

**ADGENDA
OF THE SHARON GLEN HOMEOWNERS ASSOCIATION
ANNUAL AND
BOARD OF DIRECTORS MEETING**

Date: THURSDAY, MAY 9, 2024

Time: 6:00 PM

Place: Clubhouse (in person)

DETERIMATION OF A QUORUM

_____	Janet Jennings	Treasurer
_____	Margie Tully	Secretary
_____	Ashley Hall	Board Member
_____	Anders Frisk	Board Member

6:00 PM Appointment of board member / appointment of officers

6:05 PM Homeowners Forum

6:10 PM Architectural request of 2393 (at meeting)

6:15 PM Review of the minutes of the April Meetings

6:20 PM Review of the historical accounting records.

6:25 PM Roof replacement for back building underway
 Moving Air Conditioner so not seen from 2369 skylight
 All Seasons can install new pad for \$
 but HAVC contractor also required.
 Removal of Satellite dishes (do we need a bench to mount them?)
 City has not inquired about R-10 insulation yet

6:30 PM Pool Start-up
 Placing furniture on deck

6:35 PM Landscape Report

6:40 PM Next Meetings June 13th, July 11th

SHARON GLEN ASSOCIATION

2301-2413 Sharon Road, Menlo Park, CA 94025
ARCHITECTURAL CHANGE REQUEST FORM

Date: 5/6/24

To: **Architectural Control Committee**

Subject: **Proposed change**

Owner(s): Logan R Jennings Janet R. Jennings

Sharon Glen Address: 2393 Sharon Rd.

Home Phone: 408-833-4707 Work Phone: 408-823-6032

Description of change: ① Storage Room - Move the light switch to the wall on the other side of the door - 1 light switch with a dimmer.

② Replace electrical subpanel in laundry room to bring up to code.

Owner's Signature(s): Janet Jennings L R Jennings

Please submit five (5) copies of this completed form (plus any additional descriptive plans and/or photos) to: Sharon Glen Association, c/o Ferrari Management Company, 444 First Street #A, Los Altos, CA 94022, 650-917-9911

Notes:

- 1) It is the responsibility of the unit owner to obtain all permits required by the City of Menlo Park.
- 2) If the project is not completed within two (2) years of HOA approval, the owner must resubmit the Architectural Request to the HOA for approval.

(For Architectural Control Committee Use Only)

[] Approved

[] Denied

Comments: _____

Committee Representative(s): _____

Signature(s): _____

Date: _____

Janet Jennings
2393 Sharon rd
Menlo Park ,CA 94025

Will be moving switches
from right side of
doorway to left side of
doorway only one switch
that will control all
lighting with dimmable
compatibility

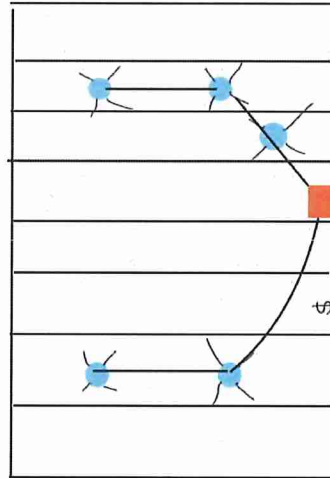


Junction box



6 inch recessed, lighting

Switch





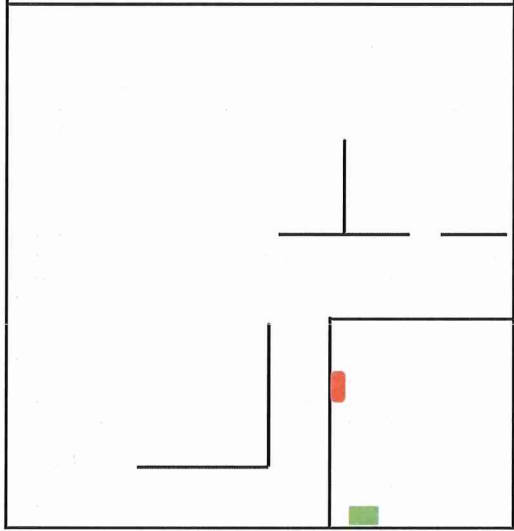
Janet Jennings
2393 Sharon rd
Menlo Park ,CA 94025



Replacing existing subpanel updating same location



Older subpanel used as a splice point



**MINUTES OF THE MEETING
OF THE
BOARD OF DIRECTORS
OF THE
SHARON GLEN HOMEOWNERS' ASSOCIATION**
a California Non-profit Mutual Benefit Corporation

6:15 PM on April 11, 2024

The directors of the above corporation held this meeting on the above date and time pursuant to a notice of meeting in the clubhouse. The following directors, constituting a quorum of the Board of Directors of said association, attended the meeting:

Jay Siegel	President
Margie Tully	Secretary
Ashley Hall	Board Member
Anders Frisk	Board Member

HOMEOWNERS FORUM

Carol Cleary (2369) had some questions about her recent incorrect billing statements. Mr. Ferrari acknowledged the mistakes and stated that corrections had now been made. Carol also noted that, according to her statements, Assessments were delinquent after the 1st of the month when the policy was after the 15th. Mr. Ferrari stated that he would see to it that future statements clearly indicated the delinquent date was the 15th. Mr. Ferrari also stated that the migration of accounting records would be completed by May and no late fees would be charged until then.

