RECEIVED & READ

SIGNATURE DATE

SIGNATURE DATE

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

January 2018

Subterranean Termite Treatment

Coastal Termite & Pest Control, will be out to perform termite applications on January 8th through January 11th. January 8th will be a preparation day. Coastal Termites technicians will be onsite but no spraying will be done. Treatment will begin at Blair Court and Brookline Place on January 9-10 and Quetta Court will be done buildings will be done January 10-11. The occupants can be in their units and egress/ingress from common areas, but should avoid the target areas of treatment through the course of the application until after 4 p.m. If you have questions contact Coastal Termite at 408-727-6240.

Recycle Your Christmas Trees

The City of Sunnyvale and Specialty Solid Waste & Recycling will again be offering Christmas tree recycling to multi-family communities through January 13.

Residents can prepare Christmas trees for collection by removing all decorations including light strands and trees stands. Trees should be cut into 4-foot or shorter lengths. Christmas Trees should be placed along the Brookline and Quetta Court streets to keep garbage enclosures free of flammable debris and provides easy access for collection vehicles. Old tree light strands can be recycled at SMaRT Stations at no cost.

Pride in Ownership

It is hoped that everyone living at Brookline Place has a sense of pride and wants the best for the community where they live. Your Board of Directors continue to work hard to at keeping the property well maintained. But, they can't do it all on their own. Living in a clean community takes the work of all its residents.

Residents can help by keeping the immediate area around their unit clean and free from litter, items and debris. When walking through the property, don't walk by a piece of garbage that might have blown into the landscaping, pick it up and place it inside the nearest garbage container. Speaking of garbage containers, please help to keep these areas clean as well. Garbage should always be properly bagged and

Association Website

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BOARD OF DIRECTORS:

Steve Koelzer
Larry Levine
Jim Pannunzio
James McDonald
Gabor Mezei
Mike Walsh

CLUBHOUSE RESERVATIONS

Marian Wronsky
Wronskymarian@fhda.edu

MANAGEMENT

MB Homeowners' Management

1210 S. Bascom Avenue #220

San Jose, CA 95128

Phone:408.871.9500

Fax: 408.871.9515

Manager—Adriana DaSilva:
adriana@mbhm.net

Asst. Manager—Patricia
patricia@mbhm.net

Billing:- Melissa
Billing@mbhm.net

Escrows—Lauren
lauren@mbhm.net

HOA Website:
www.mbhm.net

NEXT MEETING:

January 23, 2018
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

February 2018

Management Team Changes

If you've called MB recently, you may have noticed some personnel changes. The new manager assistant, Jamilyn Kelley is currently being trained to assist with your community.

Jamilyn will be addressing your maintenance issues and/or general questions. She can be reached by submitting a web request, by phone, or via e-mail to jamilyn@mbhm.net.

Garbage/Recycling Reminders

Management continues to receive various complaints about the garbage corrals. Below are a few garbage and recycling reminders:

- Residents should be paying for and only using their own garbage can.
- Recycling carts in the garbage corrals should be removed and placed appropriately in the private patio. Several garbage corrals are very crowded and the first priority for all residents is the garbage cans fit properly in the corral.
- Residents need to properly recycle, which mean properly breaking down boxes and placing them in the recycle cart or they can be Flatten and tied or taped into bundles 30" X 30" X 6" or smaller and place at curbside next to recycling cart.
- Need to dispose of something else? The City of Sunnyvale website has a great tool called 'Get Rid of Anything' that will let you know where and how to properly dispose of items. https://sunnyvale.ca.gov/property/recycling/getrid/default.htm

When residents don't properly dispose of garbage or recycling it creates an inconvenience for other residents and ultimately can resulting in costing the HOA. Please take the time to do it right, your cooperation is appreciated.

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No Late Fees for February.
We apologize for the delay.

NEXT MEETING:
February 27, 2018
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

March 2018

Board Member, Larry Levine has sold his unit and resigned from the board. We thank him for his service on the board. We wish you the best in your next adventure in life.

