

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Board Of Directors' Meeting

December 15, 2008

Minutes

1. Call To Order

President Victor Carmichael called the meeting to order at 7:45 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 – Owner responsibility to provide tenant with rules. The Agenda was approved as revised.

The 2008 and 2009 Annual Calendars were reviewed with a request to schedule the 2009 complex wide cleanup for May 16 (3rd Saturday) and note May as “First look-re-roof contract. Management requested confirmation of CD renewal date for inclusion with the calendar.

3. Presidents Report

President Victor Carmichael requested the Board put in place a reporting method to keep track of cash on hand versus commitments. Management was requested to reconfirm the insurance payment requirements for blanket and earthquake policies.

4. Homeowner Forum

5017-63 – Homeowner requested replacement stair treads be installed at staircase serving her unit, as soon as weather permits.

Unauthorized use of common areas was reviewed with recent incidence of unauthorized use of common area electrical power noted at one garage.

Parking at red zones at tennis courts were reviewed, with the Board reporting the new Security Service will patrol the property and enforce the provisions of the parking rules.

5005-55 – Homeowner requested reimbursement of Roto-Rooter plumbing expenses for clearing of a blocked kitchen sink line. Following a review of owner vs. HOA responsibilities on this issue, the Board approved reimbursement of the \$184.00 plumbing expense. A Newsletter item was requested, reminding owners to contact The Manor Association for authorized vendors to repair the improvements to the buildings and common areas.

5. Treasurers Report

Victor Carmichael reported former Treasurer Paul Montelaro having transferred financial documents to present Treasurer, Paul Clegg.

A review of the Reserve Account status was tabled to the next meeting date.

6. Old Business

- a. Parking – Westlake Towing Service will begin patrols on the property to cite and remove vehicles in violation of the Associations parking rules.

- b. Maintenance

- 1 - Janitorial – Cancellation of janitorial services was discussed based upon the visibility of the vendor. Management suggested a change in service dates from the present Friday service to another day of week to observe the difference in the cleanliness of the property.

A quotation was requested from TLC Janitorial for a bimonthly touchup clean of the clubhouse. Services to include stocking of the restrooms, checking cleanliness of the kitchen cabinets, floors, refrigerator and stove with cleaning as required.

- 2 – Landscaping – Lasaga Landscaping will begin servicing the property effective January 6, 2009 with Cagwin and Dorward completing their contract with the Association on 12-30-2008. The contract rate with Lasaga Landscaping is slightly higher than the services performed by Cagwin and Dorward, but expect the grounds will receive more attention.

Management was requested to confirm with outgoing Cagwin and Dorward on the change of vendors, Victor will walk the property with the incoming Lasaga Landscaping in the future to fine tune the property and identify expenses.

- c. Water Intrusion

David Hirzel reported some water intrusion evident at bottom floor following repairs at 5011 Palmetto, but substantially less than in the past. The remaining location at the foundation is being addressed with the prior repairs to the other locations apparently successful in mitigating the problems. Interior repairs to be done by Kirk Kloefer.

Upcoming repairs include the south end of the pedestrian bridge of the 5011 building and replacement of the stucco face of the 5009 building.

7. New Business

- a. Installation Guidelines- Patio Doors – Draft guidelines for patio door installation was submitted for review. The guidelines, utilizing fiberglass doors in standard sizes for use at units #24 and #36 was recommended and requested to be included in the next Newsletter, with future patio door replacements being be subject to the written Architectural Application and Approval requirements identified in the governing documents. Upon a motion and second, the guidelines for patio doors was approved as submitted.

Compulsory widow replacements have been implemented to address water intrusion problems. Some compulsory door replacements will need to be conducted in the future.

Cleaning of unit dryer vents was briefly discussed, with David Hirzel to approach Kirk Kloepfer on how best to properly clean these vents.

Newsletter items requested included:

- 1 - Owners having tenants not familiar with the units fireplace are to explain to their tenants the proper operation of the fireplace.
- 2 - Spare the Air Days - Citations for violations by unit owners will not be honored by the Association.

b. Managers Report

Approved 2009 Budget, incorporating a 5% increase, was mailed to the membership on November 30. Pacific Fire Safe completed the annual fire extinguisher service on December 24. Correspondence regarding issuance of \$100 fine for garage violation was reviewed.

Approved garage door replacements at 37/44: 40/41 and 61/62 at a cost of \$6,159 was forwarded to R&S Erection on December 9. Earthquake Insurance renewed on December 1, with the approved coverage in place.

30 day Notice to terminate Landscaping services was sent to Cagwin & Dorward on 11-26. Lasaga Landscaping contract was submitted for the Boards review, with Lasaga to begin services on January 6, 2009.

An additional 50 parking hangtags were delivered to the Parking Committee. Sewer billings for landscape irrigation and unit owners was discussed in correspondence from Ed Vandehey at City of Pacifica.

c. Legislation Update - Davis Sterling Newsletters were submitted for review:

- 1 - Davis Sterling - 11-23 - Fire Hazard Trees / Fireplace Chimneys
- 2 - Davis Sterling - 11-30 - Fire Safety Recalls / Dryer Vent Fires
- 3 - Berding - Weil - 10-26 - Don't Publish delinquent owner names

d. A Newsletter item was requested to remind owners to provide their tenants with a copy of the Associations Rules -

9. Secretary's Report

The Draft Minutes of the November 17 Minutes were reviewed. A correction to New Business, item 7b - Managers Report, was requested to correct 2nd paragraph to delete the reference to the Ideal Landscaping quotation received for consideration. Minutes were approved as corrected.

The Draft Minutes of the September 15, 2008 Annual Meeting were reviewed, with a request to correct typos to spelling of Paul Clegg in several locations. Minutes were approved as corrected.

9. Unfinished Business – None.

10. Next Meeting and Adjournment - The meeting was adjourned at 10:05 PM. The next meeting will be held on January 19, 2009.