

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 12, 2017**

**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**

Chris Burns	Homeowner
Gia Biagi	Homeowner
Nilda Retamoso	Homeowner
Kailash Joshi	Homeowner
Carolyn Carter	Homeowner
Judy Pincus	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**

Anna Scicinska indicated the gutter and downspout at unit 19551 was broken and needed to be repaired  
Nilda Retamoso of 19430 commented on the drain next to her home which was flooding during the heavy rains.

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

Gia Biagi of 19212 inquired as to the mention of the operating rules mentioned in the restated CC&Rs.

**ITEM III – Review and Approval of the Minutes**

- A. The Board reviewed the minutes from December 8, 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.

**ITEM IV - Committee Reports**

- A. Financial Report – December 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 the operating fund balance for December was \$123,033.44 the reserves were at \$2,407,027.85. Accounting for the monthly reserves contribution the Association had an income over expenses of \$8,306.14 for the month of December and a Year to Date deficit of only \$1,932.83.

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

The Board reviewed the engagement letters from Allen & Cook, Inc. for the Association's for the annual financial audit and the preparation of the association's taxes. Gloria Felcyn made a motion to approve the engagement letter from Allen & Cook as presented. Anna Scicinska seconded the motion and the motion carried.

B. Security

- Aaron Ettinger was present at 6:00pm to meet with the Board and walk them through the installation of the application for the board to view the cameras at the entrance of the community. Aaron also agreed to meet with the Security Committee for additional more in depth training on the license tracking software.
- Jeff Klopotic noted there had been several coyote sightings in the community.

C. Maintenance

- Jim Foley indicated that Carol Lunny had a plumber cleaning out her bathroom drain which found tree roots in her drain. Jim Foley recommended the Association cover the cost of the plumbing invoice. Jim Foley also made a motion to have New Pipes install a clean out for 19421 and 19422. Laurel Smith seconded the motion and the motion carried

D. Clubhouse

- Tom Schmidt and Jeff Klopotic reported on the condition of the equipment in the fitness room. Tom Schmidt reported that they would like to make some changes to the fitness room by removing some of the equipment, making repairs to the current equipment, and the purchase of some loose weights totaling an expense of \$3,500.00. Laurel Smith made a motion to approve the repairs to the current equipment and the purchase of loose weights to compliment the current equipment. Michael Toback seconded the motion and the motion carried for a total reserves expenditure of \$3,500.00.

E. Landscaping

- Chris Burns reported on a proposal from Davey Tree recommending plant fertilizing in the amount of \$480.00 and the fertilizing the Redwood Trees in the amount of \$542.00. Chris also noted that the proposal also included the cost for deep root watering which Chris felt was not necessary at this time. Gloria Felcyn made a motion to approve the fertilizing of the plants and trees by Davey Tree. Tom Schmidt seconded he motion for an operating expense of \$1,022.00.

F. Governing Documents

- The Board would be holding a town hall meeting on January 21<sup>st</sup> to discuss and explain the restated Governing Documents to the membership.
- Due to the number of Board Candidates running for the Board a candidate forum would also be held on January 21<sup>st</sup>. Each candidate would be given 3 minutes to explain their reason for running for the board.

C. Welcoming Committee

- Gia Biagi updated the Board on the binders delivered to the new residents by the Welcoming Committee. The Welcoming Committee was receiving the updates on new residents from CMS.

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 Town Hall meeting and Board

member forum, Annual Meeting, new tenants and owners, and the wine club.

**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 proposal for the deck at 19103. Jim Foley requested more information from ACS on the reason for the deterioration of the deck.
- C. The Board reviewed the application from unit 19214 for the installation of new windows. Due to the lack of information on the windows being installed Michael Toback made a motion to deny the architectural request as presented. Laurel Smith 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 9:30 PM. The next meeting is the Annual Meeting of the Membership scheduled for February 9, 2017 at 7:00 pm at the Association’s Clubhouse.

  
Vineyards of Saratoga Homeowners Assoc.

3/9/17  
Date