Violations Noted During Walkthrough

During a recent walkthrough it was noted that several units are in violation of the association rule and regulations. A few of the common violations that were noted are as follows—personal items/alterations to the common area, old or broken potted plants in front entry/common area, scattered shoes at doorway, improperly stored yard/recycling bins. If you are one of the units in violation, please take the time to bring your unit into compliance to avoid a violation letter and/or fines. Your cooperation is greatly appreciated.

Are You Properly Insured?

The association master insurance policy is a bare walls policy. The coverage is to replace or repair the structure of the building to like, kind and quality before the loss. It is intended to insure the structure, up to the completion of the walls, where your Condo Owner HO-6 covers from the walls inward.

All owners should have a Condo Owner H0-6 insurance policy. This policy is designed to continue coverage for your individual Condo where the HOA Building Coverage stops. The policy provides coverage for your personal liability, person-al property and for your additions & alterations.

Personal Liability: Liability insurance is to protect you and your family from injury claims and resultant property damage to other units and/or common area. This is spe-cifically important in condo's because of the upstairs/downstairs layout. Often time the resultant damages to other units are substantially more than those directly in your unit.

Personal Property: The movable contents found inside your Condo that are NOT permanently attached. Television, beds, couches, refrigerators, etc. Example-If you were to turn the condo up-side down, the items that fall out are your personal property.

Additions & Alterations: These are the permanently installed items in your condo. Dishwasher, tubs, sinks, cabinets, etc. Example: Same theory if you were to turn the condo upside-down the items that were still attached are your additions and alterations.

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NEXT MEETING:
March 27, 2018
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

April 2018

Driveway Safety

Safety matters

Now that good weather is upon us children are more likely to be outside playing. All residents whether an adult or child should feel free to enjoy the common areas, how the safety of all residents is of utmost importance. The driveways should not be used for 'recreation use' such as playing ball or riding a skater or bike as it creates a safety issue for the children and a hazard for vehicles. Any time children are in the common areas they should be supervised. Residents will be held responsible for any damages to the common area. Residents should monitor noise to avoid disturbing neighbors and ensure toys and riding equipment are properly stored in units and not left in common areas obstructing entryways and walkways.

Insurance Clarification

Earthquake Insurance Program Added

Last month, the newsletter indicated that the association has a 'bare walls', however that information was incorrect, because in November 2017 the board opted to purchase the Travelers "All-In" policy, which provides coverage for betterments and improvements within the interior of units. Due to a favorable loss history, the HOA was able to obtain this upgraded policy and stay within the insurance budget. Owners are still required to have HO-6 which is de-signed to continue coverage for your individual Condo where the HOA Building Coverage stops. The policy provides coverage for your personal liability and personal property. Owners should advise their insurance companies of this change in the master policy as it may impact your policy resulting in an decrease in premium for owners.

During the March meeting the HOA renewed the Master Earthquake Insurance policy which is a million dollar stop loss with a 20% deductible. Additionally the board approved to buy into the Motus Earthquake Insurance program. Through the buy-in owners can obtain additional earthquake insurance for unit damages and/or a loss assessment that is imposed as a result of an earthquake. This is an opt-in program and owners would directly sign up with Motus. Additional information about the Motus program will be sent out to owners either directly by Motus or through the association.

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NEXT MEETING:
April 24, 2018
6:30 p.m.
Clubhouse

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May 2018

HOA Responsibility Repairs

In accordance with the CC&R's the HOA is responsible for the maintenance and repair of various components, however it is important for residents to understand that there is a process and protocol for how repairs are handled. Depending on the cost of the repair multiple proposals may be required. Generally the HOA will directly coordinate for all HOA repairs and only under certain circumstances will the HOA authorize an owner to have repairs completed and submit a request for reimbursement. However it is important that owners understand that the HOA is not obligated to reimburse an owner ,even for items that are HOA responsibility if the board did not approve the repairs and cost . Owners are also reminded that leaks or other repairs that are inside a unit, or that exclusively service the unit only are the owner's responsibility. If management is called and sends repair service, and the problem is determined to be the owner's responsibility, the owner will be billed for all costs incurred by the HOA.

