

**The Landings Homeowners Association
Meeting Minutes
5Pip Moyer Recreation Center
January 17, 2024
6:30 pm**

Attendees:

- Rod Houston, President
- Ches Lanham, Vice President
- Margaret McLemore, Treasurer,
- Christine Reilly, Secretary,
- Lenka Capurro, Landscaping/Grounds Chair
- Tracie O'Brien, Property Manager, Baywest Management

Absent:

- Loretta Lamar
- Jennifer Levine

Call Meeting to Order & Introduction of the Current Board

- Rod called the meeting to order at 6:32pm.

Approval of Meeting Minutes for the November 15, 2023, Meeting and November 22, 2023, Zoom Call with Parking Boss

- Margaret made a motion to approve the meeting minutes. Ches seconded the motion. Both sets of minutes were approved by the board members.

President's Report – Rod

- Rod noted the following projects that the board is working on:
 - Refresh of the pool houses
 - Implementation of the Parking Boss application
 - Fixing the cracks in the pools
 - Tree trimmingHe said that the cost and schedule of all activities are in work and there are other projects to come.

Treasurer's Report, including December Financials – Margaret

- Margaret reported the status of financials for 2023.
 - We are ahead in expected income and the overage will be put in the reserves fund. This will help if the rate of inflation is higher than the inflation rates that were used to develop the reserve study.
 - Inroads have been made on collection of delinquent accounts.

- Rod asked if we have a total amount of money allocated for the planned work on the pool houses. Margaret said she would look into this. Tracie noted that some of the work that the board is considering is planned for future years. Margaret noted that the reserve study could be adjusted to account for this.
- Phil Gallagher (5 Belvedere Court) asked whether we were planning on using the snow fund to cover the expenses of the recent snow. We don't have the costs for the recent snow removal activities. Margaret noted that we have \$85,000 in the snow reserve fund.
- Christine made a motion to approve the financials. Ches seconded the motion. The board approved the financials.

Landscaping Report, including Tree Trimming Update – Lenka

- Lenka reported that the tree trimming has been rescheduled for January 22, 2024. Parking notices will be sent to residents near the trees being trimmed and cones will be set up in the parking lots to prevent parking in those areas while the work is in progress. Work will be conducted in six areas.
- Lenka noted that she would like homeowners to be more involved in landscaping and community clean-up activities.

Architectural Report – Rod / Chester

- Ches reported that he resolved a few complaints
- The board has received compliments on the painting of the siding at 12 Rockwell Court.
- The fence at 11 Copley will be repaired soon.
- The owners/workers associated with 11 Copley trimmed some trees and bushes in the common area but did not remove the debris.

New Business

- 2024 Contracts
 - Rod thanked Tracie for providing an updated list of active contracts for 2024, including name, description, amount, start date, stop/expiration date. He pointed out a discrepancy in the start date for the Parking Boss contract that needs to be updated.
 - Tracie said she would reach out to Parking Boss to have them update the contract. She has asked them to revise the start date to December 1, 2023. We have received an invoice from Parking Boss, but it didn't identify which period that the invoice covered, and she has not paid the invoice.
- Return to a Monthly Meeting Schedule
 - Ches made a motion to return to a monthly meeting schedule, with ten meetings per year, including the Annual Meeting in October. The board will not meet in August or December.
 - Lenka seconded the motion.
 - The board approved the motion.
 - Tracie noted that the Pip Moyer Recreation center has revised their policy on reserving the meeting rooms, limiting reservations to no more than six months in advance. In addition, there may be a problem with reserving a room for the Annual Meeting in October due to a planned firefighters' conference.