Carol Cleary (2369) reiterated that because a larger air conditioner was installed on the roof, she could now see the air conditioner through her approved skylight. She requested that the location of the air conditioner be moved as part of the re-roofing process. Carol also requested that the existing condition of the individual air conditioners be assessed prior to the re-roofing so owners do not blame the roofers if they do not work after the reroofing. Carol also suggested that the satellite dishes that are not being used be removed.

Jay Siegel (2383) noted that the tire stop in his parking space was damaged when the POD was delivered and that POD had insurance to pay for it, he just needed an invoice from the Association for the cost.

MINUTES OF THE ANNUAL MEETING

In advance of the meeting, copies of the minutes of the March 14, 2024, Annual Meeting were provided to the board members. It was noted that the Secretary had reviewed the minutes in draft form and suggested changes that were incorporated into the draft provided to the board members. After a discussion,

RESOLVED, the minutes of the March 14, 2024, Annual Meeting be approved.

MINUTES OF THE MARCH MEETING

In advance of the meeting, copies of the minutes of the March 14, 2024, Board Meeting were provided to the board members. It was noted that the Secretary had reviewed the minutes in draft form and suggested changes that were incorporated into the draft provided to the board members. After a discussion,

RESOLVED, the minutes of the March 14, 2024, Board Meeting be approved.

JANUARY ACCOUNTING RECORDS

Just prior to the meeting, copies of the January 2024 financial statements were provided to the board members. Because of the Treasurer's absence, the Board postponed reviewing the accounting records until May's meeting.

REPLACEMENT OF ZINSCO BREAKERS

Mr. Ferrari noted that the insurance company had not required that the Association replace the Zinsco breakers but requested that the Association have a licensed electrician inspect the Zinsco panels, make a recommendation and that the Association take the advice of that electrician. Mr. Ferrari noted that Connecticut Electric did manufacture a replacement breaker, but that replacement had flaws similar to the original Zinsco breakers. After a discussion,

RESOLVED, that the proposal of FUSE Electric be approved, but the decision on an emergency assessment to pay for the expense be delayed until the roofing and balcony expenses are more defined.

LANDSCAPE REPORT

Mr. Ferrari reported that Mario from Serpico had been unable to attend the landscape walk, but that he had asked Mario to stake a tree near 2397 and fill in the ground cover under the flowering Magnolia on the back side of the laundry room.

DRIVEWAY REPORT

Mr. Ferrari reported that the drain grate by 2315 had been installed, and that Dryco Paving had re-leveled areas near 2301, 2411 and 2391. While Dryco was on site, Mr. Ferrari had approved repairing the asphalt across from 2317 that was uplifted from tree

roots for \$2,040 and to repair an area by the garage of 2311 that was damaged by dripping vehicle fluid from a car that had been replaced. The owner of 2311 had been made aware that he would be responsible for the \$935 charge for the repair outside his garage door. Margie Tully asked why oil damage near the garage of 2319 had not been repaired and Mr. Ferrari indicated that the damage there was not as bad and could be taken care of by seal coating over the area. After a discussion,

RESOLVED, that the repairs across from 2317 and outside the garage of \$935 be ratified and the owner of 2311 be billed for \$935.

A proposal from Dryco to lower the storm drain near 2315 and create a swale to that lower drain for \$15,176 was considered. After a discussion,

RESOLVED, that no action be taken at this time and revisited before the next rainy season.

A proposal from Dryco to sealcoat and strip the private driveways for \$26,613 was provided to the board members in advance of the meeting. After a discussion about other priorities such as the circuit breakers, back roof and balcony inspections being priorities.

RESOLVED, that the seal coating is put on hold at this time.

SB 326 BALCONY INSPECTIONS

In advance of the meeting, copies of proposals to perform the SB326 balcony inspections were provided to the board members as follows:

C.L. Sigler	\$28,500
Job Masters	\$26,575
SVBuilders	\$23,107

The Board discussed the merits of each proposal. After a discussion,

RESOLVED, Job Masters be hired to perform the SB 326 balcony inspections.

REPLACEMENT OF DUROLAST ROOF ON REAR BUILDING

In advance of the meeting, copies of proposals to install a new single ply membrane on the rear building roof were provided to the board members as follows:

Ben's Roofing	\$331,250 (no standing water mitigation)
American Eagle	\$325,000 (TPO)
All Seasons	\$236,120 (includes minimizing ponding)

The Board discussed the relationship between the Association and All Season's Roofing and whether the City of Menlo Park would require R-10 insulation for temperature control for an additional \$73,600.

RESOLVED, that the proposal of All Season's Roofing be approved, and the R-10 insulation only be included if required by the City of Menlo Park.

SCHEDULING OF THE NEXT MEETINGS

RESOLVED, the next Board Meetings be scheduled at 6:00 PM on May 9th, June 13th, and July 11th.

APPROVAL OF THESE MINUTES

These meeting minutes were drafted by Ferrari Community Management, distributed to the members of the board of directors in draft form and approved by the board as evidenced by a board members signature below.