Homeowner Earthquake Insurance—Motus Program

Information submitted by Dan Wallis from Motus Insurance

As noted in the newsletter las month the HOA board has enrolled in a **Motus Earthquake Insurance Program**. This gives each individual member of the HOA the option to purchase earthquake insurance coverage -- designed specifically for your HOA. The Motus program offers 3 different types of coverage: Real Property, Personal Property and Loss of Use or Rent (further details are enclosed in the Welcome Pack).

To get a free quote, purchase coverage, or simply to learn more about Motus, go to https://app.motusins.com and enter your custom HOA Code "**BROOK7**".

If you have any questions about the Motus Program, call **(833) MOTUS-INS**, email info@motusins.com, or chat with one of our representatives through our general website https://www.motusins.com.

Coverage Types (deductible applies; see attachment for more information)
Real Property Coverage: This covers your share of earthquake-related damage to buildings and structures above the limit of your Master Earthquake Insurance Policy, whether you pay for that damage a) directly, or b) through a special assessment by your HOA.
Personal Property Coverage: Covers the contents of your unit (subject to sublimits for certain types of personal property).
Loss of Use or Rent: If you live in your unit but cannot occupy it after an earthquake, this coverage reimburses you for the cost of a hotel or other lodging, subject to the coverage limit. Similarly, if you rent your unit to a 3rd party who cannot occupy the unit, this coverage compensates

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June 2018

Pool and Clubhouse Reminders

Warm weather is upon us and residents have begun using the pool area. Over the weekend there appeared to be a dozen children associated with a party in the pool area. Residents are reminded that the clubhouse needs to be reserved for parties and it does not include use of the pool area. The pool is for all residents to use and should not be monopolized by any specific unit. Residents and their guests are required to adhere to the association rules noted below, so everyone can enjoy the association amenities and stay safe.

Pool:

1. The pool is for the use of owners, residents and their guests. No more than four (4) guests per resident are allowed in the pool area at one time.
2. The pool may be used between the hours of 7 a.m. and 10 p.m.
3. Pets are not allowed in the pool or clubhouse area at any time.
4. Pool gates and clubhouse doors must remain locked at all times.
5. Attire will conform to conventional swimming wear.
6. Glass and other breakable objects are not allowed in the pool area.
7. Children under the age of fourteen (14) must be accompanied by an adult over the age of eighteen (18).
8. Water toys should be used with discretion, and removed when leaving pool area.
9. The pool and pool deck can not be reserved for private parties.
10. Audio equipment shall be kept at a low volume and must be turned off if requested by another pool user.
11. Bicycles, skate boards, roller blades or similar items are not to be used or work in the pool area.
12. The lifesaving equipment is for emergency use only.

Clubhouse:

1. The clubhouse is available for rental from 8 a.m. to 10 p.m. on weeknights and 8 a.m. to Midnight on Fridays, Saturdays and Holidays.
2. Reservations for rental must be made in advance. There is a required $100 deposit. If the clubhouse is left in good condition, the deposit will be refunded.
3. Reserving the clubhouse does not reserve the pool area.
4. AN adult over the age of eighteen (18) must be present at all times if people under the age of eighteen (18) are in attendance.
5. Music must be kept to a moderate level.
6. Owners and guests must abide by the rules. Guests must be accompanied by a resident. Owners will be responsible for all action of their guests. Any damage to the facility will be paid by the owner.

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July 2018

2018-19 Budget

The board reviewed the first draft of the operating budget for 2018-19. Based on the increased cost to maintain trees, aging irrigation and utility costs the dues will need to be increased approximately $5-10. Note that reserve study is pending which will impact the final numbers.

The board will be reviewing and approving the 2018-19 budget at the July meeting. If you would like further detail or have feedback about the budget, please submit it in writing or attend the upcoming meeting.

Board Member Needed

The association is run by a board of seven owners, currently two of those board seats are vacant. Although those positions are vacant, the quorum requirement for a meeting is still 4 board members. With summer travel and board members work schedule having a quorum for the meetings has been difficult. If a board meeting can not be held it delays maintenance decisions and signing/processing of checks.

