

**PLAYMOR TERRACE HOMEOWNES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTESMANAGEMENT REPORT
FEBRUARY 16, 2005**

CALL TO ORDER

There being a quorum, the Board Meeting was called to order by President, Marilyn Dupree at 6:30 p.m.

DIRECTORS PRESENT

Marilyn Dupree, President
Diana Sun, Vice President
Stephanie Wuerz, Treasurer
Ginger Cameron, Director

ABSENT:

Elsbeth Erler, Secretary

OTHERS PRESENT

Adrian McKibbin, A. McKibbin & Co., Inc.
6 Homeowners

APPROVAL OF MINUTES

Upon a motion made, seconded and approved, the meeting minutes were approved as submitted.

OWNER INPUT

An owner questioned why there was a change in management. The Board informed the owner this was discussed during the last 2 Directors meetings of the Board, after which proposals were requested, reviewed and acted upon.

An owner inquired if the Board has considered "Light Weight concrete" as an alternative for the balcony decking material. The Board informed the owner that this has been considered.

FINANCIAL REPORT

The reports from Merit Management for the month of December and January were not approved. There were expenses questioned by the Board.

The report form A. McKibbin & Co., Inc. for the month of February was approved, subject to the annual audit.

COMMITTEE REPORTS

Landscape Committee

The Committee reported the most recent inspection was conducted yesterday with management. There were many items discussed and reviewed during the inspection. Management will prepare a report and take appropriate actions based on the matters noted.

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Maintenance Committee

The Committee reported the most recent inspection was conducted on Monday, February 14, 2005 with management. There were many items discussed and reviewed during the inspection. Management will prepare a report and take appropriate actions based on the matters noted.

MANAGEMENT REPORT

FISCAL ITEMS

A. DECEMBER & JANUARY FINANCIALS

Discussed in Financial Report.

B. ACCOUNTS RECIEVABLE

Management has called Merit and requested the last delinquent report to include with the March Billing.

C. MONEY MARKET SIGNATURE CARDS

Management provided the new signature cards for the U.S. Bank Money Market Account.

D. ANNUAL AUDIT

Management informed the Board that Jose Mejares CPA performed the 2003/04 annual audit. Management will obtain a bid from him to perform the 2004/05 annual audit.

E. RESERVE STUDY UPDATE

Management attached a proposal for the reserve study update. Management has reviewed the records and found that a Level 3 study was approved by Susan Mangan on December 15th, 2004. Management recommends the Board approve a Level III Study to comply with the Civil Code. The Board approved management's recommendation.

F. 2005/06 ANNUAL BUDGET

Management informed the Board that the 2005/06 Annual Budget must be sent to all owners no later than April 15, 2005. Management is currently working on a draft of the new budget for the Board to review.

G. OLD INVOICES

Management presented two invoices from Jon Wayne Construction which have not bee paid. Management indicated that they seem to be regarding the pool trellis matter. The Board asked management to work on correcting the matter.

H. COLLECTION POLICY

Management informed the Board they are aware that the late fee is not charge until the 30th of the month.

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MAINTENANCE ITEMS

A. MAINTENANCE CONTRACT REVIEW

Management informed the Board they are in the process of reviewing all maintenance contracts for the Association. Management has received contracts from the following:

Landscape:	TruGreen LandCare	\$5,995.00/mo.
Pools:	San Diego Pools	\$ 300.00/mo. 2X week, November thru March
		\$ 400.00/mo. 3X week, April thru October

Requesting an increase of \$40.00 per month effective 4/1/05

Lighting	ResCom	\$ 180.00/mo. 1x week
Parking Patrol	San Diego Patrol	Awaiting Contract
Janitorial	No Contractor	Awaiting Contract
Exterminator	Rodent Pest Control	Awaiting Contract

B. POOL TRELLIS CONTRACT

Management has reviewed the contracts regarding this program and asked a few questions regarding the contract. The Board asked management to work on correcting the matter.

C. JANITORIAL BIDS

Management has reviewed the bid from ResCom to perform the monthly janitorial services and presented 2 additional bids for the Board to review. The Board approved the new contract with Diane Bowen.

D. FIRE EXTINGUISHER ANNUAL INSPECTION

Management presented a proposal from Mira Mar Fire for the annual recertification of the extinguisher at \$4.25 per extinguisher. Management informed the Board they have negotiated this down to \$3.75 per extinguisher. The Board approved the contract with Mira Mar Fire equipment.

E. FENCING

Management informed the Board that during a review of the Association files, they have located a file on patio fencing.

F. TREE PLAN

Management informed the Board they have located a copy of the master tree plan.

G. GUTTER CLEANING BIDS

Management informed the Board that a review of the January minutes indicated there was a bid to clean the gutters by ResCom for \$7,678.00.

Management informed the Board they will obtain two additional bids.

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H. PATIO FOUNDATION ISSUE-8122 TRANQUILO

Management informed the Board that the owner has indicated a problem in their patio. Management will be inspecting the patio on Monday, February 14th and report to the Board their findings.

ADMINISTRATIVE

A. INSURANCE RENEWAL

The Associations insurance policy will be expiring on March 31, 2005. Management will be soliciting bid for the renewal and will have them for the Board to review at the next meeting.

B. SLIP & FALL ACCIDENT

Management provided the Board with information concerning as slip and fall accident within the Association. The Board requested management to settle the matter less ant insurance proceeds for the owners own insurance company.

C. ANNUAL MEETING

Management informed the Board it appears the last Annual Meeting for the Association was held on May 19, 2004. Management will prepare, for Board approval, the necessary form for the 2005 annual meeting.

OTHER BUSINESS

NONE

ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

Recording Secretary,

Adrian McKibbin

APPROVED

Maureen O'Connell for Elsbeth Erler
Elsbeth, Erler, Secretary

03-16-05
Date