

Brookline Place Homeowners Association

Board Meeting Minutes

February 27, 2018

RECEIVED & READ

Call to Order:

The regular meeting was called to order at 6:54 p.m.

SIGNATURE

DATE

Roll Call:

Board Members Present:

Jim Pannunzio, James McDonald, Gabor Mezei, Larry Levine, Michael Walsh.

Board Members Absent: Larry Levine, Steve Koelzer

Homeowners Present: Joann (725 Blair C)

SIGNATURE

DATE

Business From the Floor:

Larry Levine stated that it has been a privilege to be a part of the Brookline community and serve on the board. He advised that his unit has sold and that he was officially resigning from the board. MB and the board thank Levine and wished him the best of luck.

Minutes:

Mezei moved "to approve the minutes of December 4, 2018 as amended." Pannunzio seconded the motion and it passed by a majority vote and Walsh abstained.

Manager's Report:

Mezei moved "to acknowledge receipt of the February 2018 managers report." Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed January 2018 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

Pannunzio moved "to approved to distributed the August 31, 2017 year end audit prepared by Levy, Erlanger and Company." Mezei seconded the motion and it passed unanimously.

Landscape:

It was noted that the water expense was significantly over budget. The board requested that DaSilva talk to Serpico about cutting back the watering to alleviate some of the water cost.

720 Quetta N-Tree Removal:

Topic was tabled awaiting a decision from the City in regard to the tree removal permit application.

Architectural:

Mezei moved "to approve the owner of 720 Blair N window replacement application." McDonald seconded the motion and it passed unanimously.

Pool:

No discussion.

Unfinished Business:

Emergency Preparedness:

Topic was tabled.

Adjournment:

There being no further business to come before the board the meeting adjourned at 7:42 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

March 27, 2018

Call to Order:

The regular meeting was called to order at 6:44 p.m.

Roll Call:

Board Members Present:

Jim Pannunzio, James McDonald, Gabor Mezei, Michael Walsh.

Board Members Absent: Steve Koelzer

Homeowners Present:

Business From the Floor:

Pannunzio advised that there is a trip hazard outside of Eunice unit, he recommended that the HOA do a site inspection to determine if there were other trip hazards. He also reported that he has a leak into his shed that needs to be repaired.

Election of Officers:

President – James McDonald

Vice President – Gabor Mezei

Treasurer – Jim Pannunzio

Secretary – Michael Walsh

Minutes:

Mezei moved “to approve the minutes of February 27, 2018 as amended.” Pannunzio seconded the motion and it passed by a majority vote and Walsh abstained.

Manager’s Report:

Mezei moved “to acknowledge receipt of the March 2018 managers report.” Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed February 2018 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

720 Quetta N-Tree Removal:

The board was provided a copy of the City’s permit denial letter for the removal of the Redwood Tree at the above address. The City recommended regular tree trimming and root pruning. The board reviewed a proposal from Serpico Landscaping for the root pruning, however the topic was tabled based on the homeowners request.

Architectural/Pool:

No discussion.

Unfinished Business:

Emergency Preparedness:

Topic was tabled.

New Business:

715 Quetta F Sewerline Repair:

725 Blair D Termite Repairs:

The board reviewed the proposal from IQV Construction and requested that MB obtain additional proposals to do the required repair. It was noted that the unit was in escrow and if the cost came in lower than the IQV proposal that MB could expedite the repairs accordingly.

Earthquake Insurance:

McDonald moved “to approve the Socher Insurance earthquake renewal proposal as submitted for \$9,765 and the Motus Program enrollment fee of \$3,100.” Pannunzio seconded the motion and it passed unanimously.

Adjournment:

There being no further business to come before the board the meeting adjourned at 7:51 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

April 24, 2018

Call to Order:

The regular meeting was called to order at 6:40 p.m.

Roll Call:

Board Members Present:

Jim Pannunzio, James McDonald, Gabor Mezei, Michael Walsh.

Board Members Absent: Steve Koelzer

Homeowners Present: Joan Young (725 Blair C)

Business From the Floor:

Joan advised that she spoke to the realtor that is selling Unit D and he advised that the termite inspection recommended fumigation. MB was asked to follow up with the owner of Unit E that the remaining units were interested in moving forward with fumigation.

Serpico Landscaping – Brendan (Arborist)

He advised the board that he did a walkthrough of the property and generally felt that the Redwood Trees were in good condition and that he only say 4-6 that were distressed. He advised that in an urban environment that Redwood Trees typically last about 70 years. He agreed to do a thorough inspection of the trees and provide the board with a budgetary plan prioritizing the trees so that the HOA can adjust the funding accordingly. It was noted that a large limb was hanging at 715 Quetta near F. The board authorized Serpico to schedule to take care of the hanging limb.

