

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, May 21, 2007

ORDER

The Meeting, which was held in the Clubhouse, was called to order at 7:00 p.m. Directors present were Dick Desautel, Lester Cutting, and Jerry Stocker. Directors Gordy Soltau and Louise Gulda were not present. Also present was Stephen Fox of PML Management Corporation. Members present introduced themselves to one another.

APPROVAL OF PREVIOUS MEETING MINUTES

On motions duly made and seconded, the Board approved the Minutes of the April 10, 2007 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel suggested that the insurance agent provide a summary of insurance coverage that would be in layman's terms and easily understandable. Treasurer Lester Cutting noted that the Bay Area Insurance does provide a summary of coverage and that any additional summary must be complete. Mr. Desautel also suggested that the Board consider re-stripping the condominium garage parking spaces and re-indexing the space numbers. Then followed some discussion regarding how spaces should be numbered. Jerry Stocker stated that in her opinion, re-stripping the garages was unnecessary, and after some more discussion, the suggestion was tabled.

Treasurer/ Finance Committee – Treasurer Lester Cutting gave a brief overview of the 4/30/07 financial statement. Mr. Cutting noted that there was one last small invoice for the fascia project from Keller & Daseking and clarification of any outstanding issues would be coordinated with PML. In concluding his report, Mr. Cutting stated that Jerry Stocker had accepted an invitation to provide assistance in having checks signed from time to time.

Finance Committee – Treasurer Lester Cutting, Chair of the Finance Committee noted the difficulty the Committee had in projecting earthquake insurance costs when the annual budget was being prepared. With regard to the purchase of a DIC (earthquake) policy, Mr. Cutting stated that the Finance Committee had recommended purchasing a \$15,000,000 policy with a 15% deductible and to borrow the funds from Reserves to pay the premium. Mr. Cutting expressed the need for a payment plan to be established that would repay Reserves from the Operating Fund. On a motion duly made and seconded, the Board accepted the recommendation to purchase \$15,000,000 of DIC coverage with a 15% deductible at a cost of \$75,503. Mr. Desautel then distributed material to each Board member to add to their Budget Reference Binders.

Condominium Fascia Project – President Dick Desautel reported that all invoices for the project had been paid except for one last small invoice from Keller and Daseking and that an unconditional waiver and release had been issued by Saarman Construction. It was agreed that the fact that the release had been issued should be published in the newsletter.

Trellis Repairs – With regard to the Trellis Project, Mr. Desautel noted that Axis Construction had been eliminated from the bidders list due to corporate changes in the company. Mr. Desautel then summarized the differences between the \$29,000 bid from Saarman Construction and the \$27,600 bid from Draeger Construction. It was noted that there was \$21,000 in Reserves for the trellis work, plus an additional \$3,500 for Gachina to remove the existing wisteria vines. On a motion duly made and seconded, the Board approved the Draeger bid, but not replacement of posts. Mr. Desautel stated that he would contact Project Manager Joe D'Agostino to get a unit price to cap all posts.



Building Representatives –

1202 – Marvin Jones reported that the wallpaper had been installed and looked beautiful, but unfortunately, someone had stolen the bulletin board from the mailroom. Steve Fox stated that PML would purchase a replacement board.

1204 – Several concerns were expressed by Claudia Brown including a problem with “bubbling” paint on the entry bridge, and it was also reported that the paint on the railings in the 1280 building were also bubbling. It was noted that the concern would be brought to Saarman’s attention. Also of concern was a problem with bees getting into the walls of the building. Steve Fox was requested to have *Humble Bee* provide a bid to erect scaffolding to access the hive if the action by the pest control company does not solve the problem.

1230 – No report.

1280 – Gil Bowers reported that some emergency lights failed to work during the recent PG&E electrical outage. Steve Fox stated that the lights were battery operated and would only remain on for a relatively short period to assist residents in exiting the building. However, Mr. Bowers stated that there were some in the south and north stairwells that failed to come on at all. Steve Fox stated that he would follow up and have the defective lights replaced. Mr. Bowers also reported that roof access panels had not been properly secured by Saarman Construction after the Fascia Project was completed, and he reported that Dick Desautel and he were in the process of recycling old paint and other hazardous materials that had been stored in the building. Before Mr. Bowers had concluded his report, Mr. Desautel requested that he provide an inventory of the number of water shut-off valves located in garage storage rooms.

1290 – No report.

Townhouses – Dan Kocher stated that there had been concern by townhouse residents about the timbers that were being stored in a parking area and urged that they be moved as soon as possible when the trellis project begins. Mr. Kocher also reported that the initial letter to the owners of townhouse 1250 regarding the poor condition of the rear garden of the townhouse had not resulted in any action by the homeowner and requested PML to issue a second letter. PML was also requested to write to townhouse 1210 about storing pots in the common area.

Architectural Control Committee – There was no Committee report.

Clubhouse/Pool & Spa -- PML was requested by Kaarli Bowers to ensure that all invoices for pool area related work other than routine maintenance, be directed to her for proper coding.

Landscape Committee/Unit #9 – Mr. Kocher reported that Comcast had installed a new cable through the landscaping. He also reported that he had conducted a walk-through of the property with an arborist from West Coast Tree Service who stated that generally, trees in the complex were in good health with the exception of a stone pine (#6) along the entry road that would be removed as well as some trees behind 1280 and 1230. It was reported that new landscape lights had been delivered and would be installed by PML Maintenance. With regard to the asphalt repairs, Mr. Kocher stated that work would start at the entry gate on May 22. All work was expected to be completed in 2007 with the exception of the entry road in front of the townhomes. In concluding his report, Mr. Kocher stated that the Menlo Fire Department had declared that the “fire lane” by the clubhouse did not meet fire department regulations and broken asphalt could be replaced with landscaping.

