

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 13, 2013**

**BOARD MEMBERS**

Jim Foley	President
Frank Hedges	Vice-President
Laurel Smith	Secretary (absent)
Gloria Felcyn	Treasurer
Anna Scicinska	Director (absent)
Dave Katleman	Director
Vacant	Director

**OTHERS PRESENT**

15 Homeowners  
Luis Heredia Community Management Services, Inc.

**ITEM I - Call to Order** – President Jim Foley called to order the Board of Directors meeting at 7:01 PM at the association's clubhouse.

**ITEM II - Open Forum**

Jim Turke – Jim wanted to include something on the agenda regarding light repairs.

Linda Menon – Linda had two issues and one comment. Linda wanted to know where she could place her patio green trimmings for pick up. Dave Katleman informed Linda to place them outside her gate of on the lawn area in front of her unit and Dooling Landscape would pick them up. Linda also noted she had read the community had a neighborhood watch, and wanted to know if most of the units had an alarm system installed. Linda also commented on the application she submitted for hard wood floors and requested that when the CC&Rs were re-written that language be included for additional choices for flooring.

10402 – Joan commented on the amount of heat she is getting into her unit and requested approval for the installation of an awning over this particular window. The Board requested the owner submit an Architectural application for the Board to review.

Carol – Carol wanted to discuss the dog do's and don'ts. The Board informed Carol it was on the agenda to be discussed.

David Cooke – Mr. Cooke thanked the Board for moving the sprinkler for the install of the air conditioning unit. Also requested information regarding the repairs to the unit resulting from the termite report. The Board informed Mr. Cooke the repairs would be made during the repairs to the community and the timeline would be posted throughout the community.

Yan – Yan wanted to speak about the parking within the community and whether there were any rules as to whether the owners back in their vehicles. The other issue was the dog do's and don'ts

which would be discussed later in the meeting. The Board noted that this issue was not being enforced but does enforce the amount of time an owner leaves a vehicle on the property.

Barbara Sturges – Barbara of 19432 Vineyard Lane informed the board of the bees which had been treated but were still in the area. It was reported that if they had returned it may be necessary to open the roof to gain access to the hive if the bees would need to be collected. Winchester pest control would be called to attempt to get rid of the bees or wasps.

19701 – There is a wasp nest that needs to be removed and reported ants along the pavement.

## **ITEM II – Agenda Review**

Frank Hedges requested that the Board Vacancy be added to the agenda under new business. The request was noted.

## **ITEM III – Review and Approval of the Minutes**

- A. The Board reviewed the minutes of the board meeting held on May 9, 2013. Dave Katleman made a motion to approve the minutes of May 9, 2013 as presented. Frank Hedges seconded the motion and the motion carried.

## **ITEM IV - Committee Reports**

### A. Financial Report – May 31, 2013

- The Board of Directors reviewed the current reconciliations and account statements of the Association's operating and expense accounts for the past two months, the operating and reserve revenues and expenses compared to the current year's budget, as well as the income and expense statement of the Association's operating and reserve accounts. Gloria Felcyn reported new fiscal year began April 1<sup>st</sup> so Gloria reported on April and May. The total revenue was on budget and expenses were under budget so association had a net profit. Accounting for the transfer of the reserves contribution the association had income over expenses of \$7,400.00. Gloria also informed the Board and others present of the annual financial audit that was being performed and would report on the audit at June meeting. Gloria also noted on three Certificates of Deposit which matured and Gloria would be researching investment opportunities.
- The Board of Directors reviewed the aging report for May 31, 2013. Board discussed the issue of fines.

### B. Security

Frank reported on an incident in which there has been a lady parking her vehicle on the property and sleeping in the vehicle. The authorities have been notified and eventually they sheriffs did make contact with this person initiated a report and a citation was issued. The lady is no longer parking on the property.

### C Maintenance

- The Board of Directors discussed the replacement of windows at unit 19119. The Board reviewed the final report from Terry Osuga of Construction Performance

Builders (CPB). The Board confirmed that the owner had performed all required changes or corrections as requested by CPB.

D. Clubhouse

Jim Foley reported on clubhouse project and informed the Board and others present of the progress to the interior of the clubhouse. Jim reported that all of the infrastructure was completed. Laurel and Gloria will need to pick out some light fixtures for the restrooms and Frank needs to activate the security system on the pool gate under the stairs. Everything is basically complete excluding the restroom partitions which the company which was in charge of fabricating them backed out. Furniture and carpet in the clubhouse is still to be completed.

