

**APPROVED ON APR 29, 2010**

**Sandside Villas Homeowners Association  
Minutes of the Board of Directors Meeting  
Apr 6, 2010**

**Directors Present:**

- James Campbell, Unit 102
- John Cobb, Unit 101
- Bob McEachen, Unit 205

**Directors Absent:**

- (None)

**Others Attendees:**

- Christine Hollander, Unit 301
- Joe Grammatico, Unit 103
- Phil Nam, Unit 206

**References:**

1. Research into Maintenance Responsibilities 2010-04-04
2. Resolution 2010-01

**1 Call to Order**

Meeting was called to order at 7:05 PM.

**2 Approval of Minutes**

Minutes of previous board meeting held on 12-Nov-2009 were adopted by unanimous vote of the board.

**3 Clarification of Maintenance Responsibilities**

A research report on maintenance responsibilities [2] and a draft board resolution to clarify maintenance responsibilities were presented by James. Topic was opened for general discussion and debate. Highlights were as follows:

- Maintenance and repair of windows and doors are the responsibility of the individual homeowner per Section 2 (Maintenance and Repair) of Article X (Obligations of the Owners) of the Bylaws.
- Maintenance of decks and private balconies is the responsibility of the association since these areas are not included in the definition of a “unit” per the Bylaws and the Condominium Plan.
- The currently-installed retrofit windows rely on sealant and caulk rather than a waterproof membrane to provide a moisture barrier against rainwater intrusion. Water testing by Pacific Coast Waterproofing (PCW) in December revealed that the primary source of rainwater leakage into Unit 206 was the east-facing access door of Unit 301. Subsequent caulking around the access door, along with dry-locking of the Unit 301 private balcony, appears to have stopped the leakage for

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now. Going forward, the HOA board will hire a contractor to inspect the deck and caulk the windows/sliders annually.

- Gary Petty of PCW has not yet provided a recommendation for how to address the rainwater intrusion into Unit 206. Does Gary believe that caulking of the Unit 301 will be sufficient? James will follow up with Gary regarding repair options.
- Unit 301 owner agreed to solicit a bid to reinstall the access door.
- A contingency plan will be confirmed by the HOA board. Should the leak occur again, this contingency plan will be reviewed.

### ***3.1 Board Resolution 2010-01***

Maintenance responsibilities were captured in Resolution 2010-01 [2], which was approved by unanimous vote of the board of directors.

## **4 Planning of Maintenance of Specific Building Components**

James to obtain the following from Gary Petty of PCW:

- Estimate on capping the parapet wall around the Unit 301 private balcony
- Recommendation on re-grading the deck of the Unit 301 private balcony
- Estimate for reinstalling or replacing the Unit 301 access door. (Note: For emergency use only. Maintenance of the access door continues to be the obligation of the unit owner.)
- Recommendation for addressing peeling paint/stucco observed on exterior walls around the central patio of the building
- Recommendation for maintenance of private balconies

## **5 Adjournment**

Meeting was adjourned at 8:45 PM.

Minutes were recorded by James Campbell.

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