

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 9, 2017**

**BOARD MEMBERS**

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

**OTHERS PRESENT**

Chris Burns	Homeowner
Gia Biagi	Homeowner
Nilda Retamoso	Homeowner
Nora White	
Thomas Takashima	Homeowner
Tony Fisher	Homeowner
Carolyn Carter	Homeowner
Michael 19124	Homeowner
Luis Heredia	Community Management Services, Inc.

**ITEM I - Call to Order** – President Jim Foley called to order the Board of Directors meeting at 7:02 PM at the association's clubhouse.

**ITEM II - Open Forum**

Nilda Retamoso of 19430 indicated someone had left boxes outside of the dumpster at enclosure # 3. Nilda also informed the Board that the area between 19624 and 19626 is really dark and could use additional light.

Nora White of unit 19622 informed the board she noted termite activity on the door frame.

Tony Fisher requested the Redwood tree near his unit be inspected due to the crotch in the upper part of the tree that he was concerned would split.

Gia Biagi of 19212 was concerned about the time in which it took to reimburse committee members for expenses.

Michael of 19124 reported on termite activity at his unit.

**ITEM III – Annual Meeting Results**

CMS received 81 ballots. These were opened and counted by our inspectors of election Bob Catalano & Tony Fisher.

Jim Foley received 63 votes (elected)  
Tom Schmidt received 62 votes (elected)  
Anna Scicinska received 59 votes (elected)  
Xiaojie Zhang received 25 votes (not elected)

Minutes of the 2016 Annual Meeting were approved (75 votes in favor, 1 vote against)

IRS Resolution to move excess operating funds to reserve account was approved (76 votes in favor, 2 votes against)

#### **ITEM IV – Review and Approval of the Minutes**

- A. The Board reviewed the minutes from January 12, 2017 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 V - Committee Reports**

A. Financial Report – February 28, 2017

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 February was \$45,110.46 the reserves were at \$2,399,485.77. Accounting for the monthly reserves contribution the Association had an income over expenses of \$11,968.05 for the month of February.

The Board of Directors reviewed the aging report for February 28, 2017 and noted no changes.

B. Security

- Tom Schmidt reported he and Jeff Klopotic had met with Aaron Ettinger to train on the camera system.
- Jeff Klopotic reported the clubhouse door was not latching properly which could be due to the door warping. Jeff also noted the pool gate under the stairs needed to be repaired.

C. Maintenance

- Jim Foley had emailed a report on the maintenance and had indicated bat exclusion was necessary at units 19121, 19122, and 19118. Jim also indicated 19630 had reported a swarm of wasps which had settled at 19632.

D. Clubhouse

- Tom Schmidt and Jeff Klopotic reported on the new fitness equipment including the new weights and larger pieces of equipment. Tom noted there was an older piece that is sitting outside of the fitness room.

E. Landscaping

- Chris Burns reported on a upcoming inspection of the Redwood Trees throughout the community to establish which trees would be most likely to cause issues to the homes.
- Chris Burns also reported that it had not been possible to inspect the interior of unit 19714 to conclude what is causing the damage to the interior of the home.
- Chris Burns indicated the Koy Pond was being cleaned.

F. Governing Documents

- It was reported to the Board by Luis Heredia that he would contact the attorney Jeffrey Barnett to see if a 30 extension was available. If so notices would be mailed out by Monday.
- If an extension was not available the final day for turning in the ballots for the Governing Documents would be Wednesday, March 15<sup>th</sup> the ballots would be counted at Noon on Thursday, March 16<sup>th</sup>.

- A motion was made to elect Community Management Services Inc. to be the inspector of elections. The motion was seconded and carried.

C. Welcoming Committee

- Katherine Weiss 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

- In Anna Scicinska absence the Board members would email Anna their suggestions for the newsletter.

**ITEM VI – 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 VII – Correspondences**

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

**ITEM VIII – Other Business**

- A. Jim Foley indicated in a written report provided to the Board that the water shut off valves would require to be exercised. Some of the handles are rusted and may need to be replaced. Jim Foley would meet with New Pipes to review the project.
- B. The Board reviewed the proposals for the deck at 19231 for the plumbing repairs to the mainline to the home. Laurel Smith made a motion to approve the proposal from Consolidated Plumbing as presented. Michael Toback seconded the motion and the motion carried for a total reserves expenditure of \$4,750.00.
- 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 pending further information on the contractor license. Jeff Klopotic seconded the motion and the motion carried.
- D. The Board reviewed the proposal for the deck at 19217 for the installation of a new window. Michael Toback made a motion to approve the architectural application as presented. Gloria Felcyn seconded the motion and the motion carried.
- E. The Board reviewed the proposal for the deck at 19906 for the installation of an air conditioner and interior remodeling of the bathroom. Michael Toback made a motion to approve the architectural application for the installation of the new air conditioner which would require the condensation line to run along the front of the unit. Gloria Felcyn seconded the motion and the motion carried.

**ITEM – IX adjournment**

The Board Meeting was adjourned at 9:00 PM. The next meeting is the Annual Meeting of the Membership scheduled for April 13, 2017 at 7:00 pm at the Association’s Clubhouse.

*Samuel Smith*  
Vineyards of Saratoga Homeowners Assoc.

*4/13/17*  
Date