Minutes:

Pannunzio moved “to approve the minutes of March 27, 2018 as amended.” Walsh seconded the motion and it passed unanimously.

Manager’s Report:

Mezei moved “to acknowledge receipt of the April 2018 managers report.” Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed March 2018 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

Architectural:

Mezei moved “to approve the architectural control application from 720 Blair L to install new windows.” Pannunzio seconded the motion and it passed unanimously.

Pool:

The board approved to proceed with turning on the pool heat. It was noted the solar panels were leaking in a few locations on the front of the clubhouse. MB was asked to have solar vendors inspect the panels and provide proposal to repair/replace as needed.

Unfinished Business:

Emergency Preparedness:

Topic was tabled.

725 Blair D Termite Damage Repairs:

The board ratified the approval for Recon360 to proceed with the dryrot damages to the beam at 725 Blair D as noted in the escrow home inspection for a cost of not to exceed \$1,800.

Plumbing Repairs/Backflow Device Replacement Proposal:

The board reviewed the proposals for sewerline repairs at 715 Quetta A and 855 Brookline G. It was noted that the HOA was also being required by the City to install a backflow device for the pool and clubhouse. The board authorized MB to negotiate with Aquatek Plumbing to bundle the work for not to exceed \$11,000.

New Business:

Lighting Upgrades:

The board requested that MB follow up with PG&E to see what rebate programs they had available for LED conversions.

715 Quetta B Damage/Termite Repairs:

McDonald moved “to approve to reimburse the owner of 715 Quetta B for repairs to common area that were done through escrow.” Pannunzio seconded the motion and it passed unanimously.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:12 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

July 30, 2018

Call to Order:

The regular meeting was called to order at 6:40 p.m.

Roll Call:

Board Members Present: Jim Pannunzio, James McDonald, Michael Walsh, Donna Abernathy.

Board Members Absent: Steve Koelzer

Minutes:

McDonald moved "to approve the minutes of April 24, 2018 as submitted." Walsh seconded the motion and it passed unanimously.

Manager's Report:

McDonald moved "to acknowledge receipt of the July 2018 managers report." Walsh seconded and it passed unanimously.

The topic of mailboxes was discussed

Financials:

The board reviewed April 2018- June 2018 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

2018-19 Budget:

Walsh moved "to approve the 2018-19 budget as revised with the monthly dues at \$455 per unit per month." Abernathy seconded the motion and it passed unanimously.

Landscaping:

Abernathy moved "to approve the Serpico Landscaping proposal for \$7,128 to do annual tree trimming." Walsh seconded the motion and it passed unanimously.

Abernathy moved "to approve the Serpico Landscaping proposal to install weather-based irrigation controllers for a cost of \$2,993 after rebate." Walsh seconded the motion and it passed unanimously.

Architectural:

No discussion.

Pool:

It was noted that the solar pool equipment had been repaired, however the board was concerned that the solar panels were not functioning at full compacity based on the gas usage cost. The board requested that MB contact the solar company that there was still a drip coming from the system.

Unfinished Business:

Emergency Preparedness:

Topic was tabled.

725 Blair D Termite Damage Repairs:

The board ratified the approval for Recon360 to proceed with the dryrot damages to the beam at 725 Blair D as noted in the escrow home inspection for a cost of not to exceed \$1,800.

Driveway Repair/Sealcoat Proposal:

It was noted that the current proposals had were significantly different and that an agreed upon scope of work would need to be created in order to get comparable proposals.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:27 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

August 30, 2018

Call to Order:

The regular meeting was called to order at 6:52 p.m.

Roll Call:

Board Members Present: Jim Pannunzio, James McDonald, Michael Walsh, Donna Abernathy, Gabor Mezei.

Board Members Absent: Steve Koelzer

Open Forum:

Board Member, Jim Pannunzio resigned from the board due to the upcoming sale of his unit. The board and MB thanked Pannunzio for his service on the board and wished him the best in his new home.

Eunice (720 Blair E) reported that the ivy is overgrown going into her patio and she also said that the Crape Myrtle is not getting enough water. She also noted that not all residents are properly recycling and breaking down the cardboard boxes. MB advised that a reminder would again be placed in the newsletter.

Minutes:

It was noted that Gabor Mezei was in attendance and Jim Pannunzio was absent.

Abernathy moved “to approve the minutes of July 20, 2018 as submitted.” Walsh seconded the motion and it passed unanimously.

Manager’s Report:

McDonald moved “to acknowledge receipt of the August 2018 managers report.” Walsh seconded and it passed unanimously.

The topic of mailboxes was discussed and MB agreed to follow up with the post office to find out what type of mailboxes could be installed as replacements.

Financials:

The board reviewed July 2018 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

Landscaping:

Gabor advised that the newly planted tree in the pool had died and that he felt it should be replaced at the vendor cost.

