

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 11, 2013**

BOARD MEMBERS

Jim Foley	President
Frank Hedges	Vice-President
Laurel Smith	Secretary
Gloria Felcyn	Treasurer
Anna Scicinska	Director
Dave Katleman	Director
Jim Turke	Director

OTHERS PRESENT

7 Homeowners
Luis Heredia Community Management Services, Inc.

ITEM I - Call to Order – President Jim Foley called to order the Board of Directors meeting at 7:00 PM at the association's clubhouse.

ITEM II - Open Forum

Ali Mahdavi – Mr. Mahdavi read to the board a prepared statement regarding the recent appointment of Jim Turke to the Board of Directors. Mr. Ali felt the Board acted improperly in this appointment.

Nora White – Ms. White also expressed her disappointment with the Board on appointment to fill the vacancy on the Board of Directors. Ms. White also expressed her concern on the cost and time it has taken to complete the Clubhouse renovation. Nora was not very pleased with the remodeling of the restrooms.

Dr. Jan Scicinski – Mr. Scicinski read a prepared statement regarding the recent appointment of Jim Turke to the Board. Mr. Scicinski was disappointed with the process used by the Board to fill this vacancy.

Barbara Sturges – Ms. Sturges 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.

Carolyn Carter – Ms. Carter expressed her surprise in the recent appointment of Jim Turke to the Board. Carol also commended on the wasp nest that needs to be removed.

Katherine Weiss – Ms. Weiss informed the Board of her request to install windows, sliding glass door, and front door.

- Frank reported that the pool gate under the deck by the fitness room had malfunctioned but had been repaired.

C Maintenance

- Jim Foley discussed the upcoming repairs to the trim, siding, and roof rafters prior to painting. A meeting has already been scheduled to pick out colors and begin the painting process.
- Jim Foley informed the Board members present of the final inspection being performed by the end of the week. This would complete this phase of the remodel.
- Laurel Smith commented on the 4 chairs left to be disposed in order to make room for the new furniture for the clubhouse.

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. This included the inside of the restrooms.
- Laurel Smith informed the Board that they were working with designer to complete the purchase of furniture for the clubhouse. They had also met with a contractor to decide on the type, color, and pattern of carpet.

E. Landscape

- Laurel Smith reported on the landscaping which had been going well. Chris Burns and the other members of the Landscape Committee had been working with Tim Dooling to remove some of the old and dated plants such as Junipers, and install new plants.
- Laurel Smith suggested having the lollipop lights and the top of the mailboxes cleaned. Also noted placing signs on the doors of the garbage enclosures to provide more information to residents regarding garbage rules.

F. Newsletter

- Anna Scicinska informed the issues to be covered in the upcoming newsletter.

ITEM V – Association Manager’s Report

- A. The Board reviewed the action item list from the past 30 days. 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

ITEM II – Review and Approval of the Minutes

- A. The Board reviewed the minutes of the board meeting held on June 13, 2013. Dave Katleman noted that in Item VII (G) it should state the board agreed to make the repairs to the Bar-B-Que a priority. There being no other changes or correction Dave Katleman made a motion to approve the minutes as amended. Gloria Felcyn 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 on the financials from June 30th. Gloria also informed the Board and others present of the budgeted income vs. the actual as well as the budgeted expensed vs. the actual expenses. For the month of June the association's expenses exceeded the monthly income, which was primarily due to additional expenses for plumbing, tree work, water and sewer, and additional landscaping.
- It was reported the association would be investing in additional Certificates of Deposit in both Wells Fargo and Focus Bank.
- The Board of Directors reviewed the aging report for June 30, 2013.
- Gloria Felcyn addressed the issue of the Association Year-end Financial Audit. Gloria had reviewed the audit and had discussed any discrepancies with the CPA, and was recommending its approval. Anna Scicinska made a motion to approve the financial audit as presented. Dave Katleman seconded the motion and the motion carried.
- Jim Foley informed the board and others present of the possible approval of the Association for FHA loans. Jim had been working with a realtor to prepare and present the proper documentation over the past year and a half. It seems that the FHA had received all of the proper and current documents and was prepared to issue an approval.

B. Security

- Frank reported on another incident in which someone was parking in the community who was living in their vehicle. The authorities have been notified and the vehicle was moved off the property.
- Frank also informed the Board that he would need to enlist the assistance of CMS to register and distribute the parking stickers. At this time it may be best to reregister all vehicles in the community.

- A. The Board discussed the Process Observation Form that was developed and used by the Board a few years back. Laurel Smith suggested the board reinstitute the use of the form again. Each of the Board members would be responsible for filling out the form and grading the Board at each of the Board meetings. The form would be included in each of the Board packets.

- B. The Board of Directors discussed the issues with the installation of the Skylights at 19234 Vineyard Lane. The homeowner's contractor had compromised the roof above his unit by cutting two joists in order to install the skylights. The homeowner had not responded to the request to apply for permits from the City of Saratoga and there was not evidence of the contractor having followed the appropriate repairs to the roof as recommended by Terry Osuga of Construction Performance Builders. The Board has no choice but to report the owner to the City Building Department.

- C. The Board of Directors reviewed the architectural request from the owner of 19237 Vineyard Lane for the installation of windows, sliding glass door, and front door. The owner would provide the application and other documentation necessary for the Board to approve her requests.

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.


Vineyards of Saratoga Homeowners Assoc.

8-8-13
Date