

**PINNACLE MARINA TOWER ASSOCIATION**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**WEDNESDAY, JUNE 20, 2012 MINUTES**

**NOTICE OF MEETING:** Upon due notice given and received, a Regular Session Meeting of the Pinnacle Marina Tower Association Board of Directors was held on Wednesday, June 20, 2012, at 6:00 p.m. in the Amenity Room.

**ATTENDANCE:** Directors Present: Chris Eddy, President  
Steve Sparta, Vice President  
Joe Mansolillo, Secretary  
Melanie Branca, Treasurer  
Vikram Monder, Director-at-Large

Also Present: Bill Lawrence and Melissa Vaughan representing The Prescott Companies

Cyndi Koester representing Mutual of Omaha Bank

**CALL TO ORDER:** The Regular Session Meeting was called to order at 6:15 p.m. by President, Chris Eddy.

**EXECUTIVE DISCLOSURE:** In accordance with California Civil Code, the items discussed in Executive Session must be briefly disclosed to the membership in Open Session. No specifics or names shall be provided.

- **Approval of Minutes**
- **Construction Defect Lawsuit Update**

**APPROVAL OF MINUTES:** **Motion:** Upon a motion made by Joe Mansolillo seconded by Steve Sparta and carried, the Board voted to approve the May 16, 2012 Regular Session Meeting Minutes as presented.

**FINANCIAL REPORT:** The Board of Directors reviewed the financial statements for the period ending May 31, 2012. A summary of financial activity is as follows:

Operating Assets:	\$ 367,994
Reserve Assets:	\$1,005,455
YTD Total Assets:	\$1,373,450
Delinquencies:	\$ 32,361

For May 2012, budgeted revenues were \$152,569; actual revenues were \$153,221, a positive variance of \$652, 0.43%. Budgeted expenditures were \$152,569; actual expenditures were \$334,569, a negative variance of (\$182,000)(119.29%). Note, \$156,303, was transferred from Excess Operating to Reserves, to increase the reserve funding percentage (from 55% to 65%, approximate); the transfer from operating to reserves is booked as an operating expense. Since the beginning of the new fiscal year, revenues are \$6,305 or 0.83% positive to budget; and operating expenses are (\$166,163), a negative variance, (21.78%) to budget, as explained in the note above.

**Motion:** Upon a motion made by Melanie Branca seconded by Vikram Monder and carried, the financials for the period ending May 31, 2012, were accepted subject to a year-end review.

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**MANAGEMENT  
REPORT:**

The Board reviewed the Management Report as submitted.

**COMMITTEE  
REPORT:**

The Super, Finance and Social Committees submitted their reports.

**NEW COMMITTEE:** The Board reviewed a Committee Charter prepared by Management for a new Landscape Committee.

**Motion:** Upon a motion made by Melanie Branca seconded by Joe Mansolillo and carried, the Board approved the Charter with a few minor changes.

**UNFINISHED  
BUSINESS:**

**Strategic Plan:** The Board reviewed a sample strategic plan prepared by Management and discussed the benefits of introducing this new tool.

**Connecting Water Booster Pump to Emergency Power:** Management advised the Board that after requesting bids from a number of contractors, Countywide Mechanical is the only outfit to provide a proposal.

**Motion:** Upon a motion made by Steve Sparta seconded by Joe Mansolillo and carried, the Board voted to approve the proposal from Countywide Mechanical in the amount of \$4,200 unless another bid comes in lower before July 1.

**Management Office Addition:** The Board was advised Management is still waiting for the structural/design specifications from Engineering Design Group to be provided to qualified bidders.

**Water Intrusion Procedure:** The Board heard feedback from the Committee and tabled the item to the next regular session.

**Museum Parking Agreement:** The Board heard feedback from the Committee and tabled the item to the next regular session.

**Bylaw Amendment/Candidate Eligibility:** The Board did not discuss this agenda item. Tabled to the next regular session.