Architectural:

Abernathy moved “to approve the architectural control request from 720 Blair E to replace as submitted with Simonton windows with bronze exterior.” Walsh seconded the motion and it passed unanimously.

Pool:

MB advised that all the pool fence repairs had been completed so the pool was re-opened. Homework met with the inspector and will finish the remaining outstanding items within the next few weeks.

Unfinished Business:

Emergency Preparedness:

Topic was tabled.

Appointing Board Member Vacancy:

Topic was tabled.

Driveway Repair/Sealcoat Proposal:

The board reviewed the various proposals for asphalt and concrete repairs. It was noted that the asphalt project needed to be properly scoped and likely would be better done in Spring/Summer to get the necessary consistent temperatures. The board reviewed the proposals from Trip Stop, Precision Concrete and Metro Hardscape. It was agreed that the board needed to select a vendor that could do the grinding and concrete replacement. The board requested that MB follow up with Metro Hardscape to find out if they could implement root barriers and or an alternative product for the areas that could not be grinded.

New Business:

Fallen Tree Limb Damages:

Abernathy moved "to approve to reimburse the neighbor owner \$126.50 for damages to her personal property caused by an HOA tree limb." McDonald seconded the motion and it passed unanimously.

Clubhouse Carpet Cleaning:

The board agreed that they would like to have all the carpet and linoleum replaced with a luxury vinyl tile (LVT) product that would look nice and be easy to maintain. Donna and Michael agreed to do some research and report back to the board at the next meeting.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:06 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

January 24, 2017

Call to Order:

The regular meeting was called to order at 6:34 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Donna Abernathy, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei.

Termite Discussion:

Derek the owner of Coastal Termite have some background on his company and some background as to his experience and knowledge of the Brookline Place community. He advised that he is treating multiple units over and over again due to infestation just feet away. He highly recommended that the association consider fumigation for the entire property. It was noted that the HOA spends approximately \$21K annual on termite treatment. Coastal Termite submitted a proposal for \$92K to fumigate all buildings and he advised that it would come with a 5 year warranty which would eliminate the need for the monthly contract for at least 5 years. The type of chemicals and process was discussed and it was noted that various details would need to be worked out as all owners would need to coordinate for being out of the units for approximately 72 hours.

Pannunzio moved “to approve the Coastal Termite proposal for not to exceed \$4,225 to fumigate the 725 Blair Court Units F-I.” Mezei seconded the motion and it passed with 6 in favor and Abernathy abstaining.

Minutes:

Pannunzio moved “to approve the minutes of December 1 , 2016 as submitted.” Swenson seconded the motion and it passed unanimously.

Manager’s Report:

Abernathy moved “to acknowledge receipt of the January 2017 managers report.” Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed December 2016 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

Landscape:

The board reviewed various landscape proposals .

Architectural:

The topic of vehicle starting stations was discussed. It was noted that it is the individual homeowners responsibility to cover all incurred costs including any necessary upgrades.

A motion was made “to ratify the architectural application to replace additional windows as submitted for 720 Blair Court.” The motion was duly seconded and passed unanimously.

Pool:

No discussion.

Old Business:

Complex Pre-Paint Repairs/Painting:

MB was asked to follow up with Silicon Valley Builders Group in regard to the various pending change orders for gates and other requested repairs.

Adjournment:

With no further business to come before the board the meeting adjourned at 8:24 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

February 28, 2017

Call to Order:

The regular meeting was called to order at 6:35 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Donna Abernathy, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei.

Open Forum:

Andrea (855 Brookline Place F) advised the board that he was very upset that the tree had been removed from his patio because he had already removed the 'problem' tree. He advised that the patio fence was not secure and that it was a problem for his tenant. MB arranged for the fence repair to be completed on the coming Thursday. MB provided the board with photos taken in January 2017 that showed the remaining tree in the patio was still pushed up against the patio fence and posed a liability. The board unanimously agreed to standby their decision that the tree needed to be removed.

Minutes:

Pannunzio moved "to approve the minutes of January 24, 2017 as submitted." Levine seconded the motion and it passed unanimously.

Manager's Report:

Abernathy moved "to acknowledge receipt of the February 2017 managers report." Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed January 2017 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

Landscape:

The owner of 720 Quetta Unit N requested that the board consider putting a tree in the bare area outside her unit. The board expressed a concern with a tree due to the limited area and advised that they would have Serpico look at the area and provide a proposal to put some landscaping.

The board reviewed various landscape proposals and approval was tabled pending the completion of the painting project.

Architectural/Pool:

No discussion.

Old Business:

Complex Pre-Paint Repairs/Painting:

Levine reported that labels were left on the inside of his patio fence and he wanted to ensure they would be removed prior to powerwash and painting. MB was asked to follow up and get an updated schedule from Silicon Valley Builders Group.