- Proposed Siding Colors for Painters Hill Townhouses
 - The board members were provided a list of proposed siding colors for the Painter’s Hill townhouses. Rod noted that there is more variety, and the colors are complimentary.
 - Margaret made a motion to approve the proposed colors. Ches seconded the motion. The board approved the proposed colors.
 - Lenka said she would post them on the website that night.
 - Rod emphasized that painting the siding instead of replacing it is an option for Painter’s Hill homeowners, but Ches noted that it wouldn’t last as long as the siding.
- Proposed Colors for Painters Hill Pool House
 - Rod discussed the proposed siding colors for the Painter’s Hill pool house: Olive Grove (Green) with Colonial White trim.
 - Margaret proposed having a broader discussion about the color scheme involving the community homeowners. She noted that the voice vote from the homeowners in attendance at the September meeting was about 50/50 for changing the existing color. She suggested that we let the community know that a new color scheme has been proposed and that the issue will be discussed at the February meeting.
 - Rod said he would post the color sample at the Painter’s Hill pool house. The board will post a notice on the community website about the proposed color scheme, which will be discussed at the February meeting, and that the sample will be posted at the pool. The board will
- Refresh of the Pool Houses
 - Margaret asked about the status of the quote for the pool house work. Rod said that the contractor is close to providing the quote. Margaret said that we should get at least one more quote and the second quote should be for the same scope of work so that the board can make an apples-to apples comparison. Rod noted that he has spent about 15 hours on walk-throughs and discussions with the contractor, and that the contractor has spent a significant amount of time developing the quote.
 - Phil Gallagher said that not getting a second quote would be “irresponsible.”
 - Tracie said that Tom O’Brien could recommend another contractor for the board to talk to about providing a second quote.
 - Jay Williams (5 Landings Court) asked about the lead time to obtain the materials needed for the pool house refresh. Rod noted that it was four weeks for some of the materials.
 - Rod said he was also meeting with a contractor to address the cracks and other issues with the two pools on January 23, 2023.
 - Christine asked about the construction schedule. Rod noted that it was 6 to 12 weeks in addition to the lead time. Christine said that even if we started soon, with a 16-week schedule, we would be bumping up against the pool opening date at the end of May. Margaret noted that we have to turn the pools over to the pool contractor on April 1 to allow them to get ready for the season.
 - Lenka noted that we need to keep at least one pool open during the season if the work bleeds over into the pool season. With this schedule, it may not be possible to do both pool houses simultaneously.

- Phil Gallagher emphasized that we should not tell any contractors how much the HOA has budgeted for the pool house work.
- Lenka asked Tracie to ask Tom to get started on obtaining a second bid.
- Margaret noted that we need proposals with timelines and prices by the end of the week. The proposals need to include the construction schedule, list of materials and specifications so that we can use this information to obtain a second bid.
- Rod noted that he thinks one pool house can be completed before the end of May.
- Purchase of Adobe PDF Suite for Creation of Interactive PDF Files
 - The board needs Adobe PDF suite to create custom forms developed for the community website (bodlandings.com) that can be filled in and submitted by homeowners to the board and/or Baywest Management. This will eliminate having the homeowner to print out the form, fill it in, scan it, and send it to the board.
 - A subscription for 5 users is needed.
 - The board approved the purchase.
 - Tracie would like the board to specify the exact program/application/subscription the board wants, and she will obtain the monthly cost for 5 users.
- Purchase of First Aid Kits for Pools
 - The pools lack proper first aid kits.
 - Tracie noted that we need a list of items from the pool contractor for the first aid kit, and possibly other medical equipment like backboards.
 - Lenka noted we need to set expectations with the pool contractor for this pool season. The contract needs to be updated to include lifeguard duties, prohibiting the lifeguard from being on their cell phone, etc. She said they did keep the pools open as scheduled but lifeguard oversight was lacking.
 - Jay Williams asked about incident reports. The board was not aware of any, but Lenka noted that when her daughter cut her hand at the pool, she noted the lack of a first aid kit.
 - Rod said we might get better value by going with a Coast Guard-approved first-aid kit.
 - Tracie noted that there should be standards/regulations regarding first aid kits for pools.
 - Rod asked Tracie to find out what is in the USCG first aid kits.
- Speed Limit Signs within the Community
 - Rod asked the board to consider 20 or 25 mph signs throughout the community.
 - Ches suggested that speed bumps would be more effective than speed limit signs in slowing traffic through the community.
 - Lenka noted that we might need speed limit signs to protect us from being liable if there is an incident.
 - Phil Gallagher said there is no police enforcement in a private community, and if no speed limit is posted, most states have a maximum allowable speed in areas that are not posted.
 - Laurie Mack (15 Tiburon) agreed we need speed bumps.
 - Jay Williams asked if speed cameras would be a deterrent.
 - Phil asked if any money from fines would actually come back to the community and said that some people would not want cameras in the community.

