

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 10, 2019**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Oldfield	Community Management Services, Inc.
Katherine Weiss	Homeowner
Chris Burns	Homeowner
Jeff Bell	Resident
Deborah Matheson	Homeowner
Carolyn Carter	Homeowner
Galina Nam	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

Carolyn Carter brought up asked about the gate to her patio. She reported that it is still not closing properly. The Association Manager will open a work order on the problem.

Carolyn Carter brought up a privet at the corner of 19701 needs to be trimmed. Chris Burns will speak with the landscaper about it and get it taken care of.

Galina Nam asked for permission to have a telephone line put in to her kitchen which would require running a line outside the building and drilling a hole through the wall. Galina briefed the Board on why she is making the request, a wire must be run, and a hole must be drilled. She is making the request because she has been having issues with her Internet connection. The reason the line must be run is that the inside wiring is degraded and cannot provide a solid Internet connection. After further discussion Michael Toback made a motion to approve the request. Tom Schmidt seconded the motion and it passed unanimously.

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from December 13, 2018 Board of Directors meetings. Tom Schmidt noted that Jeff Ball is actually Jeff Bell. The change was written in to the minutes. Laurel Smith moved to accept the minutes with the changes made. Tom Schmidt seconded the motion and it passed unanimously.

ITEM IV - Committee Reports

A. Financial Report – December 31, 2018

Gloria Felcyn briefed the Board on the status of the Vineyards financials.

The Board of Directors reviewed the aging report for December 31, 2018.

Gloria Felcyn briefed the Board on the draft of the 2019 budget. She is working on it and will have it to the Board a little later in the month.

Gloria Felcyn briefed the Board on the new financial laws that took effect in January 2019. She recommended that a committee be formed to review the financials and report to the Board so they, the Board, can ratify the finances. Laurel Smith motioned to form a committee formed of Gloria Felcyn, Tom Schmidt, and Michael Toback. Nora seconded the motion and it passed unanimously.

Gloria Felcyn went over all nine of the documents, in accordance with California Civil Code 5500, for month ending December 31, 2018 with the entire Board.

Laurel Smith made a motion that all electronic utilities, insurance and reserve contributions are approved by the Board for the entire of year of 2019 for the purposes of California Civil Code 5502. Jim Foley seconded the motion and it passed unanimously.

Gloria Felcyn made a motion to move water expenses for October, November, and December 2018 be shifted from operating to reserves. Jim Foley seconded the motion and it passed unanimously.

B. Security

- Jeff Klopotic reported on the status of the mailboxes that were broken into in December. The post office has repaired the mailboxes and put labels on them specifying it is a federal offence to steal mail.
- Jeff Klopotic reported that, according to the most recent Sheriff's crime report, the Vineyards is in a small area of Saratoga that is still relatively safe. Crime in other areas of the city are much higher.
- Jeff Klopotic looked in to getting neighborhood watch in place in Vineyards. He posted a poll on Next Door to find people interested in starting neighborhood watch and he did not get much response. Katherine Weiss showed the Board a flyer she got about neighborhood watch.
- Jeff Klopotic briefed the Board a conversation with the Sheriff's department about using bait cars to catch car burglaries.

C. Maintenance

- Carolyn reported that she has a leak in her roof. The Association Manager will open a ticket with Xteria to evaluate the roof.
- Jim Foley asked the Association Manager to open a work order with Homeworx to repair the exterior of Par's unit.

D. Website/Clubhouse

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E. Landscaping

- The tree removals reported at the last meeting have been completed.

F. Welcoming Committee

- Katherine Weiss briefly went over a handout she received from the Sheriff's department.
- Katherine Weiss showed the Board some flyers that West Valley Recycling to post at the garbage enclosures. The Board asked her to get a dozen of each garbage and recycling.
- Katherine Weiss briefed the Board on changes she had made to the Welcome binder.

G. Newsletter

- Add the neighborhood watch briefing sheet that was provided by Kathrine Weiss
- Chris Burns presented a flyer for the Super Bowl party to put in to the newsletter.
- Information about how to sign up for e-statements and why you should sign-up. The e-statement form will be posted on the Vineyards website.
- Annual meeting reminder

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.

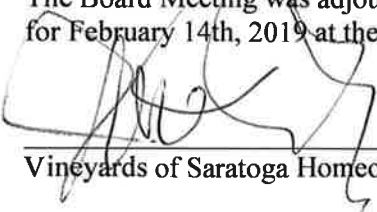
ITEM VII – Other Business

Replacing the drain cover on the patio of 19314 Vineyard Lane was discussed. The Board asked the Association Manager to check with Homeworx and see if they can fix it.

The issue Deborah Matheson brought to the Board regarding the Board using reserve funds to pay for legal fees was discussed. Michael Toback explained that both the Vineyards By-laws and civil code allow the Board to spend reserve funds to cover maintenance of major components the HOA is responsible for. The By-laws specify that the membership must be notified about litigation the Vineyards is involved in on a quarterly basis. Gloria Felcyn reported that the only time that the HOA is required to notify the membership is if reserve funds are spent on litigation. The Board considers the matter closed.

ITEM – VIII adjournment

The Board Meeting was adjourned at 9:29 PM. The next meeting of the Board of Directors is scheduled for February 14th, 2019 at the Association's Clubhouse.



Vineyards of Saratoga Homeowners Assoc.

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Date