

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 14, 2016**

BOARD MEMBERS

Jim Foley	President
Michael Toback	Vice President
Laurel Smith	Secretary (absent)
Gloria Felcyn	Treasurer
Anna Scicinska	Director
Dave Katleman	Director
Vacant	Director

OTHERS PRESENT

Eric Hawks	Resident
Carol Lunny	Homeowner
Chris Burns	Homeowner
Arpana Prajapati and Umesh Shukla	Homeowners
Hsuehfen Pamela Wang	Homeowner
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

- Eric Hawks presented to the board the request for a new front door. Eric also informed the Board of a toilet in the Ivy behind enclosure #3. Lastly Eric asked about the trimming of the Ivy.
- Pamela Wang informed the board of what she thought was a homeless couple parked in the community. This had been taken place a number of times over the past several weeks.
- Carol Lunny presented a diary of the noise coming from the unit below.
- Chris Burns requested the paint colors for the community.
- New homeowners Arpana Prajapati and Umesh Shukla brought an application for window replacements and inquired about the possibility of installing wood floors. The owners also commented on the current cost of their heating bill.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from December 10, 2015 Board of Directors meeting. David Katleman noted the size of the television was 65” not 60”. Gloria Felcyn noted the word “year” was misspelled in item IV(f). There being no further changes or corrections Michael Toback made a motion to approve the minutes as amended. Anna Scicinska seconded the motion and the motion carried.
- B. The Board reviewed the executive session minutes from December 10, 2015 Board of Directors meeting. Michael Toback made a motion to approve the minutes as Presented. Scicinska seconded the motion and the motion carried.

- C. The Board reviewed the minutes from December 10, 2015 special meeting of the Board of Directors. Michael Toback made a motion to approve the minutes as Presented. Scicinska seconded the motion and the motion carried.

ITEM IV - Committee Reports

A. Financial Report – December 31, 2015

- The Board of Directors reviewed the current reconciliations and account statements of the Association's operating and expense accounts for the past month, 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 to the Board on the year to date for 2015 the current operating account as of December was \$74,462.11 and total reserves of \$2,283,228.32. Total income for December was \$75,786.68 with expenses for the month of \$77,007.21 reflecting a deficit of \$2,757.21 for the month of December. The main reason for the deficit was greatly due to the cost of water.
- The Board of Directors reviewed the aging report for December 31, 2015. It was indicated delinquent accounts would be sent to collections when they are three payments in the rears.
- Gloria Felcyn presented to the Board the revision of the annual budget for the association. Gloria pointed out some of the revisions to the budget which resulted in an increase of 6% or \$25.00. The revisions included increases to the utilities, insurance, and the reserve contribution. Gloria Felcyn made a motion to approve the draft of the 2016-2-2017 annual budget as presented. Anna Scicinska seconded the motion and the motion carried.

B. Security

- Frank Hedges had no report to present to the Board. The Board did request Frank to respond to issues regarding individuals parking in the guest parking spaces overnight.

C. Maintenance

- Jim Turke was repairing several lights and ballasts in the community.

D. Clubhouse

- Michael Toback reported the new 65" television had been installed and was working properly. It was uncertain whether Comcast would be installed at the clubhouse since contrary to previous information it would require trenching to bring the cable into the clubhouse. Jim Foley and Dave Katleman had connected an HD antenna which provided service to several channels. Jim Foley also informed the Board a service line could be installed from the chimney into the clubhouse. The Board agreed that this solution was adequate for the time being but would most likely require a streaming service sometime in the future. Other providers were being researched.
- Dave Katleman indicated the First Alarm technician had reported two of the current cameras were not working and a third was broken. Dave also inquired as to the internet address needed to view the cameras online. .
- Gloria Felcyn indicated the kitchen had been completed and was working on purchasing or acquiring utensils and other small kitchen appliances.

E. Landscape

- Chris Burns reported to the Board on the tree trimming being performed by Davey Tree. Gill Mitchell arborist for Davey was working on the remaining tree removals. The tree trimming would run through the end of January. Chris also reported she was working on obtaining a tree removal permit for the Redwood Tree behind 19310. The removal would require the use of a crane due to the proximity to the unit. The city arborist Kate Bear wanted to see the root system in the unit in order to determine if the tree required to be removed.
- Chris also noted Dooling Landscaping had been working on drainage issues throughout the community.

F. Governing Documents

- Jim Foley informed the board on the quiet title action for the parcel at the back of the community which Jeff Barnett was working on. Once this was completed a final version of the governing documents would be submitted to the board.

G. Newsletter

- Anna Scicinska would be including articles regarding the annual Board of Directors election, the Super Bowl Party at the Clubhouse, Suspicious activity, call sheriffs for homeless or anyone staying in a vehicle in the community overnight.

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 day, and the 2016 Calendar.

ITEM VI – Correspondences


- A. The Board of Directors reviewed the correspondence from the past 30 days.

ITEM VII – Other Business

- A. The Board of Directors reviewed the architectural application from 19214 Vineyard Lane for the installation of a new front door. A motion was made to approve the architectural application as presented. The motion was seconded and carried.
- B. The Board of Directors reviewed the proposal from SAFCO Sound & Security Systems for 2 security cameras at the entrance to the community. The Board agreed this project required more research to determine the number of cameras needed in the community.

ITEM VIII – Adjournment

- A. The Board reconvened the open meeting and adjourned at 9:50PM. The next Board of Directors meeting is scheduled February 11, 2016 immediately following the Annual Meeting of the Membership in the Association’s Clubhouse.



Vineyards of Saratoga Homeowners Assoc.



Date