Welcoming & Emergency Preparedness Committee – There was no Committee report.

UNFINISHED BUSINESS

2.1 Trellis Under-Shields – Action on this matter was tabled.

11.5 Clubhouse Deck -- On a motion duly made and seconded, the Board authorized PML Maintenance Services to remove a couple of deck boards to evaluate the condition of the substructure provided that the cost of the work did not exceed \$1,000.

4. Unit 46 Balcony Screen/Shade – It was noted that the issue had been resolved.

NEW BUSINESS

Earthquake Insurance – It was noted that the current DIC (earthquake insurance) policy would expire at midnight on May 22, 2007. The cost to purchase coverage the period 5/22/07 to 5/22/08 was noted as follows:

| Coverage | Premium | Deductible |
|--------------|----------|------------|
| \$15,000,000 | \$83,790 | 10% |
| \$15,000,000 | \$75,503 | 15% |
| \$15,000,000 | \$69,931 | 20% |

Steve Fox stated that with respect to financing, the cost to finance the premiums through *Premium Financing* at 8.45% considering a 25% down payment would range from \$2,431 to \$2,913 depending on the deductible chosen, and borrowing from reserves considering an investment rate of 5% would cost from \$1,431 to \$1,715, thus the savings using reserves could be from \$1,000 to \$1,198, depending on the deductible chosen. On a motion duly made and seconded, the Board approved coverage of \$15,000 with a 15% deductible at a cost of \$75,503. Mr. Cutting stated that he would follow up with PML to determine a repayment plan from operating to reserves.

Confirmation of Committee Chairs & Building Representatives – It was noted that it was good practice to confirm or appoint committee Chairs and Building Representatives annually. Therefore, on a motion duly made and seconded, the following were confirmed:

Building Representatives – 1202 - Marvin Jones, 1204 - Claudia Brown, 1230 – George Holder, 1280 - Gil Bowers, 1290 - Doug Cromack, and Townhouses - Dan Kocher. Mr. Cutting expressed concern that when building representatives do not attend meetings, residents of those buildings are not represented at Board meetings. Mr. Desautel stated that he would follow up.

Finance Committee (Chair – Lester Cutting) – members: Werner Sommer, Herm Grothmann, Jerry Stocker, and Brad Phillips.

Landscape Committee (Chair – Dan Kocher) – Members: Carol Cutting, Barbara Friedman, and Marcia Desautel.

Architectural Control (Chair – Marvin Jones) – Members: It was agreed that in addition to Warren Corbin and Nevine Moujain who was an architect and would act as a consultant, the Committee needed at least two other members, one from the townhomes and one from the condos.

Elevator Load Tests – Pending bids from Star Elevator for these State required tests. Previous load tests were done in 2002.

Gutter Cleaning – Steve Fox reported that bids for the “Fall” gutter cleaning were being obtained.

PENDING ITEMS

1202 Mailroom Wallpaper – See Building Representative’s report above.

1204 Water Heater – Steve Fox reported that the replacement water heater was expected to be installed on Wednesday, May 30.

Annual Audit – Pending completion by Amrik Chand.

Carpet Cleaning – Work completed.

Condo Storage Room Waterproofing – Steve Fox reported that *Authentic Restoration* had apologized for not having the work complete sooner, but promised to have it done by May 31.

Condo Dryrot Repairs – It was noted that work at 1202 and 1230 had been completed by Clark Pest Control at a cost of \$1,320.

Fire Alarm Certification -- Steve Fox stated that Statcomm had wanted to test the fire alarm systems. Since the systems were last tested okay on 11/28/06 and since a decision had been made to test systems annually instead of semi annually, Statcomm was advised to change its testing schedule.

Resident Roster -- Pending corrections by PML.

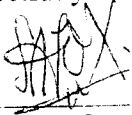
HOMEOWNER FORUM

During Homeowner Forum the owners of 1204-84 presented a letter to the Board requesting the Board to allow the use of gas-fired barbeques on condominium balconies. The request was taken under advisement.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday, June 18, 2007, at 7:00 p.m. in the Clubhouse. There being no further business before the Board, the Meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

Minutes

THE 2007 ANNUAL MEETING OF MEMBERS

OF

***SHARON PARK
HOMEOWNERS ASSOCIATION***

WAS HELD

APRIL 10, 2007.

Approved Minutes from that Meeting
will not be available
until after the
2008 Annual Meeting of Members.

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, March 19, 2007

ORDER

The Meeting, which was held in the Clubhouse, was called to order by President Dick Desautel at 7:05 p.m. Other Directors present were Lester Cutting, Gordy Soltau, and Louise Gulda. Director Jerry Stocker was not present. Also present was Stephen Fox of PML Management Corporation.

APPROVAL OF PREVIOUS MEETING MINUTES

On motions duly made and seconded, the Board approved the Minutes of the February 20, 2007 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – No report was given by President Dick Desautel.

Treasurer/ Finance Committee – Treasurer Les Cutting reviewed the financial statement for the period ending February 28, 2007 and noted that there were errors in coding PG&E expenses for both the condo and common area. Steve Fox stated that he would discuss the matter with accounting to ensure that there would be no errors in the future. There was also a question raised about a transfer from reserves to the Fascia account in January which Steve Fox was requested to investigate. In conclusion, President Dick Desautel stated that he had prepared the pie charts which were to have been included in the Annual Meeting packet and stated that they would be included with the April dues invoices.