- The cost of camera installation was brought up as well as the issue of how to collect the fines.
- Ches suggested making the speed bump on Youngs Farm Road near the intersection with Stonecreek Road higher.
- Margaret suggested making this speed bump the same height as the one that was installed on Stonecreek Road, just up the community entrance from Gemini Road.
- Tracie has a quote that she got in November for 3 new speed bumps. Lenka said the board would look at the quote to see if it meets our needs.
- Other speed bumps to be evaluated include the one on Stonecreek Road near the Painter's Hill pool house and the one between the walking path and the entrance to Rockwell Court.
- David Farrington (1253 Youngs Farm Road) was in favor of speed bumps. He felt that speed limit signs would not be effective in slowing down traffic.
- The board asked Tracie to move forward with making the 3 identified speed bumps taller, like the one coming into the community from Gemini.
- Parking Boss Training
 - Rod discussed the implementation of the Parking Boss app.
 - The issues with the implementation include validation of residency before issuing parking pass(es) to residents (i.e., asking for proof of residence and other information).
 - Rod has identified someone to enter the data we collect with the parking pass applications into Parking Boss. He proposed several hours/week over a six-week period. The job will be to enter the data, not to notify the resident that there is a problem with their application. They would provide the information to the board and the board would decide how to resolve each issue. He proposed a rate of \$22.50 per hour for this effort.
 - Margaret suggested that people should submit their information directly into Parking Boss and that we would validate it before issuing the parking pass(es)/stickers.
 - Rod is concerned that people won't want to use the app and that they should submit the application and associated documentation to the community website.
 - Margaret pointed out that people who will use the website are the same people who would be comfortable using the app. Rod said we should still offer the option to mail the information in.
 - Rod noted that we will have to chase people down no matter which way we do it.
 - Margaret would like to drive people to the app to reduce the cost of implementing Parking Boss.
 - Rod said that the board is setting up the parking program, not Parking Boss.
 - Phil Gallagher noted we need to put a weekly hour limit on the person loading the information into Parking Boss.
 - Margaret noted that if we got 150 of the 288 residences to use Parking Boss to submit their applications it would still represent a significant cost savings.
 - Rod said the helper will put eyes on all of the data that is submitted, no matter how it is submitted.
 - 5 to 7 hours per week for two months would be about 40 hours. At 22.5 per hour, the total cost would be \$900.

- The board agreed to hiring the helper for a total of 40 hours at 22.50/hour for an 8-week period.
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- Parking Rules
 - Rod would like to allocate spaces for long-term parking near the Painter's Hill pool. This would be for people with historic cars who do not use these cars much due to milage limitations.
 - Margaret pointed out that people who have invested a lot in their cars will not want to park them near the pool. However, they can park them there as long as the car has one of their two allowable blue parking stickers.
 - Phil asked about guest parking. Rod said the guest parking issued has been deferred to a later date.
- Lake Belvedere
 - Water is filling up in this area despite the installation of a drainage system.
 - Tracie talked to the contractor who installed the drainage system. They told her that there is a grate over the system that needs to be cleaned.
 - Once the snow melts, Tracie will get the landscaping contractor to clear the grate so the water will drain properly. If there is still an issue after the grate is cleaned, the board will look into it.
- Proposal for a Little Library
 - Allison Paliska (32 Rockwell Court), the homeowner who proposed it, was present at the meeting.
 - Lenka said she supports this effort but asked who will pay for the library structure and installation.
 - Allison said she would pay for the structure and the installation and register it (under her name) with the Little Library organization which has a website that helps people find where these libraries are located. San Jose State University sponsors this organization.
 - Lenka noted that she submitted a similar proposal a few years ago that was turned down by the board based on its design.
 - Allison said she would send us a picture of what it would look like.
 - Margaret asked whether a concrete footer was needed. Allison said it does need one.
 - Lenka asked what happens when Allison moves out of the community. Allison said she would pass on responsibility for it to someone else in the community.
 - A location for the library has not been identified.
 - Margaret said she supported the library and suggested Allison work with the Architectural committee to find a location for it.
 - Margaret made a motion to accept Allison's proposal. Lenka seconded it. The motion was passed by the board.
- Parking Boss Signs
 - Tracie displayed the sign we purchased from Parking Boss.
 - Discussion ensued about where to mount these signs. Lenka expressed concern about the size of the sign and, depending upon where we mount it (one proposal was to add it to the existing parking signage), it might become covered with snow.

Questions/Discussion – Homeowners

- Jay Williams asked about pool furniture. Lenka said she was working on this.

Motion to Adjourn

- Christine made a motion to adjourn the meeting. Margaret seconded it. The board agreed to adjourn.
- The meeting adjourned at 8pm.

Action Items

- Margaret to research estimated costs for pool house and other pool related costs in the Reserve study.
- Tracie will purchase the Adobe PDF licenses after receiving specific information from the board.
- Tracie will reach out to Parking Boss to update the contract.
- Tracie will look into upgrading the speed bumps.
- Rod will put a sample of the proposed siding color at the Painter's Hill pool.

Respectfully submitted,

Christine Reilly