Being a board member involves attending a monthly meeting (no December) and occasional communication via e-mail. If you would like more information and/or are interested in serving on the board notify MB.

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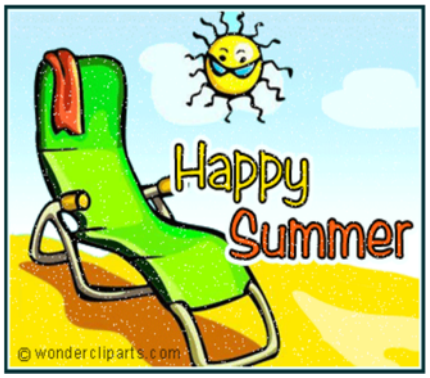

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September 2018

Assessment Payments

As of September 1, 2017 the assessment increased to $445 per month. Please ensure that you adjust your payment amount accordingly with your bank and or by logging on to the online payment system. If you are using the online payment feature on the Heritage Bank website there is a limit to the number of payments that can be scheduled, owners are responsible for ensuring that payments are continuing to process.

If you are interested in signing up electronic delivery of statements or sign up for the association autopay email billing@mbhm.net.

Upcoming Election—Board Members Needed

The association election is coming up in November. The board consists of seven board members who serve rotating two year terms. The term of Gabor Mezei and the two vacant positions are up for election. In order for association business to be addressed timely it is imperative that there are enough board members to meet the required quorum. Being a board member involves attending a meeting once a month (except for December) and occasional email communication outside the board meeting. If your interested in being on the board, please notify MB in writing by September 21th.

Thanks and Farwell to Jim Pannunzio

Management and the board would like to thank long-time board member, Jim Pannunzio for his many years of service to the Brookline Place community. Jim has served the community, as a board member for 15+ years, and his dedication and efforts were and are very much appreciated. The Pannunzio family are in the process of selling there home, and will soon be moving out of state. We all wish you farewell and the best of luck in your new home and whatever life has in store for you.

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NEXT MEETING:
Wed, October 26, 2018
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

January 2017

Painting & Repairs Project Update

Silicon Valley Builders Group (SVBG) is continuing their work on the patio fences and will soon be starting the painting of the buildings and fences.

Residents should move all items including but not limited to, plants, pots, personal items 3 feet from the fence. The crew will be onsite Monday through Friday from 8 a.m. to 4 p.m. Any questions regarding the project can be directed to the Construction manager, Bob Cox at rcox@rcogroup.com or (831) 708-2916.

Recycle Your Christmas Trees

The City of Sunnyvale and Specialty Solid Waste & Recycling will again be offering Christmas tree recycling to multi-family communities from December 26-January 13.

Residents can prepare Christmas trees for collection by removing all decorations including light strands and trees stands. Trees should be cut into 4-foot or shorter lengths. Christmas Trees should be placed along the Brookline and Quetta City streets to keep garbage enclosures free of flammable debris and provides easy access for collection vehicles. Old tree light strands can be recycled at SMaRT Stations at no cost.

KUDOS to 2016

Your Board worked hard all year prioritizing repairs and negotiating contracts. A few of the projects that were completed and/or started in 2016 included, but are not limited to fence replacements, tree removals/replacements, landscape renovations and the ongoing painting project which includes various repairs to siding and patio fences. For the landscape renovation project your board was able to obtain rebates from the Santa Clara Valley Water District and City of Sunnyvale that totaled $19K which not only offset the installation, but it also reduced water consumption. Your community is very lucky to have such an active and diligent board.

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NEXT MEETING:

No December Meeting

January 24, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

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February 2017

Painting & Repairs Project Update

Silicon Valley Builders Group (SVBG) is continuing their work on the patio fences and will soon be starting the painting of the buildings and fences. Several homeowners have requested that additional work be added to the ongoing project. Those requests are being forwarded to the Construction Manager for review and prioritization so that the HOA can stay within the designated budget.

