

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2016**

BOARD MEMBERS

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

OTHERS PRESENT

Katherine Weiss	Homeowner
Gia Biagi	Homeowner
Nilda Retamoso	Homeowner
Jan Scicinski	Homeowner
Kailash Joshi	Homeowner
Luis Heredia	Community Management Services, Inc.

ITEM I - Call to Order – President Jim Foley called to order the Board of Directors meeting at 7:09 PM at the association's clubhouse.

ITEM II - Open Forum

Gia Biagi was present to address the Board regarding the Welcoming Committee.

Nilda Retamoso of 19430 thanked the Board for repairing the light, but wanted to inform the Board that the area in front of her garage was too dark. Jim Foley and a few others indicated other areas which could use more light. The Board would inspect the community to come up with a list of areas for more lighting.

Michael Toback indicated the termite report from 19123-19124 required attention.

Anna Scicinska requested the large Eucalyptus branch near her home be inspected by the Landscape Committee.

Jeff Klopotic indicated the downspout near 19231 and 19110 -19549 needed to be extended.

Nilda Retamoso also mentioned the downspout in front of her garage was smashed.

Jan Scicinski informed the Board of a number of stray cats in the community.

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 reported on the YTD for 2016 operating account as of November was \$627,000.00 and the YTD actual was \$641,912.36. Total YTD reserves of \$2,372,617.72. YTD deficit as of November \$10,238.98.

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

The Board reviewed the request from the owner of 19220 to waive the late fees and interest due to an oversight on the owners part due to having autopay. Jeff Klopotic made a motion to approve waiving the late fees and interest for the owner of 19220 in the amount of \$98.00. Jim Foley seconded the motion and the motion carried.

B. Security

- Kailash Joshi reported on the sample LED lights on the entrance and exit to the community to allow for more light for recording license plates. Jim Foley made a motion to approve the install of the new LED lights but to have them installed overlooking the walls to each side of the entrance and exit. Jeff Klopotic seconded the motion and the motion carried.
- Kailash Joshi also informed the Board of the sand blasted sign to be produced by San Jose Sign. Michael Toback made a motion to approve the wood sign as presented. Laurel Smith seconded the motion and the motion carried for a total reserves expenditure of \$1,500.00.

C. Welcoming Committee

Gia Biagi presented the Board with a copy of the welcome packet to be presented to new owners. The Welcoming Committee requested a list of the new owners that had moved in to the community over the past 3 months.

D. Maintenance

- Tom Schmidt informed the Board of the proposal for replacing the short wooden posts to protect the PG&E meters with metal bollards. Tom Schmidt only had the proposal from ACS so the Board requested at least one more bid. A motion was made to table the replacement of the wood posts with metal bollards pending an additional bid. The motion was seconded and carried.

E. Landscaping

- Chris Burns reminded the Board that the Landscape Committee decorates the Clubhouse for the Christmas party.
- The Board discussed revamping the irrigation system but it would be very difficult to determine what part to replace unless it was failing. Chris Burns would speak with Tim Dooling for his opinion.

F. Governing Documents

- The Board discussed the letter from Jeff Barnett as to the preparation of the ballot for the approval of the restated governing documents. The Board needed to determine the date for returning the ballots and whether it would include an extension. Laurel Smith made a motion to have the ballots for the restated governing documents by March 15, 2017 at 5pm and to open and count the ballots on March 16, 2017 at noon at the offices of Community Management Services, Inc. Michael Toback seconded the motion and the motion carried.
- Laurel Smith made a motion to appoint CMS as the inspectors of election for the tabulation of the ballots for the restated governing documents. Michael Toback seconded the motion and the motion carried.

- The Board agreed to present a \$10.00 gift card from Gene's to the first 75 ballots returned on January 21, 2017. The Board also agreed to include the first 75 owners to return their ballots for a raffle of a \$100.00 gift card to Gene's.

G. Newsletter

- Anna Scicinska reported on the articles to be included in the upcoming newsletter including but not limited no outdoor feeding of animals, the CC&Rs, new tenants and owners, Pots/Planters in front of home or common area, Electric Vehicles.

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 2017 Calendar.

ITEM VI – Correspondences

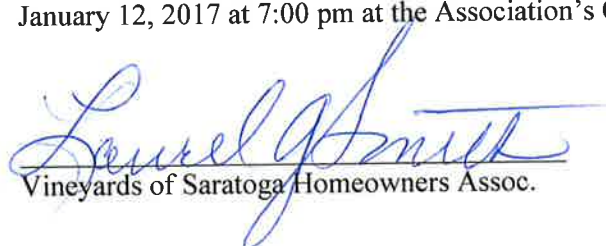
- A. The Board of Directors reviewed the correspondence from the past 30 days.

ITEM VII – Other Business

- A. The Board of Directors the contact list from First Alarm and it would include the members of 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. Laurel Smith made a motion to approve the proposal from Farmers Insurance for the Association's Master Policy as presented. Tom Schmidt seconded the motion and the motion carried.
- C. The Board discussed the Annual Meeting of the membership. Laurel Smith made a motion to appoint Community Management Services as the inspector of elections for the Annual Meeting. Anna Scicinska seconded the motion and the motion carried.
- D. The Board reviewed the proposal for the deck at 19103. Gloria Felcyn made a motion to approve the proposal from ACS as presented pending Tom and Michael's inspection. Tom Schmidt seconded the motion and the motion carried.
- E. The Board reviewed the architectural request from 19627 for the installation of two sun tunnels and an attic fan at the time the roof is replaced. Michael Toback seconded the motion and the motion carried.

ITEM VIII – Adjournment

The Board Meeting was adjourned at 9:55 PM. The next board of directors meeting is scheduled for January 12, 2017 at 7:00 pm at the Association's Clubhouse.


Vineyards of Saratoga Homeowners Assoc.


Date