

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 13, 2017**

BOARD MEMBERS

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

OTHERS PRESENT

Chris Burns	Homeowner
Gia Biagi	Homeowner
Nora & Jeff Bell	Homeowner
Tony Fisher	Homeowner
Carolyn Carter	Homeowner
Katherine Weiss	Homeowner
Carole DiFilippi	Homeowner
MaryEllen Swigert	Homeowner
Seshadri Sridharan	Homeowner
Sukhada Palkar	Homeowner
Debora Guilardi	Homeowner
Luis Heredia	Community Management Services, Inc.

ITEM I - Call to Order – President Jim Foley called to order the Board of Directors meeting at 7:01 PM at the association's clubhouse.

ITEM II - Open Forum

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.

Carol DiFilippi inquired as to the repairs to her hard wood flooring which was damaged due to a clogged downspout. The issue was already on the agenda and the Board would review the two proposals and make decision during that portion of the meeting.

Katherine Weiss introduced the new owners from 19313 Vineyard Lane.

Seshadri Sridharan and Sukhada Palkar of 19313 Vineyard Lane presented two termite reports that were provided to them when they purchased the unit.

Gia Biagi informed the Board of her intension to remodel the kitchen by removing the sliding glass door and installing a window to allow for more counter space. Jim Foley informed the owner of a previous owner attempting to make this upgrade and had issues.

MaryEllen Swigert submitted her architectural application for the replacing the windows and slider at her unit.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from March 9, 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 – March 31, 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 \$73,865.97 the reserves were at \$2,421,037.62. Accounting for the monthly reserves contribution the Association had an income over expenses of \$2,571.45 for the month of March. However for the fiscal year the Association realized a deficit due to the specific expenses such as water, pest control, and plumbing.

The Board of Directors reviewed the aging report for March 31, 2017. Gloria Felcyn requested the removal of two very small amounts.

The Board reviewed the Operating Fund Balance Transfer as approved by the membership. Based on the amount of funds in the operating account and deficit at the end of the fiscal year Gloria Felcyn recommended leaving the operating fund as is. Laurel Smith made a motion to leave the operating fund as is. Anna Scicinska seconded the motion and the motion carried.

B. Security

- Jim Foley commented on the paper that is currently covering the windows and slider at the guard shack at the entrance of the community. Jim Foley recommended painting the entire inside of the guard shack a flat black which would eliminate the need to cover the windows. Jeff Klopotic made a motion to approve the painting the inside of the guard shack with a flat black paint. Tom Schmidt seconded the motion and the motion carried.
- Jeff Klopotic inquired as to the resources for monitoring the clubhouse doors when they are left open. Luis Heredia to contact First Alarm to see what options are available.

C. Maintenance

- The Board of Directors discussed the hiring of Scott Schoenborn at a handyman for the HOA. Scott had provided an estimate for a one million dollar liability policy which would satisfy CMS requirements for contractors. Jim Foley made a motion to approve Scott Schoenborn as a handyman for the Association. Tom Schmidt seconded the motion and the motion carried.
- Jeff Klopotic informed the Board that he had the information on where to purchase the utility cover for the open box on Vineyard Lane near unit 19116.
- Jim Foley indicated that unit 19118 still had bats and a vendor needed to be issued a work order to form the space between the fascia and the siding.

D. Clubhouse

- The Board discussed the additional exercise equipment that had been purchased. Jeff Klopotic indicated that several residents had inquired about expanding the exercise room or moving the equipment to where the ping pong table is now located.
- The Board also noted that if no one purchased or claimed the old exercise equipment it would be placed in the large item pick up dumpsters in May.

- Anna Scicinska informed the Board she had purchased a case that needed to be installed in order to place the Paul Masson memorabilia.

E. Landscaping

- Chris Burns reported that Arborist Kevin Allen of Commercial Tree had reviewed all of the Redwood Trees and had submitted a proposal for his recommendations for trimming and removals. Laurel Smith made a motion to approve the proposal from Commercial Tree as presented. Anna Scicinska seconded the motion and the motion carried for a reserves expenditure of \$2,950.00.
- Chris Burns informed the Board of the third and final cleaning of the Koi Pond for the year. Chris indicated that the same company had recommended one cleaning a year moving forward.
- Laurel Smith requested direction from the Board of Directors on the repairs to the reflection ponds. Laurel had previously done a fair amount of research and the ponds and wanted to know if the Board was still interested in repairing the ponds or filling them in and adding landscaping. The Board directed Laurel to pursue repairing the ponds.

F. Governing Documents

- The Board discussed the restating of the Operating Rules and set a meeting for Monday, April 17, 2017 at 6:30pm.
- The Board of Directors held the raffle for the \$100.00 from Genes as announced during the balloting of the restated Governing Documents. Gia Biagi of the Welcoming Committee was elected to pick the winner from the first 75 ballots received. The winner of the \$100.00 Gift Certificate was Debora Guilardi. The homeowner was present at the meeting and was handed the gift certificate.

C. Welcoming Committee

- Katherine Weiss requested a timeline for the completion of the new Operating Rules so the Welcoming Committee could inform the new owners and residents.

G. Newsletter

- Anna Scicinska informed the Board of the items for the upcoming newsletter including but not limited to the Operating Rules, May Dumpsters, Illegal Dumping, Doggy Poop, Welcoming Committee, and Exercise Equipment.

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 invoice from Bentson Enterprises for the owner at 19310 for the dryrot around the windows. Gloria Felcyn made a motion to pay the invoice from Bentson Enterprises in the amount of \$600.00 as submitted. Laurel Smith seconded the motion and the motion carried.
- C. The Board reviewed the photos from unit 19124 for the dryrot and the termite damage. Jim Foley made a motion to table the issue since Michael Toback was dealing with the issue. The motion was seconded and carried.
- D. The Board reviewed the proposals for the replacing the stucco wall at 19911 Vineyard Lane. Laurel Smith made a motion to approve the proposal from Xteria as presented. Anna Scicinska seconded the motion and the motion carried for a total reserves expenditure of \$10,480.00.
- E. The Board reviewed the architecture application for the replacement a window with a larger window. Jim Foley informed the Board that the owner has opted to replace the window like for like. Jim Foley made a motion to approve the architecture application as submitted. Laurel Smith seconded the motion and the motion carried.
- F. The Board reviewed the proposals for the repairs to the floor at 19414 due to the overflowing downspout. Laurel Smith made a motion to approve the proposal from Complete Professional Restoration as submitted and since it included the installation and cost of the flooring. Tom Schmidt seconded the motion and the motion carried for a reserves expenditure of \$3,300.00.
- G. The Board reviewed the proposals for the replacing the roof at units 19622 and 19623 Vineyard Lane. Laurel Smith made a motion to approve the proposal from Xteria as presented. Anna Scicinska seconded the motion and the motion carried for a total reserves expenditure of \$10,480.00.
- H. The Board reviewed the fourth amendment of the management agreement from Community Management Services. Gloria Felcyn made a motion to approve the amendment as presented. Laurel Smith seconded the motion and the motion carried.

ITEM – IX adjournment

The Board Meeting was adjourned at 9:55 PM. The next meeting of the Board of Directors is scheduled for May 11, 2017 at 7:00 pm at the Association's Clubhouse.



Vineyards of Saratoga Homeowners Assoc.



Date