Silcon Valley Builders Group is posting notices as they move through the property. Residents should move all items e.g. plants, pots, personal items 3 feet from the fence. The crew will be onsite Monday through Friday from 8 a.m. to 4 p.m. Any questions regarding the project can be directed to the Construction manager, Bob Cox at rcox@rcogroup.com or (831) 708-2916.

Election Results

The election ballots were opened by MB, the designated Inspector of Election. The association received 25 completed ballots. The ballots were opened and counted and the results were as follows:

Jim Pannunzio	19 votes
Larry Levine	34 votes
Gabor Mezei	22 votes
Mike Walsh	1 vote

Incumbent board members, Jim, Larry and Gabor were re-elected to the board for a two year term. The IRS Resolution passed with 25 votes.

Safety & Security of the Property

The existing pedestrian gates along Hollenbeck, Blair and Quetta are an important line of defense to keep outsiders from randomly roaming the property and specifically to keep outsiders from using the association property as a shortcut. Residents should ensure that the gates are closed properly behind them and report any issues to management. Additionally residents should notify management if they see other safety issues which includes, but are not limited to lighting that is out, exposed wiring, etc.

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NEXT MEETING:

February 28, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

March 2017

Painting & Repairs Project Update

Silicon Valley Builders Group (SVBG) is finishing up the patio fence repairs. The crew will start the Painting project in March and the entire complex is expected to take approximately 3 months.
The crew will be onsite Monday through Friday from 8 a.m. to 4 p.m. Any questions regarding the painting project can be directed to the Construction manager, Bob Cox at rcox@rcogroup.com or (831) 708-2916.

Fumigation of All Units—August 2017

Termite treatments have been an ongoing large expense for the association totaling approximately $21,000 a year. In order to stabilize the budget a monthly contract with Coastal Termite was established several years ago. The monthly contract includes unlimited treatments, however the re-occuring infestations create an inconvenience for residents and owners. Coastal Termite attended the January 2017 meeting and discussed termite infestation and the fumigation process. Over the last year the association has fumigated to buildings and Coastal Termite has provided a proposal for $92,000 to fumigate the rest of the buildings. This proposal would provide a 5 year warranty and eliminate the need for the monthly termite contract which ultimately will result in a savings to the association.

The fumigation process will require owner/resident cooperation. Units will need to be vacated for 3 days. The association will cover the cost of the fumigation, however any time and cost to relocate and prepare for the fumigation is homeowner responsibility. Owners will need to make arrangements with tenants accordingly.

Below you will find the fumigation schedule:

August 5	720 Blair Ct, Units A-N and 725 Blair Ct, Units A-F
August 12	855 Brookline Pl, Units A-J, Pool House, 875 Brookline Pl, Units A-L
August 19	720 Quetta Ct, Units A-S
August 26	715 Quetta Ct, Units A-N

The dates are being provided early so that owners/residents have time to make arrangements. Further details will be distributed as we near the fumigation dates.

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gina@mbhm.net

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HOA Website: www.mbhm.net

NEXT MEETING:

March 28, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

April 2017

Painting & Repairs Project Update

Silicon Valley Builders Group (SVBG) has begun painting the buildings on Quetta Avenue. During the March board meeting residents expressed various concerns about the ongoing repairs and painting. In an effort to make sure that all concerns are being properly addressed, owners are asked to email the Construction Manager, Bob Cox at rcox@rcogroup.com and MB at Adriana@mbhm.net.

Fumigation Discussion & Survey

During the March board meeting a few homeowners expressed significant concerns and/or questions about the fumigation project. Based on these concerns the board has decided to put the fumigation project on hold to get homeowner feedback. Information about fumigation has been collected and homeowners can also submit information that they would like to share with other owners. All information submitted will be saved and available for open access to review at the below link: https://www.dropbox.com/sh/zvtpm9bhr5b4k6h/AABlySZpnK55QTUHn8So0aCba?dl=0. Owners are encouraged to do their own research and/or review the Dropbox information and submit there feedback through the below survey: https://www.surveymonkey.com/r/VHLWFQ8 . If you are unable to do the survey online, a hardcopy of the survey can be provided to owners upon request.