Condominium Fascia Project – President Dick Desautel reported that the punch list generated by observation and by email had been completed by Saarman Construction with the exception of one or two minor items including a crushed downspout at 1204. He also noted that the fascia gutters had been cleaned and conical screens had been installed to help prevent leaves and debris from clogging downspouts. With respect to project finances, Mr. Desautel noted that there were still some expenses to be paid including the project retention amount of \$55,000. Mr. Desautel then queried Steve Fox of PML regarding the status of the vote of the Fascia project Additional Special Assessment and Mr. Fox stated that it had passed by a vote of 51 Yes votes to 17 No votes. Mr. Desautel noted that approval of the assessment would allow all bills to be paid from the Fascia Project Account.

Trellis Repairs – Mr. Desautel noted that the temporary shoring had been removed from the “inboard” portion of the 1204 trellis and suggested that the balance of the yellow caution tape be removed from the balance of the trellis allowing parking to resume under the trellis. Mr. Desautel suggested that competitive bids be obtained to repair the structure using the evaluation of the structure by Saarman Construction as the scope for the work, and additionally, including as an alternative to the base bid, the cost to replace damaged top non-structural members. After some discussion, the Board agreed that the bids should be obtained. Mr. Desautel stated that he had spoken with Joe D’Agostino of PML and Joe would be following up.

Building Representatives

1202 (Marvin Jones) – There was no report by Mr. Jones.

1204 (Claudia Brown) -- Mr. Desautel reported that a fellow townhouse resident had expressed concern about visitors to the 1204 building parking on the curb of the entry road. All agreed that the practice was dangerous as well as being a violation of the Association’s Rules and Regulations and Ms. Brown was requested to advise her fellow building residents that they should tell visitors, contractors, and moving companies that parking on the curb of the entry road was forbidden. Ms. Brown also questioned the crushed downspout mentioned in the Fascia project report and Mr. Desautel noted that the downspout was cleared but without rain it was impossible to know if the downspout was actually clear. Mrs. Doten then stated that there appeared to be a leak in a window of her unit which she had reported to PML. Steve Fox stated that the concern had been turned over to Joe D’Agostino, but according to Mrs. Doten Joe had not yet inspected the window. Mr. Desautel was concerned that the issue had not been brought up sooner during the Fascia

project and suspected that the problem may, in fact, be a downspout issue. It was suggested that since rain was forecast, that water testing be held off until later.

1230 (George Holder) – Mr. Holder stated that several residents of his building had suggested that a sign for 1230 be installed on the entry road giving direction for visitors who were having difficulty in finding the building. There was some discussion about the need. Mr. Dan Kocher reported that if a sign were needed, the cost would be about \$450. No action was taken by the Board and the matter was tabled.

1289 (Gil Bowers) – There was no report by Mr. Bowers.

1299 (Doug Cromack) – Since Mr. Cromack was not present, there was no report.

Townhouses (Dan Kocher) – Mr. Kocher reported that several gates were in need of repair including those at 1250 and 1210. Mr. Kocher also reported that the back patio area at 1250 was full of leaves and debris and was unsanitary and should be cleaned up. PML was requested to write to the owner accordingly. Mr. Kocher also requested PML to write to the owners of 1242 who have two clay pots full of dead plants in the front of their home. Mr. Desautel then reported that the new tenants in 1210 have an SUV that would not fit in their garage and that he had given them the phone numbers of building reps who may be able to help them find a parking space in a building garage.

Architectural Control Committee – Committee Chair Marvin Jones reported that there were no applications pending Committee action.

Clubhouse/Pool & Spa – Committee Chair Kaarli Bowers had no report to give.

Landscape Committee/Unit #9 – Dan Kocher reported that he expected entry road repairs to be made in early April. He also reported that stone pine tree #5 was declining due to the dry weather during the past winter, and some plants had to be cut back due to frost damage.

Welcoming & Emergency Preparedness Committee – Louise Gulda reported that a community police officer would make a presentation regarding emergency preparedness on March 28, 2007 in the Clubhouse.

UNFINISHED BUSINESS

9.1 Trellis Under-Shields – Action on this matter was tabled.

11.3 Clubhouse Deck – Action on this item was held over.

2.2 1204 Water Damage Claim – The Board discussed the issue of the damage caused to 1204-81 and 1204-77 resulting from the toilet that had been installed improperly in unit 85 and a request by the owners of unit 87 that the Association reimburse them \$2,600 which Allstate claimed was all that the Association insurance policy would cover on the claim. Ms. Brown of unit 81 reported that Allstate had also stated that \$2,200 would be covered for her unit. However, since the combined amount was below the \$5,000 deductible, no actual payment would be made. Then followed discussion as to whether checks should be cut to reimburse the two owners. It was agreed that the cause of the loss was the responsibility of unit 85 and the Association should help the owners of units 81 and 77 recover costs for the damages. It was finally agreed that Mr. Desautel should discuss the matter with the Association's legal counsel.

NEW BUSINESS

3.1 1204 Water Heater – It was noted that the water heater in the 1204 building was showing signs of failing and should be replaced. The cost of a new water heater would be \$3,060 plus freight and taxes, and labor to install would be \$960 in labor (2 men days) plus \$300 in miscellaneous copper pipe and fittings. On a motion duly made and seconded, the Board approved the replacement of the water heater.

3.2 Collection of Delinquent Accounts – On a motion duly made and seconded, the Board accepted a proposal by Allied Trust to handle the collection of delinquent accounts.