Emergency Preparedness:

It was noted that Eunice and James would be meeting with Mr. Connelly regarding the emergency preparedness plan on Thursday, March 2.

Termite Fumigation:

The board reviewed the termite fumigation schedule tentatively scheduled for August 5-August 26. MB was asked to put a detail article in the newsletter advising all residents of this upcoming fumigation and that they would need to make arrangements accordingly. Abernathy advised that the fumigation was successful except for few logistical issues in regard to owner/tenant communication and each unit being present on the final day. She also confirmed that all food had to be double bagged or discarded.

***Comcast Easement Agreement:**

Pannunzio moved "to approve the Comcast easement agreement and accept the compensation agreement for \$6,000." Levine seconded the motion and it passed unanimously.

Adjournment:

With no further business to come before the board the meeting adjourned at 8:37 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

March 28, 2017

Call to Order:

The regular meeting was called to order at 6:34 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Donna Abernathy, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei.

Termite Treatment - Fumigation:

Several homeowners attended the meeting to express significant concerns and/or questions about the fumigation project. Fumigation concerns that were brought up included effects on health specifically children and elders, inconvenience and relocation costs, property safety e.g. burglaries, incomplete treatment and did not address subterranean termites. Homeowners requested that the board consider other treatment options such as termite baiting, borate injections, etc.

Derek from Coastal Termite advised that the fumigation would be done using a Vikane product which has a high-energy burn which was non-residue and non-film. He advised that the vendor would be First Fumigation and that most items in the home did not require removal except for interior plants, baby mattresses, cosmetics, food products. He advised that he make all arrangements with owners, hold tenant/owner meeting and handle all the coordination including PG&E gas shut off.

Based on the concerns the board decided to put the fumigation project on hold to get homeowner feedback. The board requested that MB collect information about fumigation and homeowner resources so that the information is available.

Complex Pre-Paint Repairs/Painting:

Several owners from the Quetta neighborhood attended to express their concern about the ongoing pre-paint repairs and painting. Homeowners were concerned that painting was being done in the rain, lack of proper notice, new repairs not properly being painted, shoddy repair work. Homeowners were advised that the association hired a Construction Manager to oversee the project. The board agreed to halt the work so that MB could coordinate a meeting with Silicon Valley Builders Group and Cox Seifert Total Construction to discuss the concerns and report back to homeowners and the board with updates.

Earthquake Insurance:

Abernathy moved "to approve the Socher Insurance earthquake renewal proposal for \$15,565." Levine seconded the motion and it passed unanimously.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:24 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

April 25, 2017

Call to Order:

The regular meeting was called to order at 6:37 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei.

Minutes:

Mezei moved "to approve the minutes of March 28, 2017 as submitted." Pannunzio seconded the motion and it passed unanimously.

Manager's Report:

Abernathy moved "to acknowledge receipt of the January 2017 managers report." Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed March 2017 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

Termite Treatment:

Scott of Planet Orange advised that they are locally owned and established company. He advised that they use local spot treatments based on thorough inspections. He explained that once treatment is completed they provide a full warranty structure. He advised that products he uses is orange oil is a direct application that will kill with a residual of 3-5 weeks. Another product is thoroughly used is Termidor. He advised that there is transfer agent with no vapor or gas. Like how a virus spreads the product spreads and kills colonies. He clarified that tenting will not address subterranean. He advised that subterranean are generally treated with Termidor and at Planet Orange they treat the entire perimeter for inclusion of nearby nests. He advised that drywood termites generally each about a linear foot per year. A more aggressive Bora Care - borate salt product which foams and sticks to the work 80% into the core and has a residual for 8-10 years. He advised that they use test drilling to find the infested areas and it covers approximately 2-3 feet from the locally treated area. He advised that the fumigation process if done following guidelines is not a significant safety risk. He stated that to provide a recommendation for the property they would need to do thorough inspection of all the units and treatment plan may vary building to building. He advised that he charges about \$60 per unit which includes the entire unit and perimeter. Major advantage is that you can target the areas based on infestation.

Complex Pre-Paint Repairs/Painting:

Silicon Valley Builders Group - Sebastian/Matt were in attendance to discuss the ongoing project. Several residents expressed a frustration with the lack of communication and that there does not appear to be proper oversight. Sebastian advised that they are committed to completing the project with a quality product as quickly as possible. They advised that they know that there have been issues and rough patches but they want to end the project with a quality product.

Landscape:

The board reviewed the ivy mowing and lawn re-seeding proposed and tabled it to the next meeting.

Architectural:

Koelzer moved "to approve the application from 875 Brookline Unit F to replace his windows contingent that the frame measurements were equal or less than specifications." Levine seconded the motion and it passed unanimously

Pool:

The board agreed to have the pool heat turned on the first week of May.

