

Pacific Point Homeowners Association

Board of Directors Meeting

Minutes - March 5, 2019

- **Board Attendees:**

President: William Trichon (Billy P)

Vice-President: (vacant)

Recorder: Steven Rhodes

Treasurer: Clifford Lawrence (Clif)

At Large Director: Janet Laurain

- **Others Attending:** Manor Manager David Esty, Victor Carmichael

- **Call to Order:** Billy P. called meeting to order at 7:00 PM with four directors present.

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

- Agenda:
 - Manager notes one new addition:
 - Motion to Approve agenda by Clif. Second by Janet.
- Calendar:
 - Clif offered request for one change
 - Motion to approve calendar by Steve. Second by Billy.

- **Homeowners Forum:**

- Carol Young 5005-49
 - Manor Inc. Mailings: Question: Why can't Newsletter and invoice mailings be combined to save expense.
 - Manor, Inc. tries to mail both together, but occasionally their separate cycles and sources require separate mailings. Dave Esty writes the monthly Newsletter. Victor Carmichael reports the two are most often mailed together.
 - Garage Repair: Door required repair by E&S Erection. Bill paid by owner directly.
 - Manager will review who should pay bill.
 - #50 Rental: Owner of Unit 50 appears to have complied with ban on short term rentals. Current tenant arrived in July 2018 and scheduled to stay until April 2019.
 - Renter in Unit 50 is parking vehicle outside of garage (with proper PP Permit). However, vehicle PA registration tag displays 2017.
 - Manager will inquire if PA accepts this vehicle as in current registration.
- Victor Carmichael 5005-55
 - Appeal on City Approval for "Triangle" development: March 19, 2019 date set for appeal arguments in Redwood City at 9:30am.
 - Encampment: Appears City removed homeless encampment under trees near Palmetto Ave.

- Clubhouse Availability for use by individuals:
 - One owner [Carol in unit 56] has inquired about use of facility for individual use, 2-3 times per week, mostly on weekdays to practice yoga.
 - Board approved this as a new policy (yet to be written) which will require request to Board President for individual use (one person at a time only), detailing planned dates and times, provision for numbered guest key, and priority given to rental event use.
 - Manager to have numbered guest keys made.
 - Write draft new protocol by next meeting [Clif]
 - Melina Cortez 5009-28
 - Bathroom Leak from unit #29 above.
 - Dittmann Plumbing has opened ceiling in 28 and floor in 29. Portion of wall will need to be removed to access plumbing to be replaced.
 - Manager to check with Dittman Plumbing to see what is proposed.
 - Patio Wall & Gate:
 - Axis has proceeded with patio wall replacement and installation of gate, as approved in February 2019 Board meeting.
 - Owner expressed difficulty in getting information on planned gate design, and confusion on apparent changes in planned wall covering. Owner asked how to better understand our process.
 - Part of this problem stemmed from owner's desire to involve a second contractor for just the gate. And further that owner desired to pursue the outside option, even after the Board approved the Axis proposal.
 - Manager will check with Axis on what is required to proceed. Manager also reports Change Orders are inevitable.
 - Manager will inquire of Axis:
 - What approved for bathroom?
 - What needed to proceed with patio wall?
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- **Secretary Report** – Steven Rhodes
 - November 2018 Minutes: Produced by Manager
 - Motion by Billy to accept after correction applied. Second by Janet.
 - February 2019 Minutes: Tabled until April meeting.
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- **Treasurer's Report** – Clif Lawrence
 - Most recent Manor Assn. Financial Statement as of 01/31/2019 received 4 March 2019.
 - Cash Totals: (and change from last month)
 - Operating Funds: \$134,144.99 (plus \$32,802.11)
 - Reserve Funds: \$320,231.45 (plus \$18,793.36)
 - Total \$454,376.44 (plus \$51,595.47)
 - Spreadsheet presented projecting Reserve Fund Balances – as of approved expenditures.
 - March 31, 2019 projections
 - Money Market Funds: \$204,443.01
 - Total Reserve Funds: \$322,017.32

- **Architectural Committee** – David Hirzel (absent)
 - Architectural Applications:
 - Unit #78 Application received Conditional Approval
 - Unit #3 proposal for balcony door replacement (rec'd during November 2018)
 - Motion for Conditional Approval by Clif. Second by Steve.
 - New Architectural Application Guidelines
 - Multiple revisions have been submitted to Manager. Those are included in Board package.
 - Dave Hirzel should also have access to the proposed revisions.
 - Final review tabled until April meeting.

- **Landscaping Committee** – no report

- **Manager's Report** – David Esty
 - **Asphalt Sealcoating** – O/S issues
 - Manager to meet with contractor in April
 - **Financial Statement** from Manor Association, Inc. as of 1/31/2019
 - **Delinquency Report** – no issues at this time.
 - **Legal** (attachments 3a, 3b & 3c)
 - **SB 407 2019** – Water Use Requirements. Manager to draft summary for distribution to owners. New State Standards for water use flows in toilets, faucets and showers. No inspections prescribed, but may be future issue in seller disclosures.
 - HOA responsible for Clubhouse.
 - **Lateral Sewer Line Certification** – July 2021 requirements. Owner and HOA liabilities.
 - City of Pacifica has related guidelines.
 - Pacific Point has ten (10) lateral connections.
 - **Garage Doors**: Four additional replacement doors ordered from R+S Erection per January approvals: 7/10, 21/22, 40/41, 81/82
 - Estimated delivery time: three weeks.
 - **Fire Systems** –
 - County requires an above ground backflow valve to replace existing below grade valve. (there may be more than one) Statcomm proposal expected soon.
 - **Asbestos** – Axis and Restoration Management to provide proposals for removal at Clubhouse.
 - **Axis Proposal**: 5003 94/97 – entrance bridge and walls
 - **Change orders** \$14,335.03 and \$7,057.40 supercede earlier approved \$19k plus total.
 - Motion to approved by Clif. Second by Steve.
 - **Pine needles on garage roofs** – Manager reports garage 33/36 still has excessive needles following landscaper work in complex.
 - **Clubhouse carpet cleaning**
 - Billy proposes getting bid from llast vendor but waiting until rainy season over before performing work.
 - Motion for Conditional approval by Billy. Second by Steve.

- Motion to adjourn at 8:53 PM by Billy. Second by Clif.

Billy PSH