

RRPOA Board Meeting Minutes

Apr 19, 12:00 pm

104 Mesa Verde Way, San Carlos, CA

Call to order 12:10 pm

Attendance

Directors: Steve Dohrmann, Bob Schuchardt, Jon Carlson, John Bertone, Bill Trevor, Nick Farwell, Dan Bosshart

Officers: Bill "Yates" Bauder

Others: Ray O'Neal, Laura Bertone, Mary Cushing

1. Approve minutes of Nov 10, 2015 ([see minutes](#))

- Unanimously approved

2. Treasurer's Report (John)

- Budget is looking fine. Variances are very minor.
- Snow removal took more labor compared to last year but not as much as most years.

A. Final review of Financial Report to be mailed to owners

- Still being edited, will be forwarded to board members for final review shortly.

3. Project Manager's Report (Yates)

- Seasonal cleanup is underway, thatching/aeration of lawns underway, sprinklers being checked for leaks, buoy inspections next week, deck washing/oiling on units 1-68, painting

A. Reserve budget and work

- Sealing and paving being done as needed
- Walkways/pavers units 49-52 and 21 & 24
- Decks units 109, 111, 112, entries 78,79,86
- Upper hot tub heater is flaking out, needs to be replaced

B. Follow ups if needed for past issues

I. Water usage

- Roughly similar to normal, our water saving measures are still in place.

II. SW Gas line replacement

- Done, seems to have come out pretty well. They owe us a bit of lawn replacement, but not a big deal.

III. Garbage services

- New reduced capacity OK right now, though dumpster capacity might become an issue for summer
- We get some people using dumpsters that aren't homeowners, but difficult to enforce

C. Fireplace inspections

- Some issues have come up again – between 3 and 5 units have issues, flue warping, etc. Some will need to be replaced, which often means complete fireplace replacement.

4. Old Business

A. Insurance Policy 2016-17

- Policy was circulated ahead of meeting. Bill is going to coordinate policy coverage of shared snow blower.
- Bill will prepare insurance clarification letter to homeowners.

- Code upgrade coverage is still somewhat undercovered in the event of major disaster, but there is little choice in our policy options.

B. Release of liability for contractors (Dan)

5. New Business

A. Consideration of request to move and enlarge exterior window unit #37 (Yates)

- Approved deck facing window that is consistent in size and location with previous installations. Unanimously approved.

B. Adopt routine amendment to employee retirement plan

- Amendments adopted and signed.

C. Rental rules (Bill)

I. Consider appointment of "Rental Coordinator" to coordinate rental activity, require all rental activity be arranged through coordinator, establish fee to pay for it

- Board will require local coordinator to be used by owners renting their unit.
- Owners renting their unit will be charged the cost of the coordinator, cost to be determined by approved coordinator with consultation of board and property manager.

II. Consider establishment of minimum rental period not less than one week

- Discussion of how to effectively prevent hotel-like rental situations is still ongoing.

D. Future Meeting Schedule - Proposed

I. Tues, May 31, 2016 noon, McInnis Park Golf Club, San Rafael, Board Meeting

II. Sat, Sep 3, 2016, 9am, Beach clubhouse, Board Meeting

III. Sat, Sep 3, 2016, 11am, Beach clubhouse, Annual Homeowners Meeting

Regular session adjourned 2:30pm

6. Executive session

A. Payroll issues

- Salary issues were discussed, proposal submitted by treasurer was approved and adopted.
- Retirement plan was discussed.

Adjourned 2:50 pm