Emergency Preparedness:

James and Eunice advised that they met with Tom about the emergency preparedness plan. The board discussed supplies in the clubhouse and evacuation locations. James agreed to report back to Tom so that the draft could be finalized for board review.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:47 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

May 23, 2017

Call to Order:

The regular meeting was called to order at 6:37 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei.

Business from the Floor:

Linda Vo advised that notices were still not being posted for the carport painting.

Helen expressed a concern about powerwashing and that she is very concerned about leaks going into her unit through windows and doors. She wants to be advised when her unit is being painted so that she can be sure to be home.

Complex Pre-Paint Repairs/Paintings:

Matt from Silicon Valley Builders Group advised that the schedule is based by a 4 man crew and they are working on bringing a secondary crew to accelerate the painting project. Due to the various issues with water intrusion Bob Cox and Matt agreed to review the powerwashing process and ensure that they are adjusting the powerwashing so that it is possible just misting rather than high pressure spraying. SVBG requested to only do 48 hours notices so that they can keep the painting moving. MB advised that the 7 day notice was needed so that homeowners had a weekend to plan accordingly. It was noted that each unit is taking about 1.5 days to paint. Front doors are to painted in the fall at the completion of the project.

Minutes:

Mezei moved "to approve the minutes of March 28, 2017 as submitted." Pannunzio seconded the motion and it passed unanimously.

Manager's Report:

Abernathy moved "to acknowledge receipt of the May 2017 managers report." Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed April 2017 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

Termite Treatment:

Abernathy moved "to approve for Planet Orange to do inspection of all the units for \$60 per unit." Swenson seconded the motion and it passed unanimously.

Once the inspections are completed the board would like to get a prioritization of necessary treatment. It was also noted that Serpico Landscaping should keep all vegetation off the buildings to help alleviate termites.

Landscape/Architectural/Pool:

No discussion.

Emergency Preparedness:

Tabled.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:39 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

June 27, 2017

Call to Order:

The regular meeting was called to order at 6:37 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei.

Business from the Floor:

No discussion.

Complex Pre-Paint Repairs/Paintings:

It was noted that the painting project continues to be moving forward as scheduled. MB was asked to follow up with Silicon Valley Builders Group on the following outstanding items: 720 Blair E trim, 725 Blair Divider fence between K/L, 855 Brookline L trim next to shed, 725 Blair H sheds nailed shut need repair.

Minutes:

It was noted that Donna Abernathy was present at the May 23, 2017 minutes.

Koelzer moved “to approve the minutes of May 23, 2017 as amended.” Abernathy seconded the motion and it passed unanimously.

Manager’s Report:

Abernathy moved “to acknowledge receipt of the June 2017 managers report.” Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed May 2017 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

2017-18 Budget:

The board reviewed the proposed first draft of 2017-18 budget and it was noted that the termite inspection and proposed utility increases need to be incorporated which resulted in roughly an additional \$5 per unit per month. MB was asked to place an article in the newsletter advising owners of the increase and follow up with Applied Reserve Analysis on the updated reserve study.

Landscape/Pool:

No discussion.

Architectural:

Abernathy moved “to approve the homeowner of 715 Quetta, Unit F request to replace the unit windows contingent the contractor confirms the frame widths and that they meet the HOA’s approved specifications.” Pannunzio seconded the motion and it passed unanimously.

715 Quetta A – Front Entry Alteration:

The board reviewed the homeowners request and they did not have an issue with the bushes in front of the unit being removed to provide a pathway to the carport. However, an alternate walkway would need to be installed because walking over mulch, plants and the drip system would not a realistic solution.

Emergency Preparedness:

The board reviewed the pending information being requested by Tom Connelly in regard to the emergency preparedness plan. McDonald agreed to notify Tom of the board decisions.

Termite Treatment:

The board reviewed the tentative Planet Orange termite inspections and MB was asked to put the dates in the newsletter and distribute reminders via e-mail.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:36 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

July 25, 2017

Call to Order:

The regular meeting was called to order at 6:49 p.m. by Steve Koelzer.

Roll Call:

Board Members Present:

Larry Levine, Jim Pannunzio, James McDonald, Steve Koelzer, Eunice Swenson, Gabor Mezei, Donna Abernathy.

Business from the Floor:

Melinda expressed a concern with the Planet Orange termite inspections, she felt that the inspection was very limited and not thorough enough.

Michele advised that her inspection was thorough and that she was interested to get an update on Planet Oranges recommendations.

Helen (875 K) advised that the concrete overlay has broken apart and needs to be re-done to avoid a trip hazard liability. She also reported that there are a couple vehicles in her parking area that are being stored and/or have expired tags.

