

Pacific Point Homeowners Association

Board of Directors Meeting

Minutes – February 5, 2019

- **Board Attendees:**

President: William Trichon (Billy P)

Vice-President: (vacancy) – (Richard Engelhardt resigned in January 2019)

Recorder: Steven Rhodes

Treasurer: Clifford Lawrence (Clif)

At Large Director: Janet Laurain

- **Others Attending:** Manor Manager David Esty, Kirk Kloepfer, David Hirzel

- **Call to Order:** Billy P. called meeting to order at 7:03 PM with four directors present.

- **Review and Approve Agenda and Calendar:**

- Agenda:
 - Motion to Approve agenda by Billy. Second by Janet.
- Calendar:
 - Motion by Clif to approve calendar with requested revision by Clif. Second by Janet.

- **Homeowners Forum:**

- Adeline Wu 5011-18
 - Planning renovation of bathroom; inquiring of HOA applicable guidelines.
 - Owner advised that approved City Building Permit would be sufficient; executed by licensed & insured contractor(s).
- Melina Cortez 5009-28
 - Retaining wall: As approved in January meeting \$4,491.90
 - REVISED Axis proposal in Manager's Report: **\$8,286.71** (using Hardi stucco siding)
 - Patio gate: Seeking multiple estimates.
 - Bathroom ceiling water leak (leak coming from unit 29 above)
 - **Manager will arrange work order and initial entry into #28. Subsequent entry to #29 may be required.**
- Carol Young 5005-49
 - Lights: Report of lights repeatedly going out.
 - Kirk reports circuits affected by recent heavy rains. Circuit breakers require resets.
 - Kirk reports light at top of stairs has electrical short; still being tracked down.
 - Water intrusions worsening:
 - Elevation planned for remedial work in Spring 2019.

- **Secretary Report** – Steven Rhodes

- November 2018 Minutes:
 - Still in progress; expected to be ready at March meeting.
- January 2019 Minutes:
 - Motion to approve by Janet. Second by Billy.

- **Treasurer's Report** – Clif Lawrence

- Most recent Manor Assn. Financial Statement as of 12/31/2018
 - Operating funds were in the black overall at years-end.
 - Cash Totals: (and change since last month)
 - Operating Funds \$101,342.88 (minus \$54,667.91)(includes 30k transfer)
 - Reserve Funds \$301,438.09 (plus \$48,382.82 (includes 30k transfer))
 - Total \$402,780.97 (minus \$6,285.09)
 - 2018 Net Operating Income before Reserves \$54,197
 - 2018 Net Income \$24,197
- Chart on Reserve Fund Balances – projection updated thru end of February 2019
 - Reflects additional transfer of \$30,000 from Operating to Reserves by EOY.
 - **Question on \$2,352.68 unidentified CREDIT in MM account. Referred to Acctg.**
 - Increase in allocation to Reserves should not appear until end of January 2019.

- **Architectural Committee** – David Hirzel

- Architectural Applications:
 - 5001-78: Signed contract received. Manager will issue conditional approval tomorrow.
 - 5011-18: Issues addressed in Homeowner's Forum.
 - DRAFT Revised Guidelines for Architectural Applications (5 pages) – David Hirzel
 - Changes requested by Billy, Janet & Clif.
 - Manager asks for proposed changes to be illustrated to him, who then will assemble revisions with appropriate revision notations into updated draft.
 - Discussion regarding satellite dish installation guidelines revealed few if any are currently operable.
 - The Board agreed to replace those guidelines with a notation that none will be approved. And if otherwise installed, are the liability of the owner.

- **Landscaping Committee** – (chair vacant)

- Need New Liaison with Landscapers (to replace Richard Engelhardt)
 - Kirk volunteers.
- Reports of Dead brush/wood
 - reported along Paradise property side boundary.
 - more dead brush reported along hill below coastal path.
 - Manager asks for submission of pictures of blighted areas.

- **Manager's Report** – David Esty

- **Asphalt Sealcoating**

- No Change.
- Steve Murphy now expected to address remaining punch-list in April 2019.

- **Financial Statements** (other than those already reported in Treasurer Report)

- Collections: No actions required.

