forthcoming, the revised Parking Rules were approved as submitted and will become effective on December 18, 2008.

An additional 50 parking placards for use on resident vehicles were delivered to the parking committee.

A rules violation of storage of household items at #43 garage was reported as being observed on November 16.

- b. Maintenance

- (1). Reroofing of the 5003 building in 2009 is planned to take advantage of the present downturn in petroleum material costs. Management was requested to confirm the maturity date of the United Commercial Bank CD.
- (2) Comcast cable routing through several balcony decks has resulted in water intrusion, with David Hirzel working with the vendor to reroute the cables to avoid future problems.
- (3) Boiler repairs over the year were reviewed, with Management requested to provide Bay City Boiler expense history to David Hirzel.
- (4) Landscaping quotations have been requested, following continued complaints from the membership regarding services received from Cagwin & Dorward Landscapers. Following a declination to quote being received from former landscaper Javier Hernandez, Victor reported the remaining quotes from outside contractors have been reviewed with his recommendation to approve the quotation from Lasaga Landscaping for a one year period.

The existing contract with Cagwin & Dorward provides for monthly services at a monthly cost of \$2,698, with irrigation expenses at additional cost. Proposed services with Lasaga, which includes irrigation repairs and manual watering in addition to the mow and blow services at cost of \$2,860.

Upon a motion and a second, the Board approved the 30 day termination of the landscape contract with Cagwin and Dorward, effective 12-30-2008 with Lasaga Landscaping services to begin effective 1-1-2009.

c. Water Intrusion

David Hirzel reported patio doors with water intrusion having been replaced and rehung improperly by Draeger Construction at units #24 and #36.

Following discussion, the Association will honor the cost of the replacement doors. Fiberglass doors were suggested for longevity, but are not available in the custom dimensions evident at the property.

Options under consideration include modification of the existing doorway dimensions, to accommodate standard dimension doors, and special ordering wood doors to meet existing custom patio door dimensions.

The Board will further investigate these options to determine a replacement policy, with Management requested to include "Door and Window Specifications to the December Agenda.

Following installation of replacement doors, the Association will pursue reimbursement of expenses from Draeger Construction.

7. New Business

- a. Rules Change – "Window repair guidelines" is requested to be deleted from the Agenda. David Hirzel reported the language of guidelines for window repairs would be e-mailed to the Board within the next few days for final review and formally approved at the December Board meeting.

b. Managers Report

Correspondence issued over the month was reviewed. Renewal of blanket coverage insurance at cost of \$26,656 was completed on 10-1, Workman's Comp. Renewal on 11-10 at a cost of \$575 with Earthquake options submitted for review.

Landscaping quotation from Lasaga Landscaping was reviewed. Maintenance items reviewed included the SF Fireplace quotation for replacement chimney caps and pans was submitted for review, with a printout of 2008 expenses to Bay City Boiler provided to David Hirzel for budget development.

Updated Parking Rules and Regulations, announced in the November Newsletter, were reviewed. With no discussion or challenges forthcoming from the membership, the proposed Parking Rules were approved as submitted and will become effective on December 18, 2008.

An additional 50 parking placards was delivered to the Parking Committee for distribution to the membership.

Investigation of sewer charges by the North Coast Water District was reviewed. Management advised of contact with Pacifica City Hall and North Coast Water on this issue, with further information from Ed Vanderhay with Pacifica Water forthcoming.

A summary of work orders issued for the period of October 7 through November 4, 2008 was submitted for review.

- c. Legislation Update – Davis Sterling Newsletters were submitted for review:
 - 1 – Davis Sterling – 11-16 – Publishing delinquent owner names
 - 2 – Davis Sterling – 11-02 – Mid Year Dues increases/Screening Renters
 - 3 – Davis Sterling – 10-26 – Charging guests for parking
 - 4 – David Sterling – 10-19 – Removing Trees/Performance Bonds
- d. Unauthorized alterations to common areas and utilities were reviewed. David Hirzel reported observing unauthorized electrical wire run installed to common area lighting, damage to common area landscaping by unauthorized use at the 5003 building and resident at 5015-1 observed trimming common area hedges at front of unit.
- e. Newsletter – Advisory of approved updated Parking Rules to be included with the December Newsletter. A Newsletter entry to advise the membership of a vacant position existing to the Board of Directors was also requested.
- f. Holiday gathering – A Newsletter item was requested to advise of a Holiday Potluck Gathering at the clubhouse being hosted by the Association on Sunday, December 14 between the hours of 3 – 6 PM. The Association will provide a Christmas tree for the clubhouse.

9. Secretary's Report

The Draft Minutes of the Annual Meeting of September 15, 2008 meeting was tabled to review at the next meeting date.

The Draft Minutes of October 20, 2008 were reviewed with a request to correct typo to name of Paul Clegg in item 3. The minutes of October 20 were approved as corrected.

9. Unfinished Business – None.

10. Next Meeting and Adjournment - The meeting was adjourned at 9:40 PM. The next meeting will be held on December 15, 2008.