PENDING ITEMS

Carpet Cleaning – Pending completion.

Resident Roster – The resident roster was approved for distribution.

2007 Annual Meeting -- Due to confusion with mailing the Special Assessment packet, it was noted that the Annual Meeting packet was not mailed in time to hold the meeting on 3/19/07 as previously planned. Therefore, in accordance with the Bylaws and Civil Code, the Annual Meeting was rescheduled to Tuesday, April 10, 2007 at 7:00 p.m. in the Clubhouse.

Fascia Project Additional Assessment -- It was noted that the special assessment has passed by a vote of 51 yes votes to 17 no votes. The special assessment would be added to the Condo dues for April and would be subject to the Association's late charge policy.

Annual Audit -- Pending completion by Amrik Chand.

1202 Mailroom Wallpaper -- See Building Committee report above.

1290 Condo Storage Room Waterproofing -- It was noted that *Authentic Restoration* was working on the repairs.

Condo Dryrot Repairs -- Pending action by Clark Pest Control.

Fire Alarm Certification -- PML was requested to follow up on the annual fire alarm certification to be undertaken by Statecomm.

HOMEOWNER FORUM

The issue of noisy downspouts was discussed and it was noted that once the gutters have been cleaned, the problem should be mitigated.

ADJOURNMENT

It was noted that the next Meeting (Regular Board Meeting and Annual Meeting of Members) would be held on Tuesday, April 10, 2007, at 7:00 p.m. in the Clubhouse. There being no further business before the Board, the Meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Tuesday, February 20, 2007

ORDER

The Meeting, which was held in the Clubhouse, was called to order by President Dick Desautel at 7:02 p.m. Other Directors present were Jerry Stocker and Louise Gulda. Directors Lester Cutting and Gordy Soltau were not present. Also present was Stephen Fox of PML Management Corporation.

APPROVAL OF PREVIOUS MEETING MINUTES

On motions duly made and seconded, the Board approved the Minutes of the January 15, 2007 Board Meeting and the January 15, 2007 Executive Session as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel distributed copies of the Minutes of the February 5, 2007 Special Board Meeting and requested PML to include a copy in the March Meeting packet for approval.

Treasurer/ Finance Committee – In the absence of Treasurer Les Cutting, President Dick Desautel stated that the Finance Committee needed some additional information from PML in order to finalize the status of accounting for the Fascia project. Steve Fox stated that he would have PML's accounting department gather the needed information and forward it to the Finance Committee. With regard to delinquent accounts, the Board on a motion duly made and seconded, approved the Delinquent Assessment Collection Program provided by Allied Trust. Steve Fox noted that the service provided by Allied Trustee Service is at no cost to the Association, and all costs are charged to the delinquent owner as part of the collection process.

Condominium Fascia Project – President Dick Desautel provided the owners present with a report on the status of the Fascia Project and stated that there will be an informational meeting on Tuesday, February 27, at 7:00 p.m. in the Clubhouse. Then followed a general discussion amongst the Board and the owners present regarding the project and project cost. With regard to costs, Mr. Desautel noted that while the construction project itself incurred a modest 5% overrun, the project funding plan did not account for the need to restore reserve funds and address project consequences on landscaping and roadways. He stated that when these costs are included, the overrun was about 15% and the second special condo-unit assessment would be put to a vote to cover all these needs. Mr. Desautel further stated that, most of all, long-lifetime, large-cost components scheduled in the professional reserve analysis were completed during this one project and no additional large-cost items are scheduled for several years. Maintenance and repair/refurbishment of trellises, entry bridges, valves and plumbing would be completed incrementally as the annual budget permits. It was suggested that it would have been better if the Board had kept the condominium owners informed of cost over-runs so that the special assessment would not have been a surprise.

Building Representatives -

1202 (Marvin Jones) – Mr. Jones expressed concern about the length of time it was taking to get the wallpaper replaced in the mailroom. Steve Fox stated that the company could not match the paper and was sending the sample of wallpaper & trim to a supplier it uses to match the paper. Mr. Desautel suggested that the residents could investigate and make a recommendation on supplying alternative wallpaper.

1204 (Claudia Brown) – Ms. Brown stated that she had distributed keys to the fire hose cabinets. She also suggested that a laminated copy of the valve location map prepared by Gil Bowers should be posted on the wall outside the phone utility room. She also stated that she patrolled around her building and had picked up considerable debris resulting from the construction project. In concluding her report, she requested that the trellis be repaired as soon as possible so that residents can again use the parking spaces located under the trellis. Mr. Desautel stated that PML Maintenance had been requested to adjust the temporary shoring so that parking could be resumed by affected building residents.

1230 (George Holder) – Mr. Holder was concerned that Barry Harris of PML Maintenance had recommended that, instead of shutting off the “stack” water valve, the main building water valve should be shut off when plumbing work is done in a unit because of concerns the “stack” valve might be frozen shut and could break.

1280 (Gil Bowers) – Mr. Bowers reported that fire cabinet locks are not common among the buildings as Ms. Brown had thought. Mr. Bower also reported that there was a large board left on top of the trellis of his building, and Mr. Desautel stated that this and other minor issues would be addressed when Saarman comes back to complete punch-list items.

1290 (Doug Cromack) – It was noted that there was also some trash left on the 1290 trellises. It was also noted that there was a post at the end of the garage that was rotten and needed to be replaced. It was agreed that PML should replace this post and two others in the 1230 building.

