

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 10, 2016**

BOARD MEMBERS

Jim Foley	President
Michael Toback	Vice President
Laurel Smith	Secretary
Gloria Felcyn	Treasurer
Anna Scicinska	Director
Dave Katleman	Director
Jeffrey Klopotic	Director

OTHERS PRESENT

Nora White	Homeowner
Chris Burns	Homeowners
Samer Sharaiha	Homeowner
Tom Schmidt	Homeowner
Carole Lunny	Homeowner
MaryEllen Swigert	Homeowner
Deborah Matheson	Homeowner
Eric Hawks	Homeowner
Tony Fisher	Resident
Kailash C Joshi	Homeowner
Tomas Takashima	Homeowner
Claire Walters	Homeowner
Susan Chiu	Homeowner
Domingo Tavella	Homeowner
Jan Scicinski	Homeowner
Jim Turke	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

- Tony Fisher would have some comments during the Landscape Committee Report.
- Eric Hawks thanked the Landscape Committee for the new plantings and also noted the noise level from 19214 was much better.
- Deborah Matheson would contact the owners of the adjacent units regarding the installation of the French Drain.
- Carol Lunny would have a report on the noise from the adjacent unit.
- Tomas Takashima inquired as to the termite report from Coastal Termite.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from February 11, 2015 Board of Directors meeting. Gloria Felcyn noted that under the financial report the minutes should reflect an income over expenses of \$1,830.88 for the month of January 2016. There being no further changes or corrections Laurel Smith 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 February 11, 2015 Board of Directors meeting. Laurel Smith made a motion to approve the minutes as Presented. Anna Scicinska seconded the motion and the motion carried.
- C. The Board reviewed the minutes from March 3, 2016 Emergency Meeting of the Board of Directors. Anna Scicinska noted the Association Manager was not present at this meeting. Laurel Smith made a motion to approve the minutes as amended. Anna Scicinska seconded the motion and the motion carried.

ITEM IV - Committee Reports

- A. Financial Report – February 29, 2016
 - 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 February was \$84,901.72 and total reserves of \$2,296,524.17. Total income for February was \$75,619.89 with expenses for the month of \$71,018.95 reflecting an income over expenses of \$4,600.94 for the month of February.
 - The Board of Directors reviewed the aging report for February 29, 2016.
- B. Security
 - Jim Foley had no security report to present to the Board, but indicated security cameras would be discussed later in the meeting.
- C. Maintenance
 - It was reported Jim Turke was healthy once more and able to perform the light repairs.
- D. Clubhouse
 - Gloria Felcyn noted the Kitchen has been completed and the item could be removed from the agenda.
 - Dave Katleman indicated the First Alarm technician would be making the repairs and adjustments to the existing cameras. Dave also commented on the possible installation of a 7th camera to be installed to oversee the pool area and would complete the system at the clubhouse. The cost of the additional camera and installation would be \$2,190.00. Gloria Felcyn made a motion to approve the purchase and installation of the additional camera at the pool. Laurel Smith Seconded the motion and the motion carried for a total reserves expenditure of \$2,190.00.

Jim Foley asked if anyone would be interested in taking over the cell phone which was previously used by the Security Committee. No one on the Board would require the phone so the service would be discontinued.

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 had been completed. Chris also reported she was working on obtaining a tree removal permit for the Redwood Tree behind 19310. The removal may require the use of a crane due to the proximity to the unit. The city arborist Kate Bear had approved the removal of the tree.

F. Governing Documents

- Jim Foley informed the Board and others present of the issue with the easement going through the adjoining property. Since the builder had not completed a deed with the City of Saratoga the Association's Attorney Jeffrey Barnett was preparing a deed which would be presented to Abrams the owner of the adjoining property to sign. This would eliminate the prohibition to the access to the fire road. Once this was completed the revised Governing Documents would be mailed out to all homeowner for review and approval.

G. Newsletter

- Anna Scicinska would be including articles regarding the pool opening, the tree trimming and irrigation, illegal dumping, occupancy form.

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 proposal from Four Seasons Roofing for the repairs to unit 19542 Vineyard Lane. The Board requested an inspection of all of the flat tar and gravel roofs including the one flat roof garage. No further action would be taken on this proposal until the inspections were completed.
- B. The Board of Directors reviewed the termite report from 19125 Vineyard Lane. A motion was made to table the proposal pending further inspection. The motion was seconded and carried.
- C. The Board of Directors reviewed the architectural application from 19305 Vineyard Lane for the installation of three retro-fit windows and modifications to the interior. A motion was made to deny the architectural application because retro-fit windows are prohibited in the community. The motion was seconded and carried. It would also be noted that the modifications to the interior of the unit did not require board approval since no load bearing walls would be affected.
- D. The Board reviewed the 3rd Amendment to the management agreement from Community Management Services. Gloria Felcyn made a motion to approve the Amendment to the

management agreement as presented. Dave Katleman seconded the motion and the motion carried.

- E. The Board discussed the current report of mail theft which affected some owners. It was noted the mail theft did not occur in the community but rather was mail stolen from the mail truck while outside of the community.
- F. The Board discussed the installation of security cameras in the community. Mike Toback made a motion to establish a security camera committee whose members would include Dave Katelman, Jeff Klopotic, and Kailash Joshi. Laurel Smith seconded the motion and the motion carried.
- G. The Board discussed the violations of the tenants with Susan Chui and Domingo Tavella owners of 19415 Vineyard Lane, which included speeding within the community which amounted to reckless driving. The Board also informed the owners that smoking by the tenant within the community or the unit was a violation of the Association's Rules and Regulations.

Mr. Tavella and Mrs. Chui informed the Board that the tenants were in the process of moving out, but were unaware of the smoking rules or the requirement of filling out the Occupancy Form which would have allowed the Board to identify the speeder in a timely manner. Mr. Tavella and Mrs. Chui were not at all familiar with any portion of the CC&Rs as they pertained to the owner's responsibilities. The owners were relying on the Property Manager to inform them and the tenants of any rule violation. The owners were informed that their Property Manager had not contacted anyone on the Board or the Association Manager.

Board informed owners of not only the speeding by the tenant but as to the attitude of their tenant when it was brought to his attention by members of the Board. Mr. Tavella and Mrs. Chui were instructed to fill out the Occupancy Form when their next tenant moves in and to also include a copy of the Lease.

- H. The addressed the issue of the illegal dumping in the community by the tenants at 19220 Vineyard Lane. The owner was not present to address the Board regarding this issue.

ITEM VIII – Executive Session

- A. The Board adjourned into executive session to address member disciplinary action.

ITEM VIII – Adjournment

- A. The Board reconvened the open meeting and adjourned at 9:45. The next Board of Directors meeting is scheduled April 14, 2016 at the Association's Clubhouse.


Vineyards of Saratoga Homeowners Assoc.


Date