

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Board Of Directors' Meeting

February 16, 2009

Minutes

DRAFT

1. Call To Order

President Victor Carmichael called the meeting to order at 7:40 PM.

Board Members In Attendance

Victor Carmichael, David Hirzel 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 discussion, agenda item under Old Business - 7-D –Contract Services -Width Of Non Slip Treads and 7-E – Chimney Cap Scheduling. The Board requested “Pet Rules” be deleted from future Agendas. The Agenda was approved as revised.

The 2009 Annual Calendar was reviewed no additions or corrections requested.

3. Presidents Report

President Victor Carmichael noted Comcast Cable Services having cancelled their presentation, with rescheduling to be requested for the March Board meeting. The new landscaping firm is working out well. Joseph Higdon has submitted his resignation from the Board of Directors, with volunteers requested to submit their names for consideration for appointment to fill the vacancy.

4. Homeowner Forum

5009-34 – Homeowner inquired on the sewer tax in individual units. Victor responded advising of the sewer charges paid by Association being based upon the irrigation use of the property, with the City calculating homeowner sewer use based upon individual building water billings.

A water intrusion problem was reported at the Master bath exterior wall, with David Hirzel to work with the owner on resolution.

5003-90 owner reported several units having ant infestation problems, with Management to identify treatment costs for building exterior and unit interiors.

5005 –49 homeowner noted the sidewalk cleaning appears to be resolved at this point, but noted a light rusted in garden that was brouth to Kirks attention along with a damaged water hose bib.

Owners reported unknown parties littering grounds with food stuff and someone defecating in the first dumpster as you enter the property.

Joseph Higdon delivered check #2392, payable to Pacific Point HOA for 5009-26 clubhouse use fee of \$100. Joseph will continue to issue the monthly Newsletter and serve as clubhouse committee although not on the Board of Directors.

5. Treasurers Report

Paul Clegg reported a spreadsheet to track expenses has been constructed and is awaiting financial statements from the Manor. Identificaion of expenses is needed to determine discretionary costs to be addressed.

Delinquencies will be reviewed in Executive Session.

6. Old Business

a. Parking – The recent theft of an older Honda vehicle was reviewed. Westlake Towing will now tow vehicles found in red zones. Owner of #77 reported as parking vehicle at front of garage.

b. Maintenance

Roof Bids – Reroofing proposals for 5003 building have been requested from Shaughnessey, Izmerian and Bigham Taylor Roofers. Quotes expected for review at the March Board meeting.

Garage shingle bids have also been requested for review at the March Board meeting.

Water intrusion repairs are proceeding as they arise.

Management was requested to issue work order to Plane, Square and Level to order replacement stair treads in 6” width with adhesive, if required.

Landscaping – Victor reported Lasaga Landscaping having made good progress on cleaning up of the property since beginning service on January 6, 2009. Gate valves

Updated Rules – Pet Policy to be deleted from Agenda. Satellite Dish Policy will be reviewed with David Hirzel volunteering to draft suitable language for the Boards consideration. Barbque fire hazards were reviewed, with Victor Carmichael offering to research ECHO Publications for Newsletter input.

c. 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.

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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 replacement at 37-44:40-41 and 61-62 has 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.

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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.

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Executive Meeting

January 19, 2009

Minutes

DRAFT

1. Call To Order

President Victor Carmichael called the meeting to order at 10:05 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. Delinquency review

A review of delinquent accounts was tabled to the February meeting.

3. Limits of Liability

David Hirzel reported contact from homeowner at 5011-24 pertaining to additional flooring replacement at the area adjacent to the water intrusion at the front door of the unit.

Management suggested the Board contact former President, Dawn Summers, who presided at the time the Association was requiring the homeowner to replace the entry door.

4. Adjournment

Meeting was adjourned at 10:20 PM