Townhouses (Dan Kocher) – Mr. Kocher reported that the new gutters and downspouts still had not been painted, and Steve Fox stated that this would be done once the rains stop. Steve also stated that a work order had been issued to *All Fence* to complete the repairs to gates and fences. Mr. Kocher also requested PML to follow up with *Terminix* regarding missing bait stations.

Architectural Control Committee – Committee Chair Marvin Jones reported that the Committee had approved the application by 1230-56 to remodel the master bathroom. Steve Fox confirmed that the approval letter had been sent.

Clubhouse/Pool & Spa – Kaarli Bowers reported that the new pool cover had been installed and the pool was now heated. Ms. Bowers also requested and received Board approval to have Carl Noack complete some minor pool plumbing work.

Landscape Committee/Unit #9 – Dan Kocher reported that a party was recently held in the Clubhouse and as a result, party balloons had been left attached to shrubs in the landscaping. With regard to #9, Mr. Kocher reported that there continued to be maintenance issues with the entry gate and requested that PML use the services of *Advance Technology* first and then *Bay Cities* if *Advance* cannot respond in a timely manner.

Welcoming & Emergency Preparedness Committee – Louise Gulda reported that no new owners had moved to Sharon Park in the last month. With regard to Emergency Preparedness, Ms. Gulda stated that she was in the process of trying to schedule a community police officer to make a presentation about emergency preparedness at the March Meeting.

UNFINISHED BUSINESS

9.1 Trellis Under-Shields – Action on this matter was held over.

11.3 Clubhouse Deck – Steve Fox reported that without destructive testing, it would be impossible to determine an accurate estimate to make repairs to the deck. However, based on experience with similar decks, the cost could be as much as \$5,000 or more. Action on this item was held over.

1.1 2007 Annual Meeting – Steve Fox reported that the packets had been mailed.

NEW BUSINESS

2.1 Fascia Project Additional Assessment – Steve Fox reported that the packet had been mailed to all owners.

2.2 1204 Water Damage Claim – It was noted that a claim had been filed with Allstate Insurance regarding damages caused by a faulty installed toilet in unit 85. It was also noted that the new owners of 85 confirmed that the leak was caused by a faulty toilet in a letter given to the Board at its meeting on 1/15/07, and Allstate was advised of this fact in conversations between PML and Christina of Allstate's claims office. Additionally, Allstate was advised that it was the Association's position that the responsibility for this claim lay with the owners of 1204-85. Total cost of repairs was unknown.

2.3 Collection of Delinquent Accounts – On a motion duly made and seconded, the Board accepted a proposal by Allied Trust to handle the collection of delinquent accounts.

PENDING ITEMS

Carpet Cleaning – Pending

Resident Roster – The resident roster was approved for distribution.

Annual Audit – Pending completion by Amrik Chand.

1202 Mailroom Wallpaper – See Building Committee report above.

1290 Condo Storage Room Waterproofing – It was noted that *Authentic Restoration* was working on the repairs

Condo Dryrot Repairs – Pending action by Clark Pest Control.

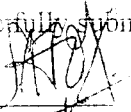
HOMEOWNER FORUM

The issue of noisy downspouts was discussed and it was noted that once the gutters have been cleaned, the problem should be mitigated.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday, March 19, 2007, at 7:00 p.m. in the Clubhouse. There being no further business before the Board, the Meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, January 15, 2007

ORDER

The Meeting, which was held in the Clubhouse, was called to order by President Dick Desautel at 7:02 p.m. Other Directors present were Jerry Stocker, Lester Cutting, Gordy Soltau, and Louise Gulda. Also present was Stephen Fox of PML Management Corporation. Joe D'Agostino of PML arrived later.

APPROVAL OF PREVIOUS MEETING MINUTES

On motions duly made and seconded, the Board approved the Minutes of the December 18, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President - No report given.

Treasurer/Finance Committee - Treasurer Les Cutting noted that the 12/31/07 financial statement was on hold pending year-end accrual entries.

Building Representatives -

1202 (Marvin Jones) - It was noted that the master TV antenna was still not working, and Steve Fox stated that PML would follow up with Statcomm.

1204 (Claudia Brown) - It was noted that there had been major damage caused by a toilet that overflowed in a third floor unit. The new owners, Mr. & Mrs. Gil Reese, were present and explained that the damages were caused by faulty repairs to a toilet tank. It was noted by Mr. Desautel that there had been a previous leak in the same unit. Another concern was expressed regarding flooding in the garage caused by a new downspout. It was noted that more than 25 new downspouts had been installed as a result of the fascia project and, when the project was completed, this issue along with others would be addressed.

1250 (George Holder) - No report.

1250 (Cil Bowers) - No report.

1260 (Doug Cromack) - A complaint was registered that the elevator doors were still closing slowly and making noise when they did close. Steve Fox of PML stated that a work order would be issued to Star Elevator to investigate and make repairs. It was also noted that the mat in the garage was missing. Steve Fox stated that Saerman would be contacted to replace the missing mat.

Townhouses (Dan Kocher) - Mr. Kocher requested that a letter be sent to townhouse 1270 advising that the construction project had been completed and that the caregiver should now follow the Association parking regulations. Mr. Kocher also reported that new gutters and downspouts had not been painted and Steve Fox stated that this would be done once the rains stop. It was also noted that repairs to gates and fences were still outstanding; also the owners of townhouse 1210 were planning to rent their unit and, if they did, the unit would fall within the CC&R limitation on rentals.

Architectural Control Committee - Committee Chair Marvin reported that there were no applications pending.

Clubhouse Pool & Spa - Kaarli Bowers reported that the leak in the spa equipment piping and replacement of the filter had been completed. Unfortunately because of the recent windstorm, the pool cover had been damaged beyond repair and must be replaced. On a motion duly made and seconded, the Board approved a proposal of \$2,460 by Aquamatics to replace the cover.