The pest control vendor, Coastal Termite was in attendance at the March board meeting to explain the fumigation process and answer questions. Several homeowners had sincere safety concerns about fumigation and proposed alternative options such as baiting, localized treatment (borate, heat, orange oil). Coastal Termite advised that localized treatment is great when you know where the infestation is because it kills that colony. However he explained that a majority of the infestation is in inaccessible areas and it will not address colonies that could be a few feet away. He further explained that localized treatment was not controlling the problem because there are so many colonies and that he felt fumigation was the best option to bring things to 'ground zero' which would allow the HOA to control the problem.

Based on the information available to the board they continue to think that the fumigation process is the most efficient method to address all unit particularly inaccessible termites, cost effective option that saves approximately $13K over 5 year period and it will alleviate inconvenience to homeowners providing access to treat locally in multiple locations.

Association Website

The association website is a great resource where owners can submit work orders, review minutes, download forms, etc. To register for the website go to www.mbhm.net. If you need help can contact patricia@mbhm.net

BOARD OF DIRECTORS:

Steve Koelzer
Larry Levine
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NEXT MEETING:

April 25, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

May 2017

Painting & Repairs Project Update

Based on feedback from the board meetings, MB was asked to determine what options were available to expedite the completion of the painting project. The association looked into the option of bringing in another paint company, however that option would further delay the project by months and incur additional cost to the association. The Construction Manager, Cox Seifert Total Construction and Silicon Valley Builders Group (SVBG) were put on formal notice that the association would pursue legal action accordingly if the project could not get back on track. SVBG was required to bring on a new painting crew which will start May 17th. Owners/residents will be given a week and 48 hour notice. The Construction Manager, Bob Cox will be onsite overseeing the work 3 times a week. The final repair punchlist are being reviewed this week. If you have any questions or concerns regarding this project, contact Bob Cox by phone at (831) 708-2916 or you can e-mail rcox@rcogroup.com (also CC Adriana@mbhm.net).

Fumigation Discussion & Survey

Thank you to all homeowners that participated in the online Fumigation Survey. A summary of those results can be found on the back of this newsletter . Assuming that each response represented a unit, 36 out of 80 units responded. The survey confirmed that a majority of owners have had or have termite infestation and although a majority of those that responded did not agree with fumigation, some form of treatment will be necessary to protect the integrity of the building against termites.

Planet Orange representative, Scott Mendenhall attended the meeting to provide information about their company and discuss termite treatment options. Planet Orange does localized treatment for drywood and subterranean termites using products like Bora Care, Orange oil and Termidor. They also do subcontract for fumigation in some instances, but it is less than 5% of their business. He stated that the majority of their work is localized treatment using Termidor. He explained that they do thorough inspections and treat approximately 2 feet in each direction of the infestation. The stated Termidor is very effective because it provides residual protection. It was noted that the association currently has unlimited Termidor localized treatments through the Coastal Termite termite program. Scott recommended that the association consider doing thorough inspections of all the homes for a cost of $60 each unit, based on those inspections he would provide a proposal to do drywood and subterranean termite treatment. He advised that he had not inspected any Brookline unit and thus did not know the level of infestation, however a similar size complex treated for drywood and subterranean termites cost approximately $80K-$90K with a 2 year warranty.

During the next meeting, the board will continue to discuss termite treatment to determine what further steps will be taken to address the termites.

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NEXT MEETING:

May 23, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

June 2017

Painting & Repairs Project Update

Silicon Valley Builders Group continues to move forward with the painting project. Based on homeowner feedback some adjustments have been made as to how the areas will be protected and manner in which the buildings will be powerwashed. Please note that the repair crew will be returning to complete the various punchlist items once storage doors are received.

Owners/residents will be given a week and 48 hour notice. The Project Manager, Matt and Construction Manager, Bob will be onsite overseeing the work 3 times a week. If you have any questions or concerns regarding this project, contact Bob Cox by phone at (831) 708-2916 or you can e-mail rcox@rcogroup.com (also CC Adriana@mbhm.net).

