

**Playmor Bernardo Homeowners  
Board of Directors  
Meeting Minutes  
January 21, 2009**

**Call to Order / Opening Remarks by the President** 7:00 p.m.

**Meeting Minutes approved via e-mail for December 8, 2008 (MSC)** 7:01 p.m.

**Special Meeting Minutes approved for January 5, 2008 (MSC)** 7:01 p.m.

**Attendance: See Attached**

**December Executive meeting:** Board discussed employee issues and lawsuits.

**Committee Reports** 7:01 p.m.

- ❖ Landscape Committee: project of front entrance at Ritidian Way is completed. Their next project is the Fairlie Road entrance. The Manager and LS to work together to set a date for connections of sprinklers along the back wall.

**Manager's Report** 7:06 p.m.

- ❖ Financials
- ❖ Special Assessment Items
- ❖ Projects:
  1. Sidewalks- grinding/replace: Board reviewed bid.
  2. Address boxes
  3. Pool work: The Manager will work with TC on a countdown to pool opening once the permits have been secured and a date for construction is available.
  4. Tri-D wall
  5. Tennis courts retaining wall: construction completed and cargo units were discussed. A Board member requested to have cargo bins added to the project list for next month: the cost of purchase and moving them to back area.
  6. Patio tree project
  7. Playground: Location discussed.
  8. Sub metering
  9. Driveway paving: It was requested the Manager attain bids for concrete.
  10. Office construction project: Board discussed office rental options in Ranch Bernardo, and placement of a temporary trailer on site.
- ❖ The Board reviewed the Account Status for 17xxx Fairlie Road which was paid in full.
- ❖ Jonathan Daitch presented his budget tool for the operating account.
- ❖ It was requested that the Administrative Assistant put the water bills into a spreadsheet and provide this information to the Treasurer. It was also requested that she report back with the reason for the increase in payroll in August 2008.
- ❖ The Board of Directors reviewed the monthly reconciled bank statements for November 2008 and approved them subject to review at year end by the auditor.
- ❖ The Manager proposed that the Treasurer assist in the reconciliation process for monthly bank statements. This proposal was supported by the Board and will be worked toward.

- ❖ The Board requested that the Manager present different scenarios for late HOA accounts at next month's meeting.

❖ **Results of Board votes this month for Pre-Lien Letters thru Anderson & Kriger:**

<u>Name</u>	<u>Address</u>	<u>Assessor's Parcel Number</u>
Owners	11xxx Timaru Way	xxx-xxx-xx-xx (MSC)
Owner	17xxx Ashburton Road	xxx-xxx-xx-xx (MSC)
Owners	17xxx Ashburton Road	xxx-xxx-xx-xx

- A motion was made to start pre-lien if promised funds are not received the week of February 2, 2009. The Manager is to request that the owner provide the Board with a written payment plan to bring their account to a \$0 balance within the four months he mentioned at the meeting. (MSC) This account will be placed on next month's agenda.

❖ **Pre-Lien Letters thru Anderson & Kriger requested in January:**

<u>Name</u>	<u>Address</u>	<u>Assessor's Parcel Number</u>
Owner	11xxx Timaru Way	xxx-xxx-xx-xx

**Owners Forum**

9:05 p.m.

- ❖ An owner notified the Board that she had come across the tennis court gate unlocked.
- ❖ It was asked when the pool project will be completed.
- ❖ There was concern that Christmas lights are still hanging in the community.
- ❖ It was requested that several lights out on her garage be replaced.

**Owners Request**

10:04 p.m.

- ❖ Owner at 17xxx Fairlie Road submitted an architectural change form that was not approved in October. This owner has now withdrawn his request.
- ❖ Owner at 17xxx Ashburton submitted an architectural change request form that was approved by the Board which requires that there be only one penetration point for the satellite cable to enter through the exterior of the HOA's building. (MSC)
- ❖ Owner at 17xxx Fairlie Road brought his concern with parking issues.
- ❖ Owner at 11xxx Timaru Way wrote an e-mail to the Manager with several concerns. The Board requested that a note be included in the next Playmor Post about the high cost of vandalism.

**Violations: None**

**New Business**

- ❖ New HOA member's names and addresses. **This item tabled until the February 23<sup>rd</sup> meeting.**
- ❖ Addresses with outside cable wires. **This item tabled until the February 23<sup>rd</sup> meeting.**
- ❖ Group photo of New Board of Directors to update website. **This item tabled until the February 23<sup>rd</sup> meeting.**
- ❖ At a Board member's request for information on fiberglass front doors, pictures and prices were presented to the Board. This item will be for future consideration and discussed at next month's meeting.
- ❖ A motion was made for Linda Steverson to be the Board Secretary. (MSC)

- ❖ Removal of 11 Iron Bark Eucalyptus trees bid along Bernardo Center drive was presented. The Board requested that that the HOA staff take care of it.
- ❖ The tree removal letter that was sent to 45 Homeowners was reviewed by the Board. Owner's who have not complied with the request will be sent hearing notices for the February 23, 2009 meeting.
- ❖ The patio wall replacement options for 17xxx Ashburton were discussed. The Board decided to have the Maintenance staff replace the corner post and hire a contractor to make the necessary stucco repairs.
- ❖ The Administrative Assistant presented an e-mail project that was requested by the President.

#### **Office Construction Information**

**10:55 p.m.**

- ❖ The HOA office laboratory report findings on mold were presented to the Board.
- ❖ A letter from licensed electrical contractor regarding HOA office wiring was presented to the Board.
- ❖ Temporary office rental options were presented to the Board.
- ❖ Trailer rental options were presented to the Board.
- ❖ Empire steel building options were presented to the Board.
- ❖ Preliminary building plans were presented to the Board.

It was requested for the Manager to have the maintenance staff job descriptions included in February's Board packet.

The Board requested for the landscape staff to help with community projects during the slow time of the year.

#### **Unfinished Business**

**11:38 p.m.**

- ❖ A motion was made to use Barrera and Co. to conduct Playmor's Reserve Study. **(MSC)**
- ❖ The welcome packet that is sent out to new Homeowners was reviewed by the Board. It was discussed to have an updated welcome and Board introduction letter included in this information. It was requested for renters in the community to have access to this information and monthly updates as well. **This item tabled until the February 23<sup>rd</sup> meeting.**
- ❖ An alternate route for Board of Directors e-mail was presented by the President. This information is available on the Playmor website.
- ❖ The Board decided to have the Manager continue with warning letters prior to hearing notices for 1<sup>st</sup> time offenders.
- ❖ 15 minute discussions lead by Todd Clark on ideas for improving the HOA. He will continue to work on this project with the group thru e-mail.
- ❖ Presentation of complex paint maps. **This item tabled until the February 23<sup>rd</sup> meeting.**
- ❖ Time Warner Cable: A Board member requested that the Manager obtain the information from Time Warner for early termination of the bulk rate contract and present this to the Board at next month's meeting.

#### **Adjourn to Executive Session Adjourn Meeting**

**11:56 p.m.**

***Next Month's Board Meeting will be held on  
Monday, February 23, 2008 at 7:00 p.m. at the San Rafael Parish Classroom #4.***