Landscape Committee/Unit #9 - Dan Kocher reported that two lights along the roadway had been knocked over by residents. The lights were being repaired and the cost of repairs would be back charged to the two owners involved. With respect to a suggestion that the light posts be moved back, Mr. Kocher stated that the 1100 Association was unwilling to share the estimated cost of \$2,000 per post. In concluding his report, Mr. Kocher stated that major tree work would be done in February when the weather warms.

Nominating Committee – Jerry Stocker, Chair of the Nominating Committee, reported that she and fellow members Gladys Luttiken and Carol Waters had met, and nominees for election at the 2007 Annual Meeting for the Board are: Mary Doten, Louise Gulda, and Gordy Soltau. Nominees for Unit #9 would be Gil Bowers and Dan Kocher. It was noted that the Committee had requested nominees to write a brief biography for inclusion in the Annual Meeting packet.

Welcoming & Emergency Preparedness Committee – With regard to Welcoming, Louise Gulda reported that she had polled the Building Representatives and had determined that it would be best if they continued to “welcome” new owners. Ms. Gulda requested PML to keep her informed of new owners as they move in. Ms. Gulda also requested PML to provide her with 10 copies of the Association’s Guide to Living booklet. With regard to Emergency Preparedness, Ms. Gulda noted that she had prepared packets of information for each condominium resident, including a copy of the Menlo Park Disaster Preparedness Manual from the City and information regarding utility shut-off. She also stated that Gil Bowers had offered to instruct building representatives how to operate the water valves in the garages. Then followed a discussion about important Association documentation which owners should retain, and it was agreed that these documents should be kept with the unit; however, PML was instructed to provide a copy to a new owner when escrow closes.

UNFINISHED BUSINESS

9.1 Trellis Under-Shields – Action on this matter was held over.

11.5 Clubhouse Deck – Action on a proposal by PML Maintenance to repair the deck on a time-and-material basis was held over pending a general estimate of what costs might be.

NEW BUSINESS

1.1 2007 Annual Meeting – The Board reviewed the 3/19/07 Annual Meeting packet and, after making some correction, approved the packet subject to final review by President Dick Desautel. Also, on a motion duly made and seconded, the Board appointed Steve Fox as the Election Official in accordance with Civil Code.

1.2 Gate Code Review – The Board approved changing the current code 3241 to a new code of 1432. Steve Fox stated that the change would be effective February 1st and the old code would remain active until March 1st.

1.3 2007 Resident Roster – It was noted that update forms had been mailed to all owners.

1.4 Entry Road Light Post Accidents/Repairs – See Landscape/Unit #9 report above.

1.5 Carpet Cleaning – Proposals have been received as follows:

| | |
|----------------------------|------------|
| Spot Clean outside 1204-87 | \$ 150.00 |
| 1202 All Carpets | \$ 402.05 |
| 1204 All Carpets | \$ 402.05 |
| 1230 All Carpets | \$ 402.05 |
| 1280 All Carpets | \$ 703.80 |
| 1290 All Carpets | \$ 402.05 |
| Total | \$2,312.00 |

On a motion duly made and seconded, the Board approved the work, except that the spot cleaning should be done only if the spot does not come out as part of the overall cleaning.

PENDING ITEMS

1025 Trinity Fence – Dan Kocher gave a brief report noting that issues with the fence line had been settled.

1202 Mailroom Flood – Steve Fox reported that PML was searching for matching wallpaper and once found, it would be installed by Bolar Ceilings.

1290 Condo Storage Room Waterproofing – Authentic Restoration is working on the repairs.

Condo Dryrot Repairs – Steve Fox reported that Clark Pest Control had been authorized to proceed with repairs.

HOMEOWNER FORUM

The issue of the water damage in the 1204 building was discussed and Mary Doten stated that, because of the damage in her unit, she would be staying in a hotel while the walls and carpet were being dried out. It was noted that an insurance claim would be filed by the third floor owner where the leak occurred. Another owner stated that in the case of emergencies like this one, the Board should have emergency contact information, and Mr. Desautel stated that the Board would be collecting that information in the future. In concluding Homeowner Forum, an owner asked if the Board had plans to replace or move the water valves that are located in storage rooms in the garages. It was noted that because of an estimated cost of \$25,000 to do the work, plans had been shelved.

Condo Fascia/Trellis Project – Project Manager Joe D'Agostino reported the following with regard to project progress.

1230 building: Work Complete

1290 Building: Work Complete

1280 Building: Work Complete

1202 Building: Work Complete

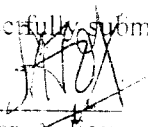
1204 Building: Work on this building was substantially complete with scaffold still to be removed. Issues with Saarman not being allowed to paint the front doors on some units in the 1204 building because of the cold weather will be resolved by having Saarman paint the second coat on these doors with them closed. Touch up painting would be done at a later date. In concluding his report, Mr. D'Agostino stated that he had not received any homeowner complaints during the past month.

Finance Committee Report -- President Dick Desautel reported that the Finance Committee had met on January 6, 2007, to discuss close-out costs for the Fascia Project. It was noted that members of the Committee would meet with PML on 1/16/07 to discuss issues with the financial statements.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday, February 19, 2007 at 7:00 p.m. in the Clubhouse. The date of the meeting was subsequently changed to February 20 because February 19 was a holiday. There being no further business before the Board, the Meeting was adjourned to Executive Session at 8:40 p.m. to discuss the Fascia Project.