- **Fireplaces**

- Reported fireplace fire at 5017-61
 - Smoke damage currently responsibly of homeowner. Records show last unit #61 fireplace inspection resulted in 3 "unsatisfactory" reports. No report of any subsequent remediation has been received.
- **Fireplace Policy:** David Hirzel initiated discussion on review of policy and annual notifications to all homeowners that before using their fireplace each year, they will now need to arrange for an inspection by a licensed contractor and copy that report to the property management company (Manor, Inc.). Also that these fireplaces should only burn natural hard woods, not commercial products like "Pesto-Logs" or "Dura-Logs". Dave Hirzel volunteered to draft the annual notice.
 - Note: Dave Hirzel's new email address is: DavidHirzelDesign@gmail.com

- **Garage Doors**

- Manager reports order for four(4) additional garage doors was sent to R&S Erection on January 16. The company expects the doors to arrive in three weeks.
- Order: \$9,400 for replacement of 7/10, 21/22, 40/41 and 81/82.
- Manager reports this will leave only eight(8) more doors to be upgraded to vinyl. He also made suggestions on priority of remaining replacements.

- **Garage Roof Clearing**

- Green Mountain Landscaping plans to do work on February 8th between 8am and 4pm. Total price \$1,200 for the ten identified garage roofs.

- **Fire Systems**

- Statcomm: Scheduled February 5th for change order repairs to Christy vault. [COST]
 - This is part of planned Five Year Certification process.
- San Mateo County: Need to relocate backflow valves to above ground. This might involve more than one location. One known near 5001, another suspected across from tennis court. Kirk with meet with Statcomm February 12 at noon. [COST] Gotelli Plumbing declined work due to fire certification licensing requirements.

- **Maintenance by Kirk**

- **Structural Repairs**

- Bldg 5001-78/80 entry staircase beam replacement: \$10,524.60 by Axis approved in January 2019.
 - **Revised proposal:** Anticipated using Hardi stucco siding.
- Bldg 5009-28 Patio Wall: With 5 new 4x4 pressure treated wall posts: Axis
 - \$4,491.90 approved in January 2019.
 - **REVISED proposal: \$8,286.71** using Hardi stucco siding.
- Bldg 5003-94/97
 - Stairwell wall replacement: **\$19,558.44** by Axis approved in January 2019.
 - **REVISED proposals** by Axis: **\$7,057.40 + \$14,335.03 = \$21,392.43**

- Bldg 5015 #9 patio deck replacement - \$12k-\$28k. New leaks; wall leaning. Replace deferred to 2020.
- Bldg 5017 near 69: replace downspout: **\$250.00** by Axis (min charge)
- 5009-34: Kirk reports continued water intrusion problems.
- **Security Camera**
 - Vendor denies request for refund for service outage period; since it was on us to report the problem in a timely way.
 - Our problem is having the camera images properly monitored, such as daily.
 - Board directors indicated a willingness to participate. Steve and Janet will require set-up and logon specifics.
- **Parking**
 - Owners in unit 5011-24 have continued their complaint of some apparent monopolizing of parking space at top of stair to Clubhouse. Manager responded with copy of Parking Rules and assessment that this does not appear to be within our control.
 - In response to how to establish that a vehicle had exceeded a time limit, Steve said he would volunteer to make such patrols.
 - **Bay Cities Patrol:** Undated February Report states no warnings issued in January. Manager reports contractor's reply to question of missing time sheet data, is that he had not heard before of any such concern.
 - In response a direct question from the Manager, Clif replied that he was not satisfied.
- **Manager's On-Site Inspection – January 24, 2019**
 - **Landscape:** Palmetto sidewalks need periodic removal of plant growth covering sidewalk. Also tree branch removals should be included in stages during regular landscape work.
 - **Also Noted in photos provided to Directors in Board Package**
 - Replace dry rotted 4x4 light standard
 - Samples of garage shingle damage
 - Need to renew Recycling notices at disposal sites
 - Garage numerics need refreshing
 - Tree branches
 - etc
- **Fish & Bowl – update**
 - Clif reported that the recent removal of the homeless encampment under a tree in the Bowl area, was entirely a City of Pacifica operation. In the process, the City workers found two post markers which appeared to be placed by the Federal Bureau of Land Management (BLM).
 - Since then, Clif has received confirmation from BLM that these were placed in 1992, while surveying for the Golden Gate National Recreational Area (GGNRA).
 - **Further, that these markers are protected and must not be removed.**
 - This means there is also a Federal Department of Interior interest in the "Bowl" area.
 - Further, new signs posted by the city, proclaim their **rights to 60' off the roadway.**
- Motion to adjourn at 9:10 PM by Billy. Second by Clif.

Billy P/Clif