

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 11, 2016**

BOARD MEMBERS

Jim Foley	President
Michael Toback	Vice President
Laurel Smith	Secretary
Gloria Felcyn	Treasurer
Anna Scicinska	Director (absent)
Tom Schmidt	Director (absent)
Jeffrey Klopotic	Director

OTHERS PRESENT

William Pope	Homeowner
Jan Scicinski	Homeowner
Chris Burns	Homeowner
Katherine Weiss	Homeowner
Carolyn Carter	Homeowner
Kailash Joshi	Homeowner
Claire Walters	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

Mr. Bill Pope was present to discuss and answer any questions the Board may have regarding the remodeling of his unit. Mr. Pope's architecture application and drawings were included as part of the agenda. Jim Foley suggested he be appointed by the board to work with Mr. Pope to determine what issues or items may require further review or approvals from the Board. The Board agreed to appoint Jim Foley as liaison to work with Mr. Pope.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from September 13, 2016 Board of Directors 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 – October 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 October was \$72,343.24 and total reserves of \$2,389,295.37. Total income for October was \$80,044.06 with expenses for the month of October of \$83,969.66 reflecting a deficit of \$5,594.66 for the month of October

Gloria Felcyn reported to the Board of her work on the financials to identify and reclassify a list of expenses from the operating account to the reserves. This will assist the Board to keep track of expenses for plumbing, irrigation, and other services.

- The Board of Directors reviewed the aging report for September 30, 2016 and noted no changes.

B. Security

- Kailash Joshi reported to the on the issue of downloading the license plate information from the cameras to a spreadsheet. Mr. Joshi informed the Board that Aaron had installed a separate monitor in the server room in order to access this information.
- Kailash Joshi also informed the Board that the lighting at the entrance to the community was not sufficient to properly light the vehicles entering and exiting the property and would work with the vendor to address this issue.

C. Maintenance

- Jim Foley reported to Board on a number of issues he was working with the various vendors.
 1. There was still work to be completed on the leak into the four garages
 2. ACS still working on refurbishing the Bar-Be-Que.
 3. Several Garages had no power and could not open garage doors. This was a wiring issue that still needed to be resolved.

D. Clubhouse

- Michael Toback indicated the one treadmill could not be turned on and therefore could not be used.

E. Landscaping

- Chris Burns reported on the progress of the tree trimming. Chris and Jim had met with Kevin Allen of Commercial Tree to go over the scope and expectations. Commercial had already made significant progress.
- Chris informed the Board that during the cleaning of the storage/work shop room Gustavo had gone over and beyond to help with this project. Board approved a \$150.00 gift card.
- Chris Burns informed the Board the Clubhouse would be decorated for the holidays.
- Chris Burns indicated that several homes were in violation of having too many pots in the common area.
- Chris also reported on the sand blasting of one of the small ponds, which did not seem to be adequate.

F. Governing Documents

- Jim Foley indicated that the Board had finalized the restated bylaws and CC&Rs. Jeff Barnett should have mailed or emailed the final versions to CMS.

G. Newsletter

- Gloria Felcyn reported on behalf of Anna Scicinska and would be including articles on no outdoor feeding of animals, the CC&Rs, Pots/Planters in front of home or common area, Electric Vehicles. (See 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 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 discussed the remodeling of unit 19817 Vineyard Lane and as agreed Jim Foley would be working with the owner Mr. Bill Pope to determine what issues or items may require further review or approvals from the Board
- B. The Board reviewed the quotes for the Association's Master Insurance Policy. Gloria Felcyn indicated the quote from Farmers was quite good and compatible with Pacific Diversified. Gloria recommended a couple of the other Board members contact the Farmers agent before the next meeting at which time a decision would be made as to who would insure the community.

ITEM IX – Adjournment

The Board Meeting was adjourned at 9:28PM. The next board of directors meeting is scheduled for December 8, 2016 at 7:00 pm at the Association's Clubhouse.



Vineyards of Saratoga Homeowners Assoc.



Date