

Pacific Point Homeowners Association

Board of Directors Meeting

Minutes – April 2, 2019

- **Board Attendees:**

President: William Trichon (Billy P)

Vice-President: (vacant)

Treasurer/Secretary: Clifford Lawrence (Clif)

At Large Director: Steven Rhodes

At Large Director: Janet Laurain

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

- **Call to Order:** Billy P. called meeting to order at 7:01 PM with four directors present.

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

- Agenda:
 - Motion to Approve proposed agenda by Janet. Second by Steve.
- Calendar:
 - Clif offered request for one change
 - Motion to approve calendar by Clif. Second by Janet.

- **Homeowners Forum:**

- **Chris Matthews 5003-97** (new owner – 2 weeks)
 - Fireplace: Q: How can I find out if I can use it?
 - Chim Chimney no longer doing inspections for PPHOA.
 - Owner now bears Responsibility and Costs for inspections and repairs if needed.
 - Garage – light out in back of garage. Possible wiring issue.
 - Manager: Responsibility of owner.
 - Newcomer Packet:
 - Q: Is there any newcomer packet?
 - Billy: Often spoken of, but not yet a reality.
 - HOA Fee Payments: Instructions on payments will be mailed by Manor Assn.Inc.
- **Justin Dennis 5001-79**
 - Water intrusion and possible mold in master bedroom corner and at patio door. By April 2, 2019, Kirk he had made three (3) inspections at this location, per email of that date.
 - Restoration Management on site last Thursday.
 - Kirk: water source does not appear to be from above unit 80. But problem has possibilities of broadening into an elevation repair.
 - Kirk: Possible parallel issue with Unit 71.
 - Board APPROVED work order to Restoration Management **without objection.**

- Cash Totals: (and change from last month)
 - Operating Funds: \$136,738.98 (plus \$2,593.99)
 - Reserve Funds: \$317,897.41 (minus \$2,334.04)
 - Total \$454,636.39 (plus \$259.95)
- Spreadsheet presented projecting Reserve Fund Balances – as of approved expenditures.
 - April 30, 2019 Reserve Fund projections – before tonight’s meeting
 - Money Market Funds: \$223,740.10
 - Total Reserve Funds: \$341,314.08
 - Treasurer noted that no monthly transfer to reserves occurred in February, but a double amount has since been transferred in March 2019.
 - The Manager said he would inquire and provide answers to the question of the delayed February transfer.
- **Architectural Committee** – David Hirzel (absent)
 - Application from owners of unit 5001-73 received at meeting for three window replacements by Able Window.
 - Motion to approve by Steve. Second by Janet.
 - Manager to issue appropriate conditional approval notice.
 - New Architectural Application Guidelines
 - Multiple revisions combined by Billy and presented for Board consideration.
 - Janet request addition to prohibitions.
 - Billy will incorporate request and issue revised draft for review.
- **Landscaping Committee**
 - Trees in contact with buildings:
 - Broken tree at side of 5009 resolved.
 - More issues yet to be addressed.
 - Kirk: one owner wants tree re-topped to restore view.
 - Billy: Committee best served by resident who could have more contact with landscaper company. Another reason to recruit another member for the Board.
- **Maintenance Report** – Kirk Kloepfer
 - 5003 Bridge – More dry rot in areas where recent work performed.
 - Beam resting on dry rot materials. Walls need to be opened.
 - New AXIS proposal required. Manager to check with Axis.
 - Axis CO#2 for 5003 anticipated.
 - 5001-79 & 5001-73 – water intrusion & possible mold issues
 - Waiting to get results of mold testing in unit #79.
 - Restoration management to open interior walls at patio door and bedroom to determine source of water intrusion.
 - 5009-34
 - Problem source of chronic water intrusion problem believed found.
 - Contractor making repairs at their expense.
 - 5009-28/29

- Waiting on homeowners coordinating with American Leak Detection. Owner in unit 28 below is not convinced leak stopped. American Leak Detection has been called to verify.
- **MAILBOXES**
 - Several of the mailbox units are having water intrusion. We were reminded of once proposed pilot project to replace with stand-alone pedestal units. Item remains on list for future work.
- **Court Action**
 - Kirk reported on complaint brought by former 5007-38 tenant against owner. Current action does not appear to have merit. Judge denied plaintiff's petition.
- **Manager's Report – David Esty**
 - **FIRE SYSTEMS**
 - **Fire Panels** – Kirk: 2 or 3 remaining to be checked.
 - **Fire Watch (finally over)**
 - Considerable bill expected. Delays in getting requirement cancelled, caused by conflicting sources of authority.
 - **Pull Stations** – Replacements still in progress.
 - **Above ground backflow valve required at 5001**
 - Needs to be scheduled. Kirk to work with Statcomm.
 - County requires an above ground backflow valve to replace existing below grade valve. (there may be more than one)
 - Statcomm proposal expected soon.
 - Still in progress.
 - **Five Year Certification** – Testing performed on March 12
 - QUESTION: Were results finalized?
 - **Replacement Fire Extinguisher Enclosures** (with locks)
 - To be installed by Kirk.
 - **Asbestos – Removal in Clubhouse Ceiling**
 - Proposals received from Axis, Restoration Management & PW Stephens Environmental
 - **Board approved proposal** from PW Stephens Environmental for \$9,687.75.
 - City and local fees not included.
 - Motion to approve by Steve. Second by Clif.
 - **Asphalt Sealcoating** – O/S issues
 - Manager to meet with contractor in April
 - **Financial Statement** from Manor Association, Inc. as of 2/28/2019
 - **Delinquency Report** – no issues currently.
 - **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.
 - **Garage Doors:** Four additional replacement doors ordered from R&S Erection per January approvals: 7/10, 21/22, 40/41, scheduled for replacement. 81/82 yet to be coordinated with owner. Expected to be completed by next week.
 - **Clubhouse carpet cleaning** – performed by Coit Carpet March 20. Cost \$250.

- Canvassing for replacement Director: Billy present draft letter to residents expressing need for additional director and recorder.
- PARKING – Addition to list of voided parking placards.
- Motion to adjourn at 8:56 PM by Billy. Second by Clif.

Billy Phillips
5/14/12