Termite Treatment Inspections Coming Soon

During the May meeting the board reviewed and discussed the termite treatment survey results. The board decided that the needed thorough inspections of all units to determine the extent of infestation, treatment options and costs.

It was agreed to continue the monthly contract with Coastal Termite for the time being and have Planet Orange do through termite inspections of all the unit. Homeowners should continue to look for and report termite so that they can be treated timely. As the weather warms up termites will be more evident and they can usually be found around doorways and windows. Look for insects with

MB is currently working with Planet Orange to schedule the inspections and further details will be sent out to homeowners soon.

Storage of Personal Items in Common Areas

During a recent walkthrough it was noted that several units have excessive personal storage in the common areas. In accordance with the association rules, personal items e.g. bicycles, scooters, shoes, toys, etc. are not permitted to be kept or stored in the common area including walkways, landscaping and front porches. The association has approved an enclosed shoe rack so that shoes can be kept outside without affecting aesthetics. Your assistance to keep things tidy and help maintain property values is appreciated.

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NEXT MEETING:

June 27, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

July 2017

Painting & Repairs Project Update

Silicon Valley Builders Group continues to move forward with the painting project. The repair crew has recently completed most of the pending punchlist repairs with the exception of a few storage doors which will be done at later time. If you had a pending repair that has not been completed, please notify the construction team and MB.
SVBG continues to post notices advising residents when they will be working in your area. Please read the notices carefully and ensure that items are moved away from the buildings and that windows are closed. These efforts will allow the crews to provide a quality paint job and stay on schedule.

If you have any questions or concerns regarding this project, contact Bob Cox by phone at (831) 708-2916 or you can e-mail rcox@rcogroup.com (also CC Adriana@mbhm.net).

Termite Inspections Scheduled for July

As noted in the prior newsletter the board has decided to have thorough termite inspection done of all units (with the exception of the recently fumigated buildings). The inspections will be done by Planet Orange and the tentative schedule is shown below.

	8 a.m. - Noon	1 p.m. - 5 p.m.
Monday, July 17, 2017	720 Quetta A-J	720 Quetta K-S
Tuesday, July 18, 2017	715 Quetta A-F	715 Quetta G-N
Wednesday, July 19, 2017	855 Brookline A-H	855 Brookline I-L+Clubhouse
Thursday, July 20, 2017	875 Brookline A-F	875 Brookline G-J
Friday, July 21, 2017	720 Blair A-H	720 Blair I-N
Monday, July 24, 2017	725 Blair A-F	

All residents are asked to work with neighbors and or make other arrangements to accommodate the above schedule. If the above scheduled date simply will not work for your unit, please notify MB as soon as possible so alternate arrangements can be made.

2017-18 Budget

The board reviewed the first draft of the operating budget for 2017-18. Based on utility increases and the upcoming termite inspections the dues will need to be increased approximately $5. Note that additional increases may be needed once the reserve study is completed. The board will be reviewing and approving the 2017-18 budget at the July meeting. If you would like further detail or have feedback about the budget, please submit it in writing or attend the upcoming meeting.

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NEXT MEETING:

July 25, 2017
6:30 p.m.
Clubhouse

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September 2017

Assessment Payments

As of September 1, 2017 the assessment increased to $445 per month. Please ensure that you adjust your payment amount accordingly with your bank and or by logging on to the online payment system. If you are using the online payment feature on the Heritage Bank website there is a limit to the number of payments that can be scheduled, owners are responsible for ensuring that payments are continuing to process.

If you are interested in signing up electronic delivery of statements or sign up for the association autopay email billing@mbhm.net.

Termite Inspections & Treatment Update

The association and MB would like to thank owners/residents for their cooperation in providing Planet Orange access to do termite inspections. Planet Orange has substantially completed the inspections. Scott a representative from Planet Orange attended the last board meeting and verbally reviewed their findings and some estimated costs for treatment. The association is currently awaiting a formal proposal for their proposed treatment plan. The board will discuss the proposals and decide the next step in regard to termite treatment during the September meeting.

