LAUREL PLACE II
Board of Directors Meeting
MARCH 11, 2020
MINTUES
STARBUCKS: 3605 EL CAMINO REAL, SANTA CLARA

I. Call to Order: The meeting was called to order at 6:30 p.m. by Maureen Craig, President.

II. Roll Call: Maureen Craig
Janet Zhang
Eric Dao

Also Present: Susan Hoffman of Professional Association Services

III. Approval of Minutes:

Regular Minutes for November 20, 2019: Motion M. Craig, second J. Zhang to approve the minutes as submitted. Motion carried.

Executive Minutes for November 20, 2019: Motion M. Craig, second J. Zhang to approve the minutes as submitted. Motion carried.

Ratification of Termination: Boardwalk: Motion M. Craig, second E. Dao to terminate Boardwalk Management. Motion carried.

Ratification of Retention: Professional Association Services: Motion M. Craig, second J. Zhang to retain Professional Association Services

IV. Financial Statements October 31, 2019 through February 29, 2020: Tabled. Management to investigate water bill and why it is so high. In the walkthrough last week water was running during the day. The Board noted there was a bill from Serpico in December $ 196.45 – what was that attributable to? There was a credit of $ 627 in November or December – what was that due to? There was no payment posted to PGE for February – was it paid? Investigate the fire suppression phone bill – seems higher than it should be.

Request the DRE Budget from the Department of Real Estate. Ask Valley Water to join the Association to the Waterfluence program.

A. Collections Report:
B. Investment Report & CD Purchase: Proposed CD Laddering Policy;
Bank Information/discussion: tabled.
C. CPA Work for 2019 – status: tabled.

V. Management Report/Action Item Update:

A. Management Calendar 2020
B. Review of Condo Building Exterior – stucco/balconies: tabled to conference call with proposed attorneys.
C. SB 800 Discussion – key date: S. Hoffman to provide the Board the time slots on Monday for discussion regarding this item with legal counsel.
D. Storm Water Maintenance: S. Hoffman advised that Management is following up on this issue with the Apartments who have advised the cleaning was done; Management has asked for proof of the service.

VI. Open Forum: no issues were raised at this time.

VI. Old Business:

A. Placement of Shed in Community – Fire marshal information: Tuff Shed; other examples.

B. Tree Pruning by Serpico: in process and pending.

VII. New Business:

A. Annual Meeting; SB 323 Discussion: Compare policy to civil code, then have attorney review (at no cost to HOA).

Check Reserve study – is it due this year; proposals to update (not same company)

VIII. Schedule Next Meeting: May 13, 2020

IX. Adjournment to Executive Session (if needed): The meeting was adjourned at 7:15 p.m. No Executive session was held on this date.

Social Event: Annual event- National Night Out, August 4, 2020 – J. Zhang will start reservations.

Respectfully submitted,

Susan L. Hoffman
Recording Secretary

Executive Session: Per California Civil Code 4935 ". . . the Board may adjourn to Executive Session to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member upon the member's request . . ."

Respectfully submitted,

Susan L. Hoffman
Recording Secretary