

**REEF GATE WEST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 2, 2020**

Upon notice duly given and received, the General Session Meeting of the Reef Gate West Homeowners Association Board of Directors was held on May 2, 2020 via Zoom video conferencing.

DIRECTORS PRESENT: John Sullivan - President
Mark Lauria - Vice President
Cindy Furman - Secretary
Hugh Batten - Treasurer
Vito Borruso - Member at Large
Sam Saul - Member at Large
Ernie Garcia - Member at Large

**REPRESENTING TSG
MANAGEMENT:** George Gustave - Account Executive

ALSO PRESENT: Jim Flores - Onsite Manager

Call to Order

The meeting was called to order at 8:06 a.m.

Minutes

A motion was made by Vito Borruso, seconded by Hugh Batten to approve the minutes from the March 21, 2020 General Session Meeting as submitted on behalf of the Secretary of the Association. The motion passed (7) to (0).

Financials

The increase in gas for noted on the year to date totals. TSG has addressed the following:

1. Insurance is split out according to Earthquake & General Liability
2. Onsite manager fee extra has been coded to 67776

A motion was made by Vito Borruso, seconded by Cindy Furman to approve the financial statements for period ending March 31, 2020 pending audit. The motion passed (7) to (0).

On-site Manager Report

Jim Flores provided the onsite managers report in writing but recapped as follows:

1. Roof repair has been performed above #70 by Ozone Roofing.... they did a great job.
2. "A" Building 2nd and 3rd floor hallways have been painted. Jim purchased more paint to keep on stock
3. B/C Ramp has metal plate with cracks on the ramp.... need repairs (set up Alpha Regional to inspect)
4. It was noted that there were a few plumbing backups that were taken care of....no damage
5. Personal Touch taking extra measures to clean around the community and also performing daily cleaning on the carts due to Covid-19.
6. Due to social distancing, Jim and Mark will walk the community.
7. Marcello is to be asked about the status of the dryer vent replacement

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Jim was thanked for the written report!

Construction Carts

The Board discussed the construction crews using the new carts. Jim suggested a fee for all construction to cover the cost of replacing damaged carts. Management to input information into the Architectural Forms and Guidelines.

The Board further discussed a deposit of which part will be nonrefundable to cover Reserve Expenses to common area. Various scenarios were discussed with regards to fees. The Board needs to define when a deposit is needed based upon the type of job being performed. Mark, John, & Vito are to make a list of jobs requiring deposits. The Architectural Committee will have the final review of the criteria.

A Motion was made by Mark Lauria, seconded by Hugh Batten to increase the deposit to \$1,000 with the authorization as to whether a project warrants a deposit to be brought before the Board. Also, \$500 is to be retained by the HOA as a user fee for wear and tear of the common area, with a \$100 fine for violation of any construction rules. After further discussion, Mark Lauria withdrew his motion until research has been performed.

Management was requested to:

- Pull contractor rules used at other HOA's
- Move in/move out fees
- Fining structure.
- Send Architectural forms and Rules and Regulations to the entire Board.

Elevator Flooring

Hugh Batten requested the Board review how to address the poor condition of the flooring in the elevators. He noted that they are always having issues with the flooring with liquid spills, bad smell due to urine, etc. It was noted that the elevator interiors were remodeled in 2005. Carpets have recently been changed out due to their poor condition. John Sullivan noted his concerns with regards to replacement cost and did not feel that the flooring replacement was warranted as the replacement carpet is roughly \$195 per piece.

Mark Lauria noted that City Lift was about 6-7 weeks out before they could even start the flooring project. It would take about 6 hours per elevator and they could possibly replace the flooring in 2 elevators in one day.

Sam Saul recommended cameras be installed in the elevators. Vito Borruso felt the carpets were ugly, unsightly, get dirty very fast, and they cannot be properly cleaned.

A motion was made by Mark Lauria, seconded by Ernie Garcia, to approve spending not to exceed \$11,000 to replace the A/B/C Elevator flooring with rubberized material with the work to be performed by City Lift as recommended by Scott Elevator Consultants. Mark Lauria, Sam and Robin Saul will be the committee to review the flooring and make the final decision. The motion passed (6) to (1) with John Sullivan voting no.

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Termite Warranty

A motion was made by Hugh Batten, seconded by Cindy Furman, to approve the termite warranty with Pacific Coast Termite for \$1,500. The motion passed (7) to (0).

Roofing

The Board discussed the future review of roofing bids. It was noted that one bid had been received and two others are in process. The Board would like to have torch down and PVC roofing bids for comparison.

Window Replacement

George and Jim are to work on the window replacement letters. Costs for the replacement windows are to be obtained from Best Buy and South Pacific Construction for 60 and 64.

Dryer Vents

Management to inquire as to which dryer vents South Pacific Construction has cleaned.

Delinquencies

The Board reviewed the current delinquent accounts and requested that TSG attempt to set up a meeting to address one of the delinquent owners and attempt to correct any issues.

A motion was made by Vito Borruso, seconded by Sam Saul, to approve placing a lien on account 6H-00016-5 unless paid prior to filing date. The motion was approved (7) to (0).

A motion was made by Vito Borruso, seconded by Mark Lauria, to approve management to also contact an owner to offer assistance regarding their account. Certified letter is also to be sent to resolve account by the end of June noting that the Board has the right to file a lien if not rectified. The motion passed (7) to (0).

Adjournment

With no further business before the Board, the meeting adjourned at 10:24 a.m. The next meeting is scheduled for June 6, 2020 at 8 am.

Attest:


C Furman (Jun 8, 2020 21:08 PDT)

Signature

Jun 8, 2020

Date