**MINUTES OF THE MEETING**
**OF THE**
**BOARD OF DIRECTORS**
**OF THE**
**SHARON GLEN HOMEOWNERS' ASSOCIATION**

a California Non-profit Mutual Benefit Corporation
6:00 PM on February 18, 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 meeting was originally scheduled for February 15th but was rescheduled. The following directors, constituting a quorum of the Board of Directors of said association, attended the meeting:

| | |
|---|---|
| Jay Siegel | President |
| Janet Jennings | Treasurer |
| Margie Tully | Secretary |
| Anders Frisk | Board Member |

## HOMEOWNERS FORUM

Anders Frisk (2391) recounted a recent medical emergency in the community and recommended that the board reconsider more specific signage to direct first responders to specific units. The board members discussed including address numbers for the north and south range of addresses on the automobile entry signs. After a discussion.

RESOLVED, that revised signage be considered at a future meeting.

Jay Siegel (2383) requested permission to place a POD in his parking space for about a week at the end of March and April. Jay indicated he would coordinate with the neighbors immediately adjacent to his parking space to make sure they did not object. After a discussion,

RESOLVED, that the maintenance of a temporary POD in the exterior parking space reserved for unit 2383 be authorized.

Margie Tully (2301) asked why the newsletter was not being hand delivered to residents every month. She reminded Mr. Ferrari that the board had asked him to place a paragraph in the February newsletter reminding residents that, for safety reasons, children should not play in the driveways.

Mr. Ferrari asked when the spring-cleaning dumpster should be scheduled so those dates could be placed in the newsletter. The board members chose April 8th – 15th.

## MINUTES OF THE JANUARY MEETING

In advance of the meeting, copies of the minutes of the January 25, 2024, Board Meeting were provided to the Secretary, but not in time for an adequate review prior to the board meeting. After a discussion about the desire to get the minutes posted in advance of the Annual Meeting,

RESOLVED, that after the Secretary reviews the minutes, they be distributed to the board members and posted in draft form on the website if no board members object within a week.

## DECEMBER ACCOUNTING RECORDS

Because of the migration to a new accounting system, the December financials were not yet ready, but should be within a week. After a discussion,

RESOLVED, that the Treasurer review the December accounting records when they are available, and the records also be distributed to the board members between meetings.

## OTHER INSURANCE AGENTS

Mr. Ferrari stated that he had provided Nelson Insurance and Yerba Buena Insurance with current insurance information for Sharon Glen HOA. Nelson responded that a number of his contacts had declined to quote based upon the Zinsco panels and age of the buildings. Yerba Buena recommended that the Association stay with their current insurance, replace the Zinsco breakers, and then contact them for a quote in the fall prior to the next renewal.

## REPLACEMENT OF ZINZCO BREAKERS

In advance of the meeting, copies of a proposal from Fuse Electric to replace the Zinsco circuit breaker panels at the meters for $112,000 were provided to the board members. Mr. Ferrari stated that Service King Electric had withdrawn their proposal based upon upfront cost to order the materials. Blue Streak Electric was still waiting for supplier pricing information prior to providing a quote. After a discussion,

RESOLVED, that no action be taken pending a proposal from Blue Streak Electric.

## BROKEN DRIVEWAY STORM DRAIN GRATE

In advance of the meeting, copies of a proposal from Dryco Paving to replace the broken storm drain grate near 2313 for $3,467 were provided to the board members. Also provided was a proposal from US Foundry for $1,626.18. After a discussion,

RESOLVED, that the proposal from US Foundry and Manufacturing be approved.

## PAVEMENT PONDING ISSUES

Mr. Ferrari reported that Dryco Paving was working on a solution to fix the drainage problems at unit 2301. It was noted that there were also areas near 2413, 2315 and 2391 where ponds remained up to four hours after the rain stopped. The work that Dryco did in the winter seemed to make some areas worse. After a discussion,

RESOLVED, Dryco Paving return in warmer weather to make permanent repairs.

## REPLACEMENT OF DUROLAST ROOF ON REAR BUILDING

In advance of the meeting, copies of a proposal from All Seasons Roofing to replace the Durolast Roofing on the back building so that foam insulation could be placed under the roof to minimize ponding water were provided to the board members. The base bid was for $221400 with an additional $14,720 to minimize ponding water or $110,400 to eliminate ponding water. Title 24 may also require insulation which would cost an additional $73,600. After a discussion,

RESOLVED, that additional Durolast proposals be obtained from Durolast certified companies.

## SCHEDULING OF THE NEXT MEETINGS

RESOLVED, the Annual Meeting at 6:00 PM on March 14, 2024, be in person only with a board meeting immediately following the Annual Meeting.

## 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.

M. E. Tully

**MINUTES OF THE MEETING**
**OF THE**
**BOARD OF DIRECTORS**
**OF THE**
**SHARON GLEN HOMEOWNERS' ASSOCIATION**
a California Non-profit Mutual Benefit Corporation
6:00 PM on January 25, 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 |
| Janet Jennings | Treasurer |
| Margie Tully | Secretary |
| Ashley Hall | Board Member |
| Anders Frisk | Board Member |

Also present were Art Devault and Talley Kenyon (2351), Stephanie Savides (2339), Carol Cleary (2369), Alan Wells (2399), Anne Hillary (2331), David Stoft (2301), Ramin Samadani (2343), David Kheifet (2389), and Dominic Ferrari (Property Manager).