Respectfully submitted,



Stephen A. Fox

PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, December 18, 2006

ORDER

The Meeting, which was held in the clubhouse, was called to order by President Dick Desautel at 7:02 p.m. Other Directors present were Jerry Stocker, Lester Cutting, and Louise Gulda. Director Gordy Soltau was not present. Also present was Stephen Fox and Joe D'Agostino of PML Management Corporation.

APPROVAL OF PREVIOUS MEETING MINUTES

On motions duly made and seconded, the Board approved the regular Board Minutes and the Executive Session Minutes of the November 20, 2006 Board Meetings as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel noted that he had spoken with an individual who was searching for a lost dog on the golf course. He then distributed to the members present a few copies of a flyer the person had given to him. Mr. Desautel thanked the Hospitality Committee for putting on a wonderful Holiday party. Mr. Desautel also noted that the exit gate had been damaged and he had been trying to determine if the vehicle belonged to a resident of the Association. Steve Fox stated that he had been advised of the damage and had called out the maintenance company to make repairs. See New Business below. Mr. Desautel then distributed to his fellow Board members copies of a binder and explained that the binders contained important information including the Reserve Study for the Common Area, Condominiums, and the Townhomes, and the current Budget and the Annual Audit for the prior year. In concluding his report, Mr. Desautel expressed the Board's thanks to Mr. Gil Bowers for his efforts in preparing and distributing to the Building Representatives, Board President and PML, the binder containing a summary of water valves located in the condo garages as well as the parking information also contained therein.

Condo Fascia/Trellis Project – Project Manager Joe D'Agostino reported the following with regard to project progress:

- 1230 building* - That this building was substantially completed.
- 1290 Building* - That this building was substantially completed.
- 1280 Building* - That this building was substantially completed.
- 1202 Building* - That this building was substantially completed.
- 1204 Building* - That this building was in the process of being painted, and that the final walk-through had been delayed due to bad weather.

Joe stated that although Saarman Construction was in the process of de-mobilizing, the painters would still be on-site for the next few weeks completing outstanding painting except for the garages as they had already been completed. With regard to change orders, Joe stated that Change Proposal #58 for removal of the cantilever at the entry trellis to the 1280 building had not been approved and on a motion duly made and seconded a bid to repair the entry trellis at a cost of \$4,142.99 was approved. President Dick Desautel gave an overview of those change proposals that had been approved by Gordy Soltau and himself but had not been ratified by the Board of Directors. On a motion duly made and seconded, the Board ratified the change proposals with the exception of numbers 45 (Scaffold Rental), 47 (General Conditions), 54 (Trellis Inspection Report), and 56 (Trellis Repairs). Then followed a brief question and answer period regarding different aspects of the project including a concern about clogged downspouts and Mr. Desautel stated that he would discuss the concern with Saarman Construction. The issue of trellis repairs was also discussed and Mr. Desautel noted that specific repairs to the 1204 trellis had been delayed until January and entry bridge repairs would be tabled to sometime in the future.

Treasurer/ Finance Committee – Treasurer Les Cutting reviewed the 11/30/06 financial statement noting those line items that were substantially over or under budget. President Desautel stated that he expected to have a full accounting of the Fascia Project once the work was completed.

Building Representatives –

1262 (Marvin Jones) – Mr. Jones requested that PML follow up and have the wallpaper in the mail room replaced as soon as possible.

1264 (Claudia Brown) – Claudia Brown thanked PML for following up and having the elevator service company repair the elevator. Ms. Brown was concerned that Roto Rooter failed to properly flush the lateral sewer lines as a unit experienced a blockage shortly after Roto Rooter had done its work. Steve Fox was requested to discuss the matter with Roto Rooter. In concluding her report, Ms. Brown stated that the entry walkway carpets would need to be cleaned once the fascia project was completed.

1280 (George Holder) – Mr. Holder reported that he had difficulty in opening the fire hose cabinets with his master key. Gil Bowers stated that he had a similar problem in the 1280 building. Steve Fox stated that he would have *All Industries* check the fire cabinet locks in all buildings.

1280 (Gil Bowers) – Mr. Bowers also reported that there were areas of walkway carpeting that need cleaning.

1290 (Doug Cromack) – Mr. Cromack noted that there were areas of walkway carpeting in 1290 building that need cleaning. He also reported that the hot water faucet in the garage was leaking again and Steve Fox of PML stated that maintenance would check it out at no charge.

Townhouses (Dan Kocher) – It was noted that the cap boards and gutter repair work had been completed and the only repairs that were outstanding were fences and gates.

Architectural Control Committee – Committee Chair Marvin Jones noted that an application for new windows at 1252 had been received. The owner of the unit was present and distributed copies of the window specification to the Committee for review.

Clubhouse/Pool & Spa – Kaarli Bowers reported that there had been a major leak in the spa equipment piping and filter and as a result, the spa had been closed until the necessary repairs could be made.

Landscape Committee/Unit #9 – Dan Kocher reported that he expected total landscape expenses for 2006 to be within the annual budget. Dan also noted that Sharon Heights Golf and Country Club had installed the new emergency fire gate at no cost to the Association and that work on the golf course renovations had been completed.

Welcoming & Emergency Preparedness Committee – Louise Gulda reported that she had received 87 copies of the Menio Park Disaster Preparedness Manual from the City at no cost for distribution to the residents. Lester Cutting suggested that the Site Map of the Association could be inserted in each copy of the manual to be distributed. A decision regarding distribution was held over.