Minutes:

It was noted that Donna Abernathy erroneously left off the minutes, however she was in attendance at the June meeting.

Abernathy moved "to approve the minutes of June 27, 2017 as amended." Levine seconded the motion and it passed unanimously.

Manager's Report:

Abernathy moved "to acknowledge receipt of the July 2017 managers report." Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed June 2017 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

2017-18 Budget:

Abernathy moved "to approve the 2017-18 budget as submitted raising the assessment to \$445 monthly." McDonald seconded the motion and it passed unanimously.

Landscape:

A resident reported that Serpico is blowing debris into the patio and not picking them up. MB was asked to send the complaint to Serpico.

Pool/Architectural:

No discussion.

Unfinished Business:

Complex Pre-Paint Repairs/Painting:

It was noted that Silicon Valley Builder is moving through the complex, however there are concerns that the notices are not specific enough. MB was also asked to follow up to find out the schedule for door painting.

McDonald moved “to approve Silicon Valley Builders Group change order 15 for \$7,211 misc. additional repairs.” Abernathy seconded the motion and it passed unanimously.

Termite Treatment:

MB advised that about a dozen unit still require inspection. Planet Orange will inspect the remaining units and will provide their recommendations to the August meeting.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:49 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

August 22, 2017

Call to Order:

The regular meeting was called to order at 6:39 p.m.

Roll Call:

Board Members Present:

Jim Pannunzio, James McDonald, Eunice Swenson, Donna Abernathy.

Termite Treatment:

Scott from Planet Orange advised that approximately 90% of the units were expected. The inspector found drywood in a majority of units and subterranean termites in smaller handful of units 7-8 units. He explained that Planet Orange would partner with the community to provide a two-year warranty for the entire property. They would treat all drywood termites that were found leaving a residue chemical and would treat the entire perimeter of the entire building for any subterranean termites. He advised that the total cost for complete treatment of all buildings, carports, etc. would be \$84K. If the board wanted to extend the warranty they would provide a cost to continue after the two years, he highly recommended a continued treatment for drywood but he didn't believe that subterranean would require extending the warranty. He recommended that the board consider doing a borate salt treatment on carports which would dryout the wood and prevent re-infestation which was a cost of \$12K. He advised that a renewal warranty could be renewed for 1-3 years for \$12K-\$15K.

Minutes:

Pannunzio moved "to approve the minutes of July 25, 2017 as amended." Abernathy seconded the motion and it passed unanimously.

Manager's Report:

Abernathy moved "to acknowledge receipt of the August 2017 managers report." Swenson seconded and it passed unanimously.

Financials:

The board reviewed July 2017 current reconciliation of the association's operating accounts; a current reconciliation of the association's reserve accounts; the current year's actual reserve revenues and expenses compared to the current year's budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association's operating and reserve accounts.

Landscape:

A resident reported that Serpico is blowing debris into the patio and not picking them up. MB agreed to contact the site rep to have it addressed. It was noted that the ivy was overgrown in areas and should be mowed to alleviate rodent issues. MB was asked to request a proposal from Serpico Landscaping to mow the ivy.

The board reviewed a proposal from Serpico to renovation the area in front of 725 Blair C that is current on the market. The board approved not to exceed \$200-\$300 to improve the bare area.

Abernathy moved "to approve the Serpico Landscaping proposal for \$7,776 to do the annual tree trimming." Pannunzio seconded the motion and it passed unanimously.

Pool/Architectural:

No discussion.

Unfinished Business:

Complex Pre-Paint Repairs/Painting:

It was noted the painting project is substantially complete and Silicon Valley Builders Group will be scheduling to come back and complete the punchlist items. The board requested that MB put a notice in the newsletter advising homeowners to report any punchlist items so that they could be completed before Silicon Valley Builders Group moved offsite.

Termite Treatment:

Topic was discussed earlier in the meeting.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:20 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

September 26, 2017

Call to Order:

The regular meeting was called to order at 6:41 p.m.

Roll Call:

Board Members Present:

Jim Pannunzio, Eunice Swenson, Donna Abernathy, Gabor Mezei, Larry Levine, James McDonald.

Open Forum:

Mariam requested that a vacuum cleaner and garbage can liners be purchased for the clubhouse. She advised that the door and siding on her unit was completed, however it has not painted.

Donna Abernathy inquired about the replacement of the garbage cans by the City. She advised that the cans at 725 Blair had not been replaced and that when the new cans were delivered if they could be evenly distributed to the two garbage areas it would be helpful.

Minutes:

Abernathy moved “to approve the minutes of August 22, 2017 as amended.” Pannunzio seconded the motion and it passed unanimously.

Manager’s Report:

Abernathy moved “to acknowledge receipt of the September 2017 managers report.” Swenson seconded and it passed unanimously.

