

Pacific Point Homeowners Association Board of Directors Meeting

Approved Minutes – May 14, 2019

- **Board Attendees:**

X	President	William (Billy) Trichon (BP)
	Vice-President	Vacant
X	Secretary	Anna Dennis (AD)
X	Treasurer	Clifford Lawrence (CL)
X	At-Large Director	Steven Rhodes (SR)
X	At-Large Director	Janet Laurain (JL)

X = in attendance

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

- **Call to Order:** BP P. called meeting to order at 7:02 PM with five directors present.

- BP introduces new Board Director/Secretary: Anna Dennis.

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

- Agenda:

- Motion to Approve proposed May agenda by CL. Second by JL.

- Calendar:

- CL requested to change date of board meeting in May calendar

- Motion to approve calendar by CL. Second by JL.

- **Homeowners Forum:**

- **Peter Guzman 5003-93**

- Water intrusions from above unit 94, for third time in 5 years. Peter requests that it be fixed permanently this time. Per Dave, leak source could be any one of 6 components so the cause of this leak may be different.

- Peter reports owner of 94 (unit occupied by tenant) is cooperating. Ditman Plumbing will inspect the leak on May 16.

- **Action Item:** Peter to follow up with Kirk to coordinate repair.

- **Diane Parks 5011-13**

- Thanks for expedited restoration of hot water on 14May19.

- Reported that previous storms have caused a leak in her living room ceiling, and that front living room window has damaged caulking. Dave requested she contact Manor customer service to come inspect.

- Requested a schedule of bulky item pickup – Per BP this is TBD

- Requested cut back of trees near unit – this is also TBD
- **Ian & Sheena Goss 5001-73**
 - Requested update to outside Dry Rot repair status
 - Stated that water damage has also occurred to floor
 - Reported mildew issues in 2nd bedroom at last board meeting, this is still pending follow up.
- **Anna Dennis 5001-79**
 - Also has found potential water damage to the floor
- **Steven Rhodes 5009-31**
 - 5009-North-Stairwell lower staircase, has a broken tread step.
 - Stated will replace his front window
- **Melina Cortez 5009-28**
 - Requested FU on ongoing leak in bathroom since Feb 4, coming from up-stairs unit (29).
 - Per Dave, owner of unit 29 has died and it is now occupied by relatives. Access to unit is an issue. The source of the leak has been identified and 2 proposals were sent to the executor/representative of former owner on 13May19 – they did not respond.
 - **Decision:** BP proposed the HOA accepts the most comprehensive repair proposal regardless of response. Executor/representative of former owner will be retroactively billed.
- **Carol Young 5005-49**
 - Rug in front unit 50 entry is creating dry rot.
 - **Action Item:** Dave will send a violation notice to owner of unit 50

- **Secretary Report** – (acting: CL)
 - April 2, 2019 Minutes:
 - Approved as-is.

- **Treasurer's Report** – CL
 - **FINANCIAL STATEMENT** – 03/31/2019 received from Manor Assn. April 29, 2019.
 - Cash Totals: (and change from last month)
 - Operating Funds: \$104,577.25 (minus \$32,161.73)
 - Reserve Funds: \$365,032.72 (plus \$47,135.31)
 - Total \$469,609.97 (plus \$14,973.58)
 - Spreadsheet presented projecting Reserve Fund Balances – as of approved expenditures.
 - May 31, 2019 Reserve Fund projections – including new approvals to-night
 - Money Market Funds: \$ 88,568.67
 - Total Reserve Funds: \$206,318.84
 - Treasurer noted that the April transfer to reserves has yet occurred.
 - **Action Item:** Dave Esty to inquire and provide answers re: delayed April transfer. Above numbers assume all monthly transfers to reserves.

- **Architectural Committee** – David Hirzel (absent)
 - New Architectural Application Guidelines
 - Multiple revisions combined by BP and presented for Board consideration, including JL's request for an addition to prohibitions, reviewed by David Hirzel and distributed to Directors during April 2019.
 - Motion to adopt by CL. Second by BP.

- **Landscaping Committee**
 - CL says he has discussed with BP about inviting Victor Carmichael to be the point-person with the contract landscaping crew – his response is pending

- **Maintenance Report** – Kirk Kloepfer
 - 5001-79 and 80
 - Termite and dry rot damage to walls. Change order to original proposal to add 10,000. Additional damage found on concrete walkway on ground next to unit 79 and 73. Weepscreen and additional wall work will be needed at an estimated cost of 30,000 per wall (60k total) – this will be noted in future change order.
 - Sandbags outside of unit 73 have disintegrated.
 - Deck at 80 needs to be re-done – to be approved – 15k
 - 5011- 8 – deck also needs to be re-done est. cost 17k
 - 5003 – unit 93-98 – walkway bridge - needs structural and stucco repairs
 - 5009 – 25-30 – unit 25 has reported dry rot at entry wall.
 - 5011 – boiler tank w replaced.
 - 5007 roof
 - 5005 – elevation
 - County mandates a Double check of backflow detector for fire system
 - Clubhouse
 - Will need repainting after asbestos abatement
 - Hot water heater for clubhouse bathroom needs to be replaced – option to replace with an on-demand heater

- **Manager's Report** – David Esty
 - **FIRE SYSTEMS**
 - Fire system inspection on 21May19 - Notice to be posted tomorrow by SR
 - **Asbestos – Removal in Clubhouse Ceiling**
 - Test results satisfactory.
 - Finishing ceiling sizing and painting remain.
 - Possible damage claim for furniture left exposed outdoors.
 - **Asphalt Sealcoating** – O/S issues
 - Contract has scheduled two times in May for make-good tasks.
 - **Financial Statement** from Manor Association, Inc. as of 3/31/2019
 - Recommends firebreak cut of western land in front of condo (Phase 1), as well as along property/fence line on paradise street (Phase 2)

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- **Financial Statement** from Manor Association, Inc. as of 3/31/2019
- **Fire Season** - Recommends firebreak cut of western land in front of condo (Phase 1), as well as along property/fence line on Paradise street (Phase 2). Manager will seek proposals.
- **Proposals** - totaling \$66,883.32
 - 5001-79 – Axis interior drywall repairs to MBR and around patio door. \$3,227.00
 - Approved unanimously by board.
 - 5001-73/74 & 79/80 - Axis CO#1 – plywood sheets - \$9,938.60
 - Motion to approve by CL. Second by JL.
 - 5001-80 – Axis railing and deck surface replacement - \$15,958.32
 - Motion to approve by CL. Second by SR.
 - 5003-94/97 – Axis CO#3 add'l stucco @ front elevation (R of bridge-way) \$37,759.40
 - Motion to approve by CL. Second by JL.
- **RETIREMENT & New Local Manager** - Dave Esty retiring on 01Jul19. Mark Borson will take over as manager and will attend the next meeting.
- Motion to adjourn at 9:08 PM by BP. Second by CL.

TE/13 P/14 6/4/19