



## *Peacock Gap Homeowners Association*

**MINUTES - BOARD MEETING  
WEDNESDAY MARCH 3, 2010 7-10 PM  
15 CHATEAU PLACE**

1. Call To Order

Meeting was called to order by President Faulkner at 7:20 PM at 15 Chateau Place, due to the last-minute unavailability of the Country Club.

2. Roll Call

Present: Faulkner, Husby, Lang, Isotalo, Colton, Weigle, Loucks, E. O'Neill, Yountchi, McBride. Absent with Excuse: Kosloff, Brinck.

3. Approval of Minutes

Approval of the January Board meeting minutes was tabled until the next meeting due to the absence of the Corporate Secretary Emeritus.

4. President's Report

- a. Secretary – EBMC is available to take minutes for Board meetings at a cost of \$75 per meeting. Corporate Secretary Lang will continue in the Corporate Secretary role with the exception of taking minutes at Board meetings.

▶▶ Husby moved, McBride seconded, *President to hire a service recommended by EBMC to take minutes at Board meetings for \$75 per meeting.*

Vote: 8 in favor, Loucks and E. O'Neill oppose.

- b. Groundbreaking – The Board expressed support for having an event. The event will take place upon the schedule of the mayor and preferably at project completion as a ribbon-cutting, and a Medians Project Event Committee was formed consisting of Lang, Weigle and Yountchi.
- c. Lawn Maintenance - The PGHA is responsible to mow the grass on the two areas on either side of the Riviera Drive entry. Because the landscape maintenance person doing the work has no worker's comp insurance, EBMC urged that a new landscape maintenance person replace him. This has been done, and at a savings to the PGHA of \$10 per month.

- d. Regarding a public accessway – The homeowner has ignored or not received two letters requesting a meeting. The partial fence remains an issue, and the Board has determined it is a nuisance as defined by the CC&Rs.

▶▶ McBride moved, E. O’Neill seconded, *President to send a letter to the homeowner stating the Board’s position that the partial fence is a nuisance and must be removed, with enclosures of letters previously sent, and cc the Chapel Cove HOA and the City of San Rafael. President to let Chapel Cove HOA know that we expect further enforcement to come from them as the nuisance is on their easement.*

Vote: 9 in favor, Husby opposed.

- e. Tree Letter – Tree detritus from one residence is falling into the swimming pool of an adjacent residence and one of the homeowners has asked for the Board’s intervention. After discussion of the role of the Board in such matters, including that the updated CC&Rs will more clearly address this issue in future, it was determined that Weigle will draft a letter to the homeowner for the President’s approval, stating that the Board understands this to be an issue that should be handled between the neighbors.

5. Treasurer’s Report

Treasurer’s Report was tabled until the next meeting due to the absence of the Treasurer.

6. Communications Report

- a. Newsletter – A company that creates newsletters for HOAs would like to publish our newsletter and mail it for free. It would have local advertising garnered by the company, and the non-advertising content would be provided by the PGHA. After some discussion the Board consensus was to think about the offer.
- b. Website – Colton presented the latest statistics on use of the website and potential website upgrades and costs, including a message board, automated e-mail capture and an HTML newsletter. Board suggestions to address the problem of continuing to run dual news delivery systems included placing sign boards at the HOA entrances saying, Check Our Site, to asking people in the next hard copy newsletter, how many wanted a paper copy, and asking them to return a tear-off sheet in order to continue to receive it.

7. Committee Reports

- a. Architectural Committee (Weigle) – 115 Peacock is starting foundation work, the basketball hoop issue has resolved itself, EBMC is no longer collecting transfer fees per Board instructions, burglars may be working our area again, and Weigle will notify the local title companies about special Peacock Gap requirements upon sale. Colton will call the SRPD to ask about reported burglar activity and place any information on the web.

- b. By-Laws Committee (McBride) – Board was advised of elements recommended for change: vacancies; removal from office; notice requirements; eligibility to serve on the Board; vote for Directors by mail; annual disclosure to members regarding insurance, collections, etc.; and need to define public participation criteria at possible open meetings. There was general agreement that these elements needed attention. McBride stressed the importance of coordinating the By Laws revision effort with the CC&R revision effort.
- c. CC&R Revision Committee (Isotalo) – This committee has re-activated, with its first meeting before the end of March. The Board can expect to review a “core draft” this fall.
- d. Collections Policy Committee (McBride) – Board was advised of research to date on the Davis-Sterling collections process and the small claims court process to collect outstanding assessments. Board was generally supportive of the following elements in any new Collections Policy: assessing late fees, an amnesty period, wide publication of the advantages of paying assessments timely, and barring non-payers from participation in any Board or PGHA activities. The Board will receive a list of non-payers from EBMC so that direct contacts can be made by Board members who wish to do so.
- e. Events Committee (Lang) – The picnic is budgeted.
- f. Medians Committee (Loucks) – Construction could start by March 10, there is a 10% contingency fee built into the contract as there may be some change orders, the contractor is planning to use a solar power source for the irrigation timer, the contractor will bid on the San Marino monument and cleaning up the Biscayne entrance soon, the Medians Committee will meet with the Peacock Estates HOA to discuss sharing expenses for the Biscayne work. Phase 2 is adding irrigation to the Riviera Drive medians beyond the first median, which already has irrigation. Phase 3 is the Pt San Pedro Road medians in front of Peacock Gap; the SPR Coalition is addressing those medians as part of a larger project and homeowners may be asked to contribute to that effort in the future. Peacock Greens may be interested in improving the Peacock Greens round median at the end of Peacock Drive, Board members will contact Peacock Greens residents known to them and inquire about the feasibility of partnering and/or sharing expertise.
- g. Neighbor-To-Neighbor Committee (Lang) - This committee has not assembled but several suggestions were added to its original mission as the first and friendly step in CC&R enforcement: welcome baskets to new homeowners, sympathy cards from the President and Board as appropriate, visits to new homeowners.

8. Old Business:

The insurance endorsement report was tabled until the next meeting due to the absence of the Corporate Secretary Emeritus.

9. New Business:

There was no new business.

10. Next Meeting and Adjournment

The next meeting will be April 7 at the Country Club.

The meeting was adjourned by the President at 10:15 PM.