**Guest Parking Pool:** A concern has been raised by Legal Counsel that the Association should not be acting as the Homeowners' property manager for their parking spaces. The Association's General Counsel informed Management he cannot advise on this matter and has recommended seeking the advice of a Real Estate Attorney. Management asked for an opinion from an acquaintance who is a Real Estate Attorney and she agreed with the Association's General Counsel.

**Motion:** Upon a motion made by Chris Eddy seconded by Steve Sparta and carried, the Board directed Management to seek the advice of a Real Estate Attorney for direction on how to implement the program.

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**NEW BUSINESS:**     **Ratify Emergency Work Approval:** On Wednesday, June 13, 2012, the Board approved an emergency expense via email to replace the failing rubber flanges on the cooling tower for \$9,484.

**Motion:** Upon a motion made by Chris Eddy seconded by Melanie Branca and carried, the Board voted to ratify their decision to approve the expense.

**Architectural Approval:** The Board reviewed architectural approval requests from the owner of C2 for the installation of a mail slot, bathrooms and signage. The unit owner Teri Hill was present.

**Motion:** Upon a motion made by Chris Eddy seconded by Steve Sparta and carried, the Board voted to approve the installation of the mail slot as presented in the drawings provided by the Unit Owner.

**Motion:** Upon a motion made by Chris Eddy seconded by Steve Sparta and carried, the Board voted to approve the bathroom installation and advised the unit owner it is her responsibility to ensure the additions are in compliance with ADA and other building codes.

**Motion:** Upon a motion made by Chris Eddy seconded by Steve Sparta and carried, the Board voted to approve the blade sign as presented in the drawings provided by the Unit Owner. The Board asked the Unit Owner to provide additional details and a color photograph of the main sign for consideration at a future meeting.

**Letter from Homeowner:** The Board reviewed a letter from a Homeowner complimenting one of the front desk staff members.

**Review and Tax Returns:** The Board reviewed a proposal from Newman and Associates to perform the 2012 financial review and tax returns.

**Motion:** Upon a motion made by Steve Sparta seconded by Vik Monder and carried, the Board voted to approve the proposal in the amount of \$1,100.

**Banking:** Cyndi Koester from Mutual of Omaha Bank was present to advise the Board on banking matters and new regulations being imposed by the FDIC beginning in August 2012. Upon Cyndi's advice, the Board agreed to change the checking account to add a Sweep account with a minimum balance of \$30,000 to keep operating funds fully covered and FDIC or US Treasury backed.

**Motion:** The item was tabled to the next regular session meeting.

**Proposal to Resurface Trash Room, Hallway and Loading Dock:** Management advised the Board the current condition of the flooring surfaces in these areas is unsanitary, unsightly and a challenge to keep clean. The Board reviewed a proposal from Peter Ross in the amount of \$14,700 for resurfacing.

**Motion:** The Board directed Management to find two more bids to compare to Peter Ross's proposal and to have the back side of Richard Walker's Pancake House included.

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**Umbrellas for Pool Deck:** The Board reviewed an expense request from Management for six (6) new umbrellas for the pool deck.

**Motion:** Upon a motion made by Joe Mansolillo seconded by Steve Sparta and carried, the Board approved the expense in the amount of \$1,211.52.

**Treadmill Replacement:** The Board reviewed pricing for a treadmill to replace one of the machines in the gym which has reached the end of its useful life.

**Motion:** Upon a motion made by Chris Eddy seconded by Steve Sparta and carried, the Board voted to approve the reserve expense in the amount of \$7,252.78.

**HOMEOWNER  
FORUM:**

The floor was opened for Homeowner comments.

**DATE OF NEXT  
MEETING:**

The next meeting will be held in the Amenity Room on July 18, 2012, at 6:00pm.

**ADJOURNMENT:**

With no further business to come before the Board of Directors, the Open Session was adjourned at 8:48 p.m.

ATTEST: Melanie R. Branca DATE: 7-18-12