

PEBBLE BEACH VILLAS
BOARD OF DIRECTORS MEETING

MEETING DATE: March 11, 2020

MEETING TIME: 10:00 a.m.

MEETING PLACE: PBV Clubhouse

MINUTES

1. CALL TO ORDER:

Kevin Kelly called the meeting to order at 10:00 a.m.

2. ROLL CALL:

Bette Tsoutsouras called the roll. Present: Kevin Kelly, Peter Probasco, Steve Croft, Don Groshong, Al Jakelis and Bette Tsoutsouras. Absent: Alex Petron

3. APPROVAL OF MINUTES:

Bette Tsoutsouras moved to waive the reading of the February 26th meeting. The motion was approved and unanimously carried.

4. AGENDA REVIEW: Approved

5. PRESIDENT'S REPORT: No report this meeting

6. TREASURER'S REPORT:

Understandably, as of this writing, we do not yet have financial reports for February, 2020. However, we did receive the Independent Accountant's Review Report for Year Ended December 31, 2019. This is part of the official closing of 2019 financials. The auditor found our records to be good order. There were two adjustments to previous 2019 yearend reports:

- Prepaid insurance was adjusted from \$26,983 to \$24,512 (one payment of \$2,471). This reduces our total assets on 12/31/2019 from \$506,097 to \$503,626.
- \$1,039 was assigned to "income tax payable" to cover income tax that will be paid on our 2019 interest income of \$5,636—which increased our 2019 yearend liabilities by the same amount.

These two adjustments both reduced our operating balance on 12/31/2019. The corrected balance is \$67,345 vs. the previously reported balance of \$70,854. Total fund balances were \$80,479 at the end of 2018.

This is not a serious problem in that we expect to increase our operating balances over the course of 2020. The 2020 budget contain planned surplus to restore these funds.

Respectfully submitted, Steve Croft

7. PROPERTY MANAGER'S REPORT:

Projects Bids: Mike Gallagher is securing bids for three Building Projects.

8. OLD BUSINESS:

- a. Vendor's Performance
- b. Vendor Records: a serious problem!
 - How have records been kept?
 - What do we buy? What are we getting?
 - Do we define in writing what our requirements are for each bid?
 - Do we specify our requirements?
 - Who authorized payment?
 - Who inspected results?
 - What is EM procedure for bids?
 - When do we need a study by an engineer or other expert?
 - Is this procedure being followed:
work permit → job completed → inspection by issuer of permit?

9. NEW BUSINESS:

- a. Roofing issues were discussed related to ongoing repair requirements. Discussion revealed substantial confusion and lack of understanding of previous projects, their costs, warranty and inspection processes. The board will meet with Elliott Merrill to develop a plan to address this issue.
- b. Owner Maintenance Problems: Discussion ensued on an increasing number of "unit" issues whereby owners are not complying with existing rules and regulations related to unit maintenance. The board will request EM to send a reminder notice to all owners.
- c. The board then addressed the issue of delays in receiving bids for several PBV projects. It was determined that the board will request that EM speed up and improve the process.
- d. Board members Don Groshong and Peter Probasco reported on their walk-through of PBV property. They both compiled lists of required maintenance projects. This list will be provided to EM for their attention.
- e. Board members discussed and agreed that we need to remove Pebble Beach Villas financial records from the open, unsecured portion of our website. Several options will be explored to continue to make these available to owners.

10. ADJOURNMENT: The meeting was adjourned at 12.15 p.m.

Respectfully submitted, Bette Tsoutsouras