Financials:

The board reviewed September 2017 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

Landscape:

Tree Removal – 720 Quetta N along Hollenbeck:

The homeowner advised that the foundation of the patio is cracking and she is concerned about the impact on the home because it is right next to the kitchen. It was noted that the HOA is in the process of getting bids to remove the large Redwood tree against her unit that is along Hollenbeck.

Homeowners reported that debris are not being picked up and are being blown under the ivy and that limbs aren’t being picked up. Overall the owners are not happy with the overall condition and that they continue to blow it in the patio.

Homeowner, Linda recommended that the HOA consider turning off zones that solely have ivy to save on water. The board tabled the discussion of the ivy mowing.

Architectural:

Pannunzio moved “to approve the architectural control application to install a HVAC unit for 720 Quetta B.” McDonald seconded the motion and it passed unanimously.

Pool:

The board agreed to leave the heat on until the end of October.

Unfinished Business:

Complex Pre-Paint Repairs/Painting:

MB took note of various areas that had pending repairs and painting. MB was asked to follow up with Silicon Valley Builders to have the yard removed and finish up the pending repairs.

Termite Treatment Discussion:

The board reviewed in detail the proposals from Planet Orange and Coastal Termite for subterranean and drywood termites. Due to the difference in warranties and the unknown costs for Planet Orange beyond 2 years it was difficult to compare the proposals. Overall the board did not feel that they were unhappy with Coastal Termites work over the years, however a recommendation was made by a few homeowners that if the cost was similar or less than making a change in vendor would be a good idea. MB was asked to follow up with Planet Orange to get an updated cost for 5 year all-inclusive termite treatment plan.

New Business:

Gutter Cleaning:

The board reviewed the proposals and requested that MB follow up with Four Seasons to get a cost for doing two cleanings. Ideally they liked the gutters maintained by the roofer, however they also felt it was needed at the start and end of winter due to the excessive trees. Additionally MB was asked to find out if Four Seasons installed gutter guards and if they would provide locations as to where they recommended they be installed.

No Smoking Signage:

MB advised that the signs have been purchased and that the project had been pending due to the painting, however they would be installed within the next couple weeks at all the entrances and pool area.

Mail Delivery Problems:

It was reported that some of the mailboxes are rusted and becoming hard to open. It was noted that many people are having problems with mail delivery. Several homeowners have reported it to the postmaster however it seems to be an ongoing issue.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:20 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

October 24, 2017

Call to Order:

The regular meeting was called to order at 6:54 p.m.

Roll Call:

Board Members Present:

Jim Pannunzio, Eunice Swenson, Donna Abernathy, Larry Levine, James McDonald, Steve Koelzer.

Board Members Absent: Gabor Mezei

Business From the Floor:

Mariam (855 Brookline A) advised that her storage door had been replaced but she was concerned that it had not been painted on the top and bottom. MB advised that per Silicon Valley Builders Group the replacement door was fiberglass so painting all sides was not required.

Michelle (720 Quetta C) advised that she had a neighbor that was creating a smoking nuisance. She requested that signage about the no smoking and garbage etiquette be posted onsite at the mailbox/garbage areas.

Donna (725 Blair H) stated that there was no walkway to the parking lot from Unit B & C. She recommended that the association consider converting the ivy with some type of walkway.

Joan (725 Blair C) stated that she was the new owner and she wanted to find where the recycling bins were placed. It was noted that the garbage area only had enough room for the garbage bins and that recycling carts were stored in residents patios.

Minutes:

Pannunzio moved “to approve the minutes of September 26, 2017 as amended.” McDonald seconded the motion and it passed unanimously.

Manager’s Report:

Levine moved “to acknowledge receipt of the October 2017 managers report.” Pannunzio seconded and it passed unanimously.

Financials:

The board reviewed October 2017 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

Landscape:

Landscape Enhancement Proposals:

Levine moved “to approve the Serpico Landscaping proposal for \$1,037 to do landscape enhancement at 875 Brookline, Unit I.” Swenson seconded the motion and it passed unanimously.

The board reviewed the Serpico Landscaping proposal and decided not to do the fall aeration.

The board tabled the tree removal proposal for 720 Quetta N along Hollenbeck so that a second proposal could be obtained.

Architectural:

Abernathy moved “to approve the architectural control application submitted by 715 Quetta A for proposed landscape and hardscape enhancements.” Pannunzio seconded the motion and it passed unanimously.

The board requested that MB notify the owner that the board was appreciative that the homeowner took the boards questions and concerns into consideration and revised their proposal.

Pool:

The board agreed to turn off the pool heat on November 6th.

Unfinished Business:

Complex Pre-Paint Repairs/Painting:

MB advised that a final punchlist walkthrough was being scheduled prior to the release of the final check.

