

PACIFIC POINT HOMEOWNERS ASSOCIATION

Board of Directors Meeting January 14, 2020 Clubhouse – 7:00PM Draft Minutes

Board Attendees:

x	President	William (Billy) Trichon (BP)
	Vice-President	Vacant
X	Secretary	Anna Dennis (AD)
	Treasurer	Clifford Lawrence (CL)
X	At-Large Director	Paolo Frediani (PF)
X	At-Large Director	Janet Laurain (JL)

X = in attendance

Others Attending:

x	Manor Association, Manager	Mark Borson (MB)
x	On-Site Contractor	Kirk Kloepfer (KK)
x	Architectural Committee	David Herzel (DH)

X = in attendance

- 1) Regular meeting session called to order at **7:02 PM**
- 2) Review and Approve Agenda and Annual Calendar:
 - a) Agenda approved and annual calendar amended (November 2020 board meeting moved to 10Nov2020).
- 3) Homeowners Forum (*This is a limited time for owners to bring policy matters to the Board's attention. Each owner who wishes to address the Board may submit their issue in writing for consideration. To ensure ALL agenda items of business are addressed, Homeowner Form will be limited to 5 minutes per owner, for a total of 30 minutes.*)
 - a) One homeowner in attendance.
- 4) Secretary's Report –Approve Draft Minutes:
 - a) December 17, 2019 Regular Meeting - **MSC**. December 17, 2019 Regular and Executive Session Meetings as presented.
- 5) Treasurer's Report – Review and Accept November 2019 Financials – tabled until February meeting

1800 Gateway Drive #100 – San Mateo CA 94404
Telephone (650) 637-1616

Anna Dennis
04 Feb 2020

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6) Committee Reports

a) Architectural Committee

- 5005 #50 – Windows installation – **not approved** as presented. Homeowner must match the current windows by size.
- 5005-49 – bathroom remodel – approved as presented, pending proof of contractor liability insurance
- 5017 – 69 - bathroom remodel – approved as presented, pending proof of contractor liability insurance
- Note that for any proposed projects, a building permit is needed, and the homeowner must verify their contractor's liability insurance. Homeowner is liable for any damage if a contractor is unlicensed/uninsured.

b) Landscaping Committee – no report

c) Volunteer Opportunities – no report

7) Maintenance Report – Plumb, Square and Level – moved up from Business at Hand

a) 5005 – needs new boiler and roof

b) 5001 side wall and 5005 wall repair will need to be pushed to spring due to rain

c) Common pathway lights – **Action Item: MB to talk to Axis about their lighting proposal – get SOW and bid**

d) Axis needs to touch up the paint on building 5001 stairway railings, since the scaffolding caused damage. **Action Item: MB to request this from Axis**

8) Old Business

a. Maintenance issues – see maintenance report above

1 – Contract services

- a. General building/water intrusion repair status – AXIS Construction**
- b. 2020 projects + remaining dry rot issues**

2 – Landscaping issues – not discussed

- a. Fish + Bowl area ongoing appeal + survey property line.**
- b. Follow-up/action items**

9) Business at Hand

a. Maintenance Report -Plumb, Square and Level - see maintenance report above

b. Manager's Report- Review of Calendar, Action items, Work order Summary

c. Ratify Expenditures

- Termite Treatment Proposal (Coastside Termite) – 5001 #73 – **MSC**
- Interior Termite Dry Rot Repairs (AES Construction) – 5001, #73 - **MSC**

d. Newsletter item/website updates

- a. Newsletters will be moved to a quarterly basis, as needed**

e. Boiler Replacement Proposal at 5005 Bldg. – Bay City Boiler.

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- a. MB to present bid to replace both boiler and roof at next meeting
- f. New Election Rules - SB323 New Law
 - a. The election rules will need to be updated per the new state law. The charge to update the rules is not to exceed \$800.
- g. Additional Walk-in Items – none

10) Regular Meeting adjourned at 8:51PM

11) Executive Session meeting from 8:51PM – 9:04PM

Scheduling of Next Meeting –Regular Meeting: Tuesday February 4, 2020

EXECUTIVE SESSION

Following the open meeting, the Board may briefly meet in Executive Session to discuss collection and legal issues.