## SPECIAL ASSESSMENT REQUIREMENT FOR EARTHQUAKE INSURANCE

Jay Siegel distributed a handout with a history of insurance premiums over the last four years and the unanticipated recent increase in premiums. Our insurance broker requested quotes from 12 carriers prior to the October renewal. Some common reasons for the lack of interest in insuring Sharon Glen included the lack of fire sprinklers and the age of the buildings. Although the Association is required to have property insurance, Earthquake insurance is not required. In setting the budget for 2024, the board decided to only fund for the first quarter of Earthquake insurance premiums and give the membership the opportunity to vote on whether to fund the remaining three quarters of the year via a special assessment. Jay explained that other factors including inflation, and the need to continue to fund Reserves for roofing projects after recent expenses for new sewer lines, paving, dry-rot, and painting meant that a decision to not continue Earthquake insurance will not result in a decrease of monthly assessments for 2024.

David Stoft and Talley Kenyon suggested that smaller increases in dues over the years would have funded Reserves and eliminated the need for the current 20% increase.

Margie Tully expressed her disappointment and disagreement that the 20% aggregate increase resulted in over half of the units now paying over 20% in monthly dues.

Carol Cleary asked if the back building would be re-roofed in 2024, because the cleaning of the roof in advance of sealing had created roof leaks in some of the units. Mr. Ferrari recommended that the ponding issues be corrected prior to installing a new roof.

Carol Cleary also stated that Tri-State had charged a late fee and then removed it. Mr. Ferrari stated that Tri-State was migrating to a new accounting system and all the bugs should be worked out by March.

Stephanie Savides requested that more insurance quotes be obtained. Mr. Ferrari stated he had provided information to two other insurance agents to see if they could get better coverage or a lower premium. One agent stated that there would be more options once the Zinsco breakers were replaced.

Anders Frisk spoke to the need to replace the Zinsco circuit breaker panels serving the townhouses.

After discussing the pros and cons of keeping Earthquake Insurance, the Board reiterated that the membership would have the opportunity to vote on the special assessment. The majority of the owners who were not on the Board left the meeting.

## HOMEOWNERS FORUM

David Stoft asked for a follow-up to emails about the paving problems in front of his garage. The Board agreed to consider repairs and asked him to provide additional information to Mr. Ferrari.

Ashley Hall spoke on behalf of Margaret Kister (2381) who stated that the Association gardeners were not doing a quality job around her unit. Mr. Ferrari stated he would address this with the supervisor for Serpico on their next landscape walk.

Stephanie Savides stated that after hearing about how the Board is addressing issues, she would remove her name from the ballot and withdraw her request for the board to consider replacing the landscaping on Sharon Road, the installation of handicap access ramps and the adoption of rental restrictions.

Mr. Ferrari was reminded to address the safety issue of children playing in the driveways in the February newsletter.

## ARCHITECTURAL REQUEST TO INSTALL LIGHTING AT 2393

In advance of the meeting, Janet Jennings (2393) presented a request to install electrical ceiling lights in her bedrooms and in the room behind her garage, as well as an electrical outlet. After a discussion,

RESOLVED, that the Architectural Request be approved.

## APPROVAL OF THE MINUTES OF THE DECEMBER MEETING

In advance of the meeting, copies of the minutes of the December 7, 2023 Board Meeting were provided to the board members. The Secretary reviewed the minutes and made some changes in advance. After a discussion,

RESOLVED, the minutes of the December 7, 2023 Board Meeting be approved.

## REVIEW OF ACCOUNTING RECORDS

In advance of the meeting, copies of the October and November accounting records prepared by HOA Accounting Services were provided to the board members. Janet Jennings stated she had reviewed the accounting records and had no questions. After a discussion,

RESOLVED, that the approval of the October and November Accounting records be filed.

## MAINTENANCE REPORT

Mr. Ferrari showed pictures of dry rot in a patio railing at unit 2317. After a discussion,

RESOLVED, that Ruelas Fencing be authorized to repair and repaint the railing.

Mr. Ferrari reported that a storm drain grate near unit 2313 had broken under the weight of the garbage truck and he was searching for replacements and awaiting bids. After a discussion,

RESOLVED, that management continue to search for a replacement.

Mr. Ferrari noted that a resident had their laundry dryer time cut short because the power to the machines stopped. After a discussion,

RESOLVED, that they be re-imbursed for the quarters lost.

Anders Frisk stated that he had replaced the light bulb in the recessed fixture near unit 2385 which now provided light in the corner near the recycling bin.

In advance of the meeting, copies of an offer from Asphalt Consulting Service and Dryco to install a concrete swale to better move water from the front street garages to the storm drain were provided to the board members. The board will continue to discuss solutions for the drainage problem.

Mr. Ferrari reported he had received a few estimates to replace the Zinsco breaker panels and he was still waiting for formal proposals.

The board members briefly discussed a proposal to re-roof the back building with insulation board to reduce water ponding. After a discussion,

RESOLVED, that re-roofing be considered at a future meeting.

## SCHEDULING OF THE NEXT MEETINGS

After a discussion about the availability of the board members,

RESOLVED, the date of the next meetings be scheduled for 6:00 PM on Thursday, February 15, 2024, and March 14, 2024 (Annual Meeting). [The February meeting was later rescheduled to Sunday, February 18, 2024, because the original meeting had been removed accidentally from Mr. Ferrari's calendar].

## 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.

M. E. Tully