Termite Treatment Discussion:

The board reviewed the two revised proposals from Coastal Termite and Orange Plante. It was noted that the proposal costs were very similar in pricing. It was noted that both proposals were for a 5 year warranty, however the Planet Orange had a significant up front cost versus the Coastal termite which was paid overtime.

Pannunzio moved “to approve the Coastal Termite proposal to continue month to month treatment with the understanding that all subterranean and drywood termites noted in the termite report would be completed and covered under an all inclusive 5 year warranty.” McDonald seconded the motion and it passed 5 in favor and Levine against.

Gutter Cleaning:

McDonald moved “to approve the Commercial Gutter proposal for \$4,100 to do two cleanings.” Abernathy seconded the motion and it passed unanimously.

New Business:

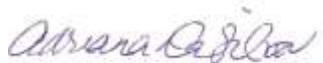
Insurance Renewal Discussion:

Levine moved “to approve the Socher Insurance renewal for a premium amount of \$26,953.” Koelzer seconded the motion and it passed unanimously.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:39 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager

Brookline Place Homeowners Association

Board Meeting Minutes

December 4, 2017

Call to Order:

The regular meeting was called to order at 6:54 p.m.

Roll Call:

Board Members Present:

Jim Pannunzio, Donna Abernathy, James McDonald, Gabor Mezei.

Board Members Absent: Larry Levine, Steve Koelzer

Election of Officers:

MB as the Inspector of Elections opened and counted the ballots:

James McDonald	19 votes
Steve Koelzer	17 votes
Write Ins: Melinda Jacobs	2 votes
Linda Vo	1 votes
Lynn Murphy	1 votes
Mike Walsh	2 votes

James, Steve, Melinda and Mike were elected for a 2 year term.

IRS For 19 votes, 0 against

Minutes:

Abernathy moved “to approve the minutes of October 24, 2017 as amended.” McDonald seconded the motion and it passed unanimously.

Manager’s Report:

Pannunzio advised that there are several lights that are out and that he marked them with a yellow ribbon. MB was asked to follow up with a handyman to change the various lights. Abernathy also report that there is a recycling bin at 725 Blair that none of the units are claiming and it just sits in the common area.

 moved “to acknowledge receipt of the November 2017 managers report.” seconded and it passed unanimously.

Financials:

The board reviewed November 2017 current reconciliation of the association’s operating accounts; a current reconciliation of the association’s reserve accounts; the current year’s actual reserve revenues and expenses compared to the current year’s budget; the latest account statement prepared by the financial institutions where the association has its operating and reserve accounts; and an income and expense statement for the association’s operating and reserve accounts.

Landscape:

Landscape Enhancement Proposals:

Levine moved “to approve the Serpico Landscaping proposal for \$1,037 to do landscape enhancement at 875 Brookline, Unit I.” Swenson seconded the motion and it passed unanimously.

The board reviewed the Serpico Landscaping proposal and decided not to do the fall aeration.

The board tabled the tree removal proposal for 720 Quetta N along Hollenbeck so that a second proposal could be obtained.

Architectural:

Abernathy moved “to approve the architectural control application submitted by 715 Quetta A for proposed landscape and hardscape enhancements.” Pannunzio seconded the motion and it passed unanimously.

The board requested that MB notify the owner that the board was appreciative that the homeowner took the boards questions and concerns into consideration and revised their proposal.

Pool:

The board agreed to turn off the pool heat on November 6th.

Unfinished Business:

Complex Pre-Paint Repairs/Painting:

MB advised that a final punchlist walkthrough was being scheduled prior to the release of the final check.

Termite Treatment Discussion:

The board reviewed the two revised proposals from Coastal Termite and Orange Plante. It was noted that the proposal costs were very similar in pricing. It was noted that both proposals were for a 5 year warranty, however the Planet Orange had a significant up front cost versus the Coastal termite which was paid overtime.

Pannunzio moved “to approve the Coastal Termite proposal to continue month to month treatment with the understanding that all subterranean and drywood termites noted in the termite report would be completed and covered under an all inclusive 5 year warranty.” McDonald seconded the motion and it passed 5 in favor and Levine against.

Gutter Cleaning:

McDonald moved “to approve the Commercial Gutter proposal for \$4,100 to do two cleanings.” Abernathy seconded the motion and it passed unanimously.

New Business:

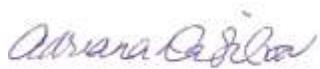
Insurance Renewal Discussion:

Levine moved “to approve the Socher Insurance renewal for a premium amount of \$26,953.” Koelzer seconded the motion and it passed unanimously.

Adjournment:

There being no further business to come before the board the meeting adjourned at 8:39 p.m.

Respectfully Submitted,



Adriana DaSilva, CCAM
Community Manager