Kitchen is being postponed in order to open the clubhouse, however Jim Foley is still placing steps and acquiring proposals to bring to the Board.

E. Landscape

Jim Foley reported on the Landscaping Committee in the absence of Laurel Smith. Jim Foley read some of the notes from the Landscaping Committee in which the committee has noted some areas which require upgrades. The total cost of the upgrades or changes would be \$6485.00. The Board noted these costs were within the landscaping budget.

Jim Foley commented on the condition of the Coy Pond and the need to perform some refurbishing. The cost of making some repairs is estimated at \$2,345.00 and would be moving forward on making these changes.

F. Newsletter

There was some discussion on which was the correct email for the Vineyards of Saratoga. There also a question regarding the repairs to the fences which should still be emailed to the manager.

**ITEM V – Association Manager’s Report**

- A. The Board reviewed the action item list from the past 30 days. It was also noted Jim Turke and the Manager were working on the protocol for light repairs. The board also reviewed the work order history for the past 30 days and the 2013 Calendar.

**ITEM VI – Correspondence**

- A. The Board of Directors reviewed the incoming correspondence from the past 30 days. The board asked to have the address checked on the letter sent out for the clothesline.

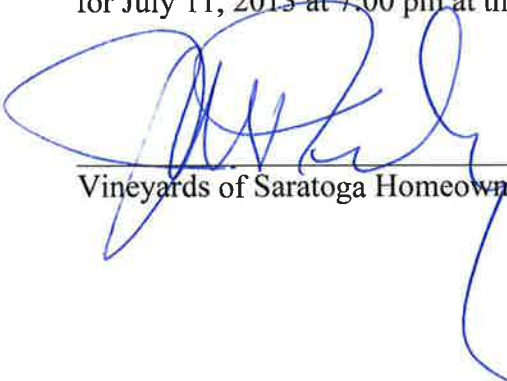
**ITEM VII – Other Business**

- A. The Board discussed the vacancy on the Board of Directors. Frank Hedges noted that since there was a quorum of the Board he would make a motion to nominate Jim Turke to fill the vacancy for the remainder of the term. Gloria Felcyn seconded the motion and the motion carried.

- B. The Board of Directors discussed the replacement air conditioning compressor installed by the owner of 19211. Jim Foley reported the unit had been moved further forward the corner of the building and it does allow for passage through the area. In the future additional information on the size of the compressor units and inspection by Construction Performance Builders will be required.
- C. The Board discussed the hard wood flooring request by the owner of 19309. The board understood that the majority of the floor was not over the living space of the unit below but instead was over the closets and other less traveled areas. Frank Hedges made a motion to deny the application as presented. The motion failed. The owner of 19309 agreed to revise her application and resubmit.
- D. The Board of Directors discussed the Wine Tasting Committee and the best way of reinstating and monitoring the use of the Clubhouse. The Board recommended to those interested to form a group or committee and formulate the specifics of the event and present it to the Board for review. It was noted the Dave Katleman would be the Board contact for this issue.
- E. Jim Foley informed those present that the Landscaping Committee found many sod areas were being damaged by dogs. Therefore the Committee posted notices requesting dog owners to take their dogs to go in the Ivy along the outer perimeter.
- F. Frank Hedges and Jim Foley to work with Jeffrey Barnett on the draft of the CC&Rs. Dave Katleman seconded the motion and the motion carried. Frank Hedges made a motion to utilize the services of Jeffrey Barnett for re-writing the association's governing documents. Dave Katleman seconded the motion and the motion carried.
- G. The Board reviewed the proposals from Association Construction Services (ACS) for the repairs to the Bar-B-Que area, the replacement of the trellis and pump room at the large pool, the roof rafters, and the repairs to the exterior of the buildings throughout the community. Gloria Felcyn made a motion to approve the proposals from ACS for the repairs to the Bar-B-Que, the roof rafters, and the exterior repairs to the buildings as submitted. Frank Hedges seconded the motion and the motion carried. It was requested that the Bar-B-Que be a priority.

**ITEM VIII – Adjournment**

The Board Meeting adjourned at 9:47 PM. The next Board of Directors meeting was scheduled for July 11, 2013 at 7:00 pm at the Association's Clubhouse.

  
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 Vineyards of Saratoga Homeowners Assoc.

31 JUL 13  
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 Date