

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 12, 2019**

BOARD MEMBERS

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

OTHERS PRESENT

Bill Oldfield	Community Management Services, Inc.
Chris Burns	Homeowner
Katherine Weiss	Homeowner
Walter Kool	Homeowner
Nilda Retamoso	Homeowner
Jeff Bell	Resident
Sisi Wu	Homeowner
Eric Change	Property Manager 19631
Carolyn Carter	Homeowner

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

ITEM II – Open Forum

Walter Kool has a fence that needs to be repaired. The Association Manager will ensure the fence is on the repair list

Nilda Retamoso brought up the issue with water pressure. Jim Foley explained they are working on the issue but it is still a mystery.

Nilda Retamoso reported that three of her drains along her patio are clogged. Chris Burns is going to have the landscaper clear them.

Carolyn Carter reported the gate into her patio is almost falling off. The Board asked the Association Manager to open a work order.

Sisi Wu reported the downstairs unit had vines that grew up to her patio. The unit, 19221, was visible from the clubhouse. It was clear the vines need to be completely removed. The Board asked the Association Manager to send the owner a letter.

Sisi Wu reported the landscapers are blowing leave under the stairs. Jim Foley and Chris Burns will go over this issue with the landscaper

ITEM III – Review and Approval of the Minutes

- A. The Board reviewed the minutes from August 8, 2019 Board of Directors meetings. Laurel Smith moved to accept the minutes as presented. Tom seconded and the motion passed unanimously. The Board reviewed the minutes for the emergency meeting held on August 23, 2019. Tom motioned to accept the minutes as presented. Nora seconded and the motion passed unanimously.

ITEM IV - Committee Reports

A. Financial Report

Michael Toback reported to the Board on behalf of the Subcommittee of the Board. The subcommittee has reviewed all nine of the documents in accordance with California Civil Code 5500 for month ending

August 31, 2019.

The Board of Directors reviewed the delinquency report.

B. Security

- Jeff Klopotic reported over the last month there was approximately a 25% increase in crime in Saratoga over the last month. He sent a copy of the crime reports he reviewed to the Board so they can look over them.
- Jeff Klopotic reported that in early September there was a pack of three coyotes in the city of San Jose.
- Jeff Klopotic, Michael Toback, and Tom Schmidt briefed the Board on a proposal presented to them to get new cameras to capture license plates. The options for this purchase and using See Clear as a vendor for the installation was discussed. Jim Foley brought up the fact that the current camera service is running Windows 7 which is end of life at the end of the year. Jeff Klopotic, Michael Toback, and Tom Schmidt are going to follow up with the vendor about using Windows 10.
- Tom Schmidt and Kathrine Weiss reported that the neighborhood watch signs were all but completely installed.
- Jeff Klopotic reported on catalytic converter thefts in Saratoga.

C. Maintenance

- An issue with lights around the complex was brought up. The Board asked the Association Manager to stop sending light requests to Jim Turke and just send everything to Homeworx.

D. Website/Clubhouse

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E. Landscaping

- Chris Burns presented the tree maintenance proposals to the Board. Laurel Smith motioned to approve both proposals. Michael Toback seconded, and the motion passed unanimously.
- Chris Burns presented a list of addresses that need to get letters about landscaping maintenance. The Association Manager will send letters
- Laurel Smith brought up the power-washing job at the Vineyards. The Board asked Laurel to go over the work with the vendor and get a flat rate quote to finish the work.

F. Welcoming Committee

- Katherine Weiss reported on an incident where she saw a vendor improperly disposing of a large box. She was able to get him to dispose of the box properly, but it was difficult.
- Katherine Weiss reported she has recycled several binders but is down to only two binders.

G. Newsletter

- Remind homeowners they are responsible for ensuring contractors they hire are disposing of trash and recycling per the Vineyards of Saratoga rules.
- Reminder that owners that they are responsible to turn in a copy of their lease and an occupancy form anytime they get a new tenant.
- Semi-Annual large trash bins

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

Jim Foley and Laurel Smith let the Board know they had met with the owner of 19220 who had purchased the unit with illegally installed hardwood flooring. The owner, Sisi Wu, was present at the meeting. She let the Board know that she has opened communication with her downstairs neighbor, and she has received no noise complaints. As

there have been no complaints the Board is not going to take any action at this time.

Jeff Klopotic reported the Vineyards should be getting a tax refund from the library.

Jim Foley went over the bids received on the roof repairs. It was found that Xteria's prices were competitive. The Board asked Jim Foley to negotiate with Xteria to see if he can get a better price.

Jim Foley briefed the Board on the meeting he had with engineer and a contractor to look at 19123. Some of the issues found are clearly the responsibility of the HOA. Jim Foley will continue working on this and suggested the owner of the unit be held responsible for paying for the repairs to the deck and the engineering.

Jim Foley briefed the Board on the status of the issue with the water main for the fire sprinklers of the clubhouse. There is currently no date for work to start but he has been speaking with both vendors that will need to be involved with the repair.

Jim Foley met with Santa Clara Country Water District about some safety issues along the creek. The SCCWD has told him they will do nothing to mitigate the issues. Jim Foley suggested he have the HOA's attorney send a letter to SCCWD putting them on notice they will be held responsible for any issues that come up from these conditions. The Board agreed.

A document about Board candidate nominations that Jim Foley and Gloria came up with was reviewed.

Jim Foley presented the Board with a release of liability given to him by PG&E to release funds to reimburse the Vineyards for costs incurred to repair damages caused by PG&E. Laurel Smith motioned to approve signing the release of liability. Tom Schmidt seconded the motion and it passed unanimously.

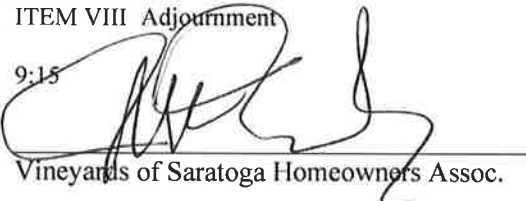
ITEM – VIII Hearings

Eric Chen the property manager for 19631 Vineyards and one of the tenants were present for the hearing about minors being at the pool without an adult present. Michael Toback went over the history of the issue. Nora White and Jim Foley stated they have also seen the kids in the pool without an adult. Jim Foley spoke about the kids riding their bicycles on the sidewalks in the community. Eric Chen and both stated they understood the gravity of the issue and assured the Board it would not happen again. Eric Chen also stated they would accept any fine imposed by the Board.

The hearing for unit 19421 was held. No one was present to represent 19421. Jim Foley played some recordings of noise recorded in 19420. Jim Foley also reported that he and Chris Burns had investigated reports of noise coming from 19420 and found them to be unfounded.

ITEM VIII Adjournment

9:15


Vineyards of Saratoga Homeowners Assoc.

10 OCT 19
Date