

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 13, 2018**

BOARD MEMBERS

Jim Foley	President
Michael Toback	Vice President
Laurel Smith	Secretary
Gloria Felcyn	Treasurer (Absent)
Nora White	Director
Tom Schmidt	Director (Absent)
Jeffrey Klopotic	Director

OTHERS PRESENT

Bill Oldfield	Community Management Services, Inc.
Katherine Weiss	Homeowner
Chris Burns	Homeowner
Jeff Bell <i>BELL</i>	Resident
Deborah Matheson	Homeowner
Joe Galbrith	Homeowner
Yoko Galbrith	Homeowner
Rampi Kandadi	Homeowner
Samyukta Rampras	Homeowner
John Lee	Resident
Tario Rafeeri	Property Manager (Attending hearing and present with the homeowner)

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

Kathrine Weiss asked about neighborhood watch in the Vineyards. She noticed signs around the property but was told by the neighborhood watch program that Vineyards is not a member. Jeff Klopotic is going to look in to what is required to get the Vineyards back in to the program.

Deborah Matheson stated she wanted to follow up on a few items. The first topic was paying for legal fees from the reserve was not legal. Jim Foley asked her to email her specific concerns and any documentation on the issue she has to the Association Manager, so the topic can be put on the agenda for the next meeting.

Deborah Matheson stated that she had done some research in to minutes and they are required to be available to the members within 30 days of the meeting. Jim Foley explained that a draft of the minutes was available to any member of the association the week after the meeting and that official minutes were available as soon as they had been approved by the Board at a meeting.

Joe Galbrith asked about the mailbox break in. Jeff Klopotic will go over this under the security section of the meeting.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from November 8, 2018 Board of Directors meetings. Laurel Smith had several different minor changes that were needed. The changes were written in to the minutes. There were several grammatical errors that were corrected. Michael Toback moved to accept the minutes with the changes made. Jeff Klopotic seconded the motion and it passed unanimously.

ITEM IV - Committee Reports

A. Financial Report – November 30, 2018

The Board of Directors reviewed the current reconciliations, 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.

The Board of Directors reviewed the aging report for November 30, 2018.

B. Security

- Jeff Klopotic reported on the Sheriff City of Saratoga meeting he attended. Some types of crimes have been reduced but some are continuing to increase. Jeff Klopotic reported on his communication with the Post Office on the most recent mailbox break in. Jim Foley explained what the people need to do to get the mailboxes fixed. The problem is that the mailboxes are federal property and the HOA cannot purchase new mailboxes as they are not something included in the current reserve accounting. Jeff Klopotic report that Ronda Garcia is the person at the post office people should contact and her direct number is 408-867-1159.

C. Maintenance

- The Association Manager reported it would cost \$60 the first time and \$120 per quarter for Bright Outlook to clean the mailboxes and transformer next to garbage enclosures 4 & 5. Michael Toback motioned to have the mailboxes cleaned. Jeff Klopotic seconded and the motion passed unanimously.

D. Website/Clubhouse

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E. Landscaping

- Chris Burns reported the tree removal will happen in January. There will be two trees removed.
- Chris Burns reported on the status of the street sweeping not occurring. The issue was that the rig used for cleaning the streets had broken down. She also reported that the company had not been paid since August. The Association Manager reported they had not been paid because we do not have current information for the company. Michael Toback made a motion to make sure, up to and including signing a temporary waiver, to pay him to date. Laurel Smith seconded the motion and it passed unanimously.

F. Welcoming Committee

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G. Newsletter

- Information about how to notify the Post office about a mailbox break-in. The main contact is Ronda Garcia. Her direct number is 408-867-1159.
- Reminder about the election in February and how to submit a candidacy to run for the Board. The three incumbents are going to run but other homeowners are welcome
- Reminder that violation of the operating rules or CC&Rs may result in an immediate fine hearing.
- Information about how to sign up for e-statements and why you should sign-up.

ITEM V – Association Manager’s Report

- A. The Board reviewed the work order history for the past 30 days.

ITEM VI – Correspondences

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

ITEM VII – Other Business

The Association Manager reported that he had completed a walk of the complex with Tom Schmidt and recommended that the power washing of sidewalks and other area should be postponed until after the rainy season. The Board agreed

The FHA certification renewal was discussed. The Board asked the Association Manager to check with FHA Review and see if they will advocate for the Vineyards to be certified or if will notify the FHA of their concerns.

The insurance renewal was discussed. Laurel Smith motioned to accept the proposal submitted by James O’Connor. Michael Toback seconded the motion and it passed unanimously.

An issue with some of the cable television/Internet infrastructure in the complex was discussed. The Board will come up with a list of specifics and inform the Association Manager.

ITEM VIII – Hearing

The owner of 19551, the property manager for the unit and the resident of the unit were present for the hearing. The owner of the property stated the first letter he had received was the most recent hearing notice. Jim Foley reported that he had specifically asked people from the unit not to allow the dog to urinate on the lawns. The resident of the property stated that he believes there was probably a language issue. Chris Burns reported that not only had people been told verbally but there had been signs posted in the area stating urinating on the lawn is not allowed. The resident stated he would ensure that the issue was corrected

ITEM – VIII adjournment

The Board Meeting was adjourned at 8:58 PM. The next meeting of the Board of Directors is scheduled for January 10th, 2019 at the Association’s Clubhouse.



Vineyards of Saratoga Homeowners Assoc.

10 JAN 19

Date