Upcoming Election

The association election is coming up soon. The board consists of seven board members who serve rotating two year terms. The terms of Donna Abernathy, Eunice Swenson, James McDonald and Steve Koelzer are up for election this year. If your interested in being on the board, please notify MB in writing by September 16th.

Owner of Record Information

A new law was passed this year, that requires the association to ask each membership for their current mailing address and any secondary mailing address. Please complete the form on the back of this newsletter and return it to MB via mail, or email. You can also just type in the information and email it to Billing@mbhm.net.

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NEXT MEETING:

September 26, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

October 2017

Tree Trimming — October 24-25

Serpico Landscaping will be onsite on October 24-24 doing the approved tree trimming throughout the property. For safety reasons, residents are asked to stay clear of areas where the crew is working.

Termite Treatment Update

The board reviewed and discussed in detail the proposals from Coastal Termite and Planet Orange. The board requested additional information and warranty options which they will review during the next meeting.

In the meantime, the association continues to be in contract with Coastal Termite so that necessary termite treatment can be addressed without delay.

Complex Painting Project

Silicon Valley Builders Group has substantially completed the painting of the property. Over the next week the crew will be finalizing some repairs and going back to paint the recently completed repairs.

Please notify Adriana at MB if you have a pending concern or outstanding issue that is part of this painting project.

Upcoming Election

The association election ballots will be going out soon. Please take a moment to vote, the ballots will be opened and counted during the November board.

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On October 31st the ghouls and goblins may roam, but so do little dressed up little children.

Be extra careful when driving around Halloween night.

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NEXT MEETING:

October 24, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

November 2017

Termite Treatment Update

During the October board meeting the board reviewed and discussed the revised proposals from Coastal Termite and Planet Orange. Both vendors provided a 5-year termite treatment plan which provided localized treatment using Termidor for drywood termites and ground treatment for subterranean termites. The Coastal Termite proposal was $1,650 per month, totaling $99K and the Planet Orange proposal was $96K due upfront. Both proposals included treating the infestations noticed in the recent reports and warranty for both drywood and sub treatment for five years. After a lengthy discussion a board vote was taken and the majority decision was to continue having Coastal Termite handle the property termite treatment. It was noted that this decision was based on the existing relationship with Coastal and a lower investment risk by paying monthly versus the total upfront.

Complex Painting Project

Silicon Valley Builders Group has advised that they have completed the painting and repair project. MB is coordinating a final walkthrough. Please notify Adriana at MB if you have a pending concern or outstanding issue that is part of this painting project.

Garbage Etiquette

Each owner pay for their own garbage and is response for putting it out for pick up. Garbage carts can be placed out the night before pick up and should be placed back in the garbage corrals within 24 hours of pick up. Residents should not being using other units garbage carts. Please bag garbage and properly place it inside carts to keep the area clean to avoid attracting pests and rodents.

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NEXT MEETING:

November 28, 2017
6:30 p.m.
Clubhouse

MB Homeowners' Management, Inc.

Brookline Place Homeowners' Association

December 2017

Termite Treatment Update

Coastal Termite will begin scheduling termite treatment for January with those units that had termite infestation in the recent inspection. Additionally notices will be posted onsite when the subterranean treatment of all the buildings is done.

Garbage/Recycling Reminders

The City has recently distributed new garbage and recycling bins to all homeowners. Every unit pays for and is responsible for their own garbage and recycling bins. Residents should only use their own bins.

The garbage bins should be kept in the garbage corrals where the City picks them up. Any recycling bins that are in the garbage corrals need to be moved to the patios where they should be stored. Residents are responsible for taking recycling bins out to the street. Recycling bins should not be placed out sooner than the night before pickup and must be put back into patios within 24 hours of pickup.

Election Results

The election ballots were opened by MB, the designated Inspector of Election. The association received 21 completed ballots and the results were as follows:

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 two year term. The IRS Resolution passed unanimously.

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NEXT MEETING:

January 23, 2018
6:30 p.m.
Clubhouse