

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 11, 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

James Turke	Homeowner
Kailash Joshi	Homeowner
MaryEllen Swigert	Homeowner
Chris Burns	Homeowner
Carolyn Carter	Homeowner
Jan Scicinski	Homeowner
Nora White	Homeowner
Gia Biagi	Homeowner
Tom Schmidt	Homeowner
Adrienne Roberts	Homeowner
Luis Heredia	Community Management Services, Inc.

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

ITEM II - Open Forum

There were no open forum issues before the Board.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from July 14, 2016 Board of Directors meeting. Laurel Smith made a motion to approve the minutes as presented. Gloria Felcyn seconded the motion and the motion carried.
- B. The Board reviewed the minutes from July 14, 2016 Board of Directors Executive Session. Laurel Smith made a motion to approve the minutes as presented. Gloria Felcyn seconded the motion and the motion carried.
- C. The Board reviewed the minutes from July 20, 2016 Board of Directors Emergency Meeting. Gloria Felcyn made a motion to approve the minutes as presented. Laurel Smith seconded the motion and the motion carried.

ITEM IV - Committee Reports

- A. Financial Report – July 31, 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 then reported on the year to date for 2016 and the current operating account as of July was \$97,774.84 and total reserves of \$2,393,400.41 Total income for July was \$82,190.40 with expenses for the month of July of \$88,707.89 reflecting a deficit of \$10,332.89 for the month of July.

- The Board of Directors reviewed the aging report for July 31, 2016 and noted no changes.

B. Security

- Kailash Joshi presented Aaron Ettinger owner of SeeClear to make a presentation to the Board on the security camera project that will begin by installing cameras at the entrance of the community. Aaron provided the Board with the overview of the project as well as the specific materials to be used. Aaron and Kailash also answered questions regarding the camera system such as recording capability and accessibility. Jeff Klopotic made a motion to form a committee to work with Aaron and answer any further questions. The committee would consist of Kailash Joshi, Jan Scicinski, Tom Schmidt, and Jeff Klopotic who would report back to the rest of the Board at the September meeting. Michael Toback seconded the motion and the motion carried.
- Dave Katleman indicated that the pool gates were not closing properly and could be left open in order to allow others to enter either during pool hours or after. Since the pool gates have self-closers Dave requested the pool gates be inspected for proper adjustment.

C. Maintenance

- Jim Turke reported on some outstanding broken light fixtures which had already been reported and was expecting to be repaired in the next few days.

D. Clubhouse

- David Katleman indicated the wifi was suspended again and needed to be restarted.
- The Board inquired as to the use of LED light fixtures around the clubhouse however due to the type of fixture currently in use it may be too expensive to replace with LED bulbs.

E. Landscaping

- Chris Burns reported to the Board that a walkthrough with arborist Gill Mitchel had been performed to review the condition of the Redwood Trees which Gill indicated were doing well. The brown foliage was fine during this time of the year.
- Chris reported 2 irrigation controllers had to be replaced last month and two additional irrigation controllers had failed in this month. Two original controllers still remain to be replaced and Dooling Landscape will provide a proposal for replacement.
- Chris indicated it was time for the fall tree trimming and Gill Mitchell will be going through the community to identify the trees requiring trimming and unfortunately those that need to be removed. Gill is inspecting those trees that are too close to buildings to determine if they need to be removed.

F. Governing Documents

- Jim Foley indicated the final changes to the Governing Documents have been sent to legal counsel Jeff Barnett and he would need to meet with Jeff to go over the final version of the documents.

G. Newsletter

- Anna Scicinska would be including articles on the outcome of the Wine Tasting Party, the CC&Rs, Parking Stickers, Speeding, Recycling boxes, and Saratoga Smoking Ordinance.

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 results of the inspection of the 11 fire hydrants in the community. TNT Fire Protection had performed maintenance and testing of all hydrants in accordance with the California Code of Regulations – Title 19. All hydrants passed the inspection.
- B. The Board of Directors reviewed the proposal from Association Construction Services for the repairs to the rear balcony and front patio at unit 19549 Vineyard Lane. Michael Toback made a motion to approve the proposal as presented. Anna Scicinska seconded the motion and the motion carried.
- C. Jim Foley addressed the issue with 19304 Vineyard Lane and informed the owner MaryEllen Swigert the Association’s legal counsel had send a letter to her plumber Plum Perfect to inform them of the Association intent to make the plumbing repairs. The Plumb Perfect would have the opportunity to be present during the repairs.
- D. Jim Foley informed the Board of a water leak between unit 19221 and 19222 Vineyard Lane. The sewer line backed up in the upstairs and leaked behind the walls of the unit below. The sewer line was found to have been clogged by tree roots down in the common area and due to the weight of the water caused a leak in one of the joints in the upstairs unit. The restoration company would need to remove the cabinets in the lower unit to properly dry out the wall.

ITEM VIII – Executive Session

No executive session was required.

ITEM IX – Adjournment

The Board Meeting was adjourned at 9:25PM. The next board of directors meeting is scheduled for September 8, 2016 at 7:00 pm at the Association’s Clubhouse.



Vineyards of Saratoga Homeowners Assoc.



Date