

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Board Of Directors' Meeting

January 19, 2009

Minutes

1. Call To Order

President Victor Carmichael called the meeting to order at 7:30 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 no additions or revisions requested.

The 2009 Annual Calendar was reviewed with the Comcast Cable contract renewal / cancellation timeline noted as 120 days prior or 60 days subsequent to renewal. The next Community Clean Up is scheduled for May 16.

3. Presidents Report

President Victor Carmichael noted no formal report would be submitted, but noted the Board is assembling a cash flow spreadsheet to better track the Associations expenses. Owner modifications to the common areas will be discussed later in this meeting, with no other major issues being addressed this evening.

4. Homeowner Forum

505011-24 – Homeowner requested permission for installation of a satellite dish, with the owner reporting the Comcast Cable service contract terms provides services that are not competitive with Satellite dish providers, and the Comcast representative not responding to the homeowners questions.

As it was felt that that residents are being “locked in” to “noncompetitive rates”, a presentation by a representative of Comcast Cable was suggested at the next monthly meeting, as a method to identify the service options available along with comparison costs.

5005-49 – Homeowner reporting having returned home and finding standing water on her rug, apparently coming from the washer closet. A recent cleaning by Roto-Rooter found bubbles appearing in her toilet when the neighbors above were doing their laundry. David Hirzel requested the owner continue to monitor the issue and report any new occurrences, following the drain line cleaning.

The homeowner reported the Janitorial service not sweeping her landing. Management will confirm the timeline when sweeping services are provided.

5015-8 – Homeowner requested permission to volunteer his services, to redistribute a portion of the available landscaping mulch to existing bare spots in the common areas by unit 8 and along the perimeter of the clubhouse.

A reduction in the water temperature at the 5015 boiler was requested, with Joseph Higdon volunteering to become familiar with the basic adjustments to the Boiler. Management will request Dan Tawser at Bay Cities Boiler make contact with Joseph.

5. Treasurers Report

Victor Carmichael reported reserves containing \$71,842 for the period ending November 30, 2008, with an expense from R&S Erection for the continued replacement of three additional garage doors forthcoming.

Accounting documents, received this evening from former Treasurer Paul Montelaro, were passed to new Treasurer, Paul Clegg.

Management will arrange for e-mailing of financial statements to the Board.

Upon a motion and second the Board approved passing reserve checking documents to Manor for financial reporting.

Delinquencies will be reviewed in Executive Session.

6. Old Business

- a. Parking – The Board noted a resident at the 5008 building is working at Westlake Towing Service that patrols the property. Citations will be issued to vehicles found in violation of the parking rules, including parking in front of garages. Management requested to be advised when parking citations are issued, should vehicle owners inquire on the citation.

A continuing garage storage violation was reported at unit 77, as observed last week. A fine of \$200 was requested for the continued violation of the parking rules.

- b. Maintenance

] Landscaping – Victor reported Lasaga Landscaping having begun service on the property effective January 6, 2009. The location of the dead pine tree was documented on a site map, with removal costs requested from vendor.

Ivy overgrowth was reported as advancing along sidewalk on Palmetto, extending down to the end of the City sidewalk, near the “bowl area.” Management to request Lasaga keep this area cut back on a regular basis.

- c. Replacement patio doors have been delivered, with invoice routed for payment to The Manor Association.
- d. Water intrusion repairs are continuing. Owners having experienced long standing water intrusion problems have reported problems greatly reduced by the ongoing repairs, if not completely.

7. New Business

a. Updated Rules –

- 1 – Pet policy – E-mail correspondence for the period of December 29 through January 9 was reviewed, pertaining to issues and rules pertaining to pets.

The governing documents do not limit the number of pets, only requiring they not bred for commercial purposes and pets must be leashed when on the common areas.

The city of Pacifica requires licensing when there exists more than three pets of the same species or five or more pets at one residence. The Board advised they would rely on the existing City requirements for a pet policy for the time being.

- 2 – Satellite Dish Policy – Management submitted sample language from three other Associations, where guidelines for dish installation had been established. Determination of approved locations will need to be established, to allow approval of dish installations at individual units.

The satellite dish policy was tabled, pending scheduling of a presentation by Comcast Cable Services for the existing cable television services.

b. Managers Report

Correspondence issued over the month was reviewed. The Certified notice of fine for garage storage at #77 was returned unclaimed by the post office. The \$100 fine has been posted to the owners account.

The approved garage door replacements at 37-44; 40-41 and 61-62 have been completed by R&S Erection at a cost of \$6,159. The Board approved payment from reserves.

Cagwin & Dorward Landscaping has submitted a proposal in amount of not to exceed \$300 for excavation and repair of the leaking irrigation valve installed on the south side of the 5005 building, should the source of the leak be other than the new valve. Victor Carmichael reported having requested the vendor to proceed with repair.

Lasaga Landscaping Quotation from San Francisco Fireplace and Masonry for replacement chimney caps at a cost of \$250 per location was approved for scheduling.

A quotation from TLC Janitorial was requested for the periodic cleaning of the clubhouse facilities, to include stocking of restrooms, checking cleanliness of the kitchen cabinets, floors and stove with cleaning as required.

Common area lighting problems were documented on a site map for scheduling of repairs through Plumb, Square and Level.

Replacement clubhouse keys for the specialized Oracode 660K lockset at the clubhouse entry was reviewed, Management will arrange for purchase of an additional 5 keys.

Interest was expressed in an alternate service date for TLC Janitorial to service the property. Mondays and Tuesdays were offered as an alternate to the present Friday services, put in place to provide janitorial services to the dumpsters following collection. Consideration of an alternate date was tabled for further discussion.

The report of "sewer flies" being found following a sewer backup at 5007-46 brought approval for a camera of the line of this building only, at the location of the stoppage at a cost of \$400.

- c. Legislation Update – Davis Sterling Newsletters were submitted for review:
 - 1 – Davis Sterling – 12-14 – Brother-Sister Directors / Spouse not on Title\
 - 2 – Davis Sterling – 1 - 11 – Davis Sterling Mediation Services
 - 3 – Davis Sterling – 12-7 – Married Couples on the Board/ Meeting times.
 - 4 – Davis Sterling – 1-18 – Banning Smoking
- c. 5003 Re-roofing bids – Management will request quotations from three licensed, insured roofing contractors for review at the February meeting date.
- d. Resident Directory – Assembly of a directory of residents for internet contact has been suggested. The Board requested a Newsletter item be included, inquiring if interest in such a project exists. The Board advised the issue was fought with potential liability and declined to become involved in.
- e. Clubhouse use for bereavement was briefly discussed and approved, with a Newsletter item on this topic to be included for February.

8. Secretary's Report

The Draft Minutes of the December 15, 2008 were reviewed, with a request to correct typo to the spelling of "red" on page 1, item 4, paragraph 3. The minutes were approved as corrected.

9. Unfinished Business – None.

10. Next Meeting and Adjournment - The meeting was adjourned at 10:00 PM. The next meeting will be held on February 16, 2009.