

APPROVED APR 28, 2011

**Minutes of the Open Meeting of the Board of Directors
of the Sandside Villas Homeowners Association
Held in Unit 102 on Jan 27, 2011**

Directors Present:

- James Campbell, Unit 102
- Joe Grammatico, Unit 103
- Phil Nam, Unit 206 (via Skype teleconference call)

Directors Absent:

- (None)

Others Attendees:

- (None)

1 Call to Order

James called meeting to order at 7:00 PM.

2 Approval of Minutes

Minutes of previous board meeting held on Nov 29, 2010 were adopted by unanimous vote of the board.

3 Reports

Financial report for fourth quarter of 2010 was reviewed and approved by unanimous vote of the board.

Collection activities were discussed.

Accounting software was discussed.

4 Election of Officers

Since this was the first meeting of the new board of directors for the term 2011-2012, an election of officers from among the new board was conducted in accordance with Article IX of the Bylaws. The following officers were elected by unanimous vote of the new board:

- President James Campbell Unit 102
- Vice President Phil Nam Unit 206
- Secretary/Treasurer Joe Grammatico Unit 103

The responsibilities of Secretary/Treasurer were further delegated as follows:

- Joe volunteered to maintain the association books, prepare quarterly and annual financial reports, and oversee tax preparation.
- Bob McEachen (Unit 205), with assistance from Katie McEachen, will continue volunteering to manage accounts receivable.
- James volunteered to continue managing accounts payable.

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- Phil volunteered to take over the meeting minutes, starting with the next board meeting.

5 Unfinished Business

(None)

6 New Business

6.1 Miscellaneous Maintenance Topics

James brought up the issue that the association has no designated individual to meet with vendors / contractors at the building for maintenance and repairs when necessary. James' availability to go to the building during normal business hours is limited. After some discussion, it was decided that vendors would be managed through a combination of James, Joe, Santiago, Charles, and various volunteer owners.

James indicated that the reserve funding items for maintaining 1) the building's pipes/plumbing and 2) the two stairways in the central patio area, are both in need of review and update. Additionally, 3) a more comprehensive plan to address water intrusion in and around the upper east deck is needed. The following individuals were appointed to update the three items:

- Plumbing: Joe
- Stairs: James
- Upper east deck: Phil

6.2 Boiler Maintenance

The board decided to propose a special assessment to cover the emergency replacement of the hot water circulating pump that was performed earlier this month. The pump was not included in the reserve funding plan. The special assessment will go to a vote of the membership per Article IV of the CC&Rs. James will coordinate the voting.

Phil volunteered to investigate ways of reducing the association's gas bill, which currently comprises a significant portion of the budget.

James presented an estimate for various boiler maintenance items that were recommended by the repairman (separate from the emergency repairs that were made earlier). The board decided that additional due diligence was needed before authorizing the recommended maintenance. Joe will get a second opinion from another repairman. Phil will report back with his findings on alternatives for reducing gas usage. The board will then make a decision based on this information.

Issues with water quality in Unit 201 following the boiler repair were discussed.

7 Adjournment

Open session was adjourned at 9:16 PM.

Minutes recorded by James Campbell.

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