UNFINISHED BUSINESS

5.1 Insurance Review – Steve Fox presented the following summary of proposed insurance coverage:

| Bay Area Insurance | Travelers Last Year | Travelers Last Year Premiums | Allstate This Year | Allstate This Year Premiums |
|---------------------------|--------------------------------|---|-------------------------------|--|
| Blanket Building Limit | \$20,746,000 | \$40,548 | \$21,810,000 | \$30,804 |
| General Liability | \$1,000,000 | Included | \$1,000,000 | Included |
| Umbrella Liability | \$15,000,000 | \$2,350 | \$15,000,000 | \$2,350 |
| D&O Liability | \$1,000,000 | \$1,005 | \$1,000,000 | \$1,005 |
| Fidelity Bond | \$500,000 | \$663 | \$500,000 | \$663 |
| Workers Comp | Statutory | \$1,027 | Statutory | \$1,027 |
| Building Ordinance | None | None | Full Coverage | Included |
| Total Premiums | | \$45,593 | | \$35,849 |

A proposal by Farmers Insurance with similar coverage was also presented but not considered as the total estimated premium was \$44,034 compared to the premium of \$35,849 by Allstate through Bay Area Insurance. After some discussion, the Board, on a motion duly made and seconded, approved the Allstate proposal.

5.2 1025 Trinity Fence – Mr. Kocher reported that all parties had accepted the location of the property line and associated agreements were being prepared.

9.1 Trellis Under-Shields – Action on this matter was held over.

11.3 Clubhouse Deck -- Action on a proposal by PML Maintenance to repair the deck on a time-and-material basis was held over.

NEW BUSINESS

12.1 Garage Lateral Sewer Line Cleaning – PML was requested to follow up with Roto Rooter regarding issues with plugged vertical stack lines after the laterals had been cleaned.

12.2 Entry Gate – Steve Fox of PML reported that on Saturday, December 16, a resident of the 1204 building reported that he had an accident and had run into the entry gate. As a result of the accident, the gate maintenance company had been called out to make repairs and found that the gate actuator arm had been bent and the gate operator damaged. The Board ratified PML's decision to authorize repairs to the gate, including replacement of the operator at a cost not to exceed \$4,200.

PENDING ITEMS

1202 Mailroom Flood -- PML was requested to follow up on the replacement of the damaged wall paper.

Condo Storage Room Waterproofing – PML was requested to follow up with *Authentic Restoration* regarding repairs to the storage room.

Condo Termite Inspection – PML was requested to follow up with *Clark Pest Control* regarding minor dry rot repairs.

Condo Valve Replacement – The Board thanked Mr. Gil Bowers for his work in preparing the summary and location of condo water valves, storage rooms, and parking stall locations.

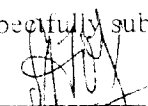
HOMEOWNER FORUM

There was no Homeowner Forum.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday, January 15, 2007 at 7:00 p.m. in the Clubhouse. There being no further business before the Board, the Meeting was adjourned at 9:05 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, November 20, 2006

ORDER

The Meeting, which was held at the home of Dick Desautel at 1264 Sharon Park Drive due to a clubhouse scheduling conflict was called to order by President Dick Desautel at 7:05 p.m. Other Directors present were Jerry Stecker, Lester Cutting, and Louise Gulda. Director Gordy Soltau was not present. Also present was Stephen Fox of PML Management Corporation.

APPROVAL OF PREVIOUS MEETING MINUTES

On motions duly made and seconded, the Board approved both the Minutes of the October 16, 2006 Board Meeting and the Minutes of the October 10, 2006 Executive Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel noted that notices would be posted announcing the Holiday Party the Social Committee was planning for 12/9/06 from 5pm to 7pm in the Clubhouse. It was noted that a fund of \$100 had been established for the party. Mr. Desautel also stated that the Board had previously requested PML to write to the resident of unit 1230-54 regarding the replacement of a front window screen. Steve Fox was requested to follow up.

Treasurer/ Finance Committee – Because of questions regarding the 10/31/06 financial statement, Treasurer Lester Cutting requested that the statement be re-submitted at the December Board meeting. Mr. Cutting did state that the concerns regarding the financial statement were about certain expenses being booked to the incorrect account and not the “bottom line”, which appeared to be in order.

Condo Fascia/Trellis Project – Dick Desautel reported the following:

1230 and 1290 Buildings: That work on these buildings was substantially complete and the scaffold had been removed. There were still a few main entry doors that remain to be painted along with some painting in the parking area.

1202 Building: That the carpentry work had been completed, the roof work was almost complete, and the painting was in progress with the scaffold scheduled to start coming down next week.

1280 Building: That the scaffold was being removed and that only a few minor painting items remain to be completed.

1204 Building: That the carpentry work had been completed, the roof work was almost complete while the painting was still in progress. The scaffold was scheduled to start coming down within the next two weeks.

Mr. Desautel stated that the entire project was expected to be completed by the second week of December. The issue of window washing was discussed and it was noted that the work had been done free of charge by Saarman and therefore, it would be difficult, if not impossible, to ask for extra work to be done. In conclusion, Mr. Desautel stated that he would prepare a list of items missed during the original construction such as the 28 missing downspouts. Landscape Chair Dan Kocher expressed concern about erosion problems where newly installed downspouts do not discharge into the storm drain system. Mr. Desautel noted that the architect was investigating locations where there were substantial problems.

With regard to the trellises and the under-shields, Mr. Desautel stated that some repair work would be completed at the 1204 building this year as it impacted the safety for residents parking in that area. It was noted that Saarman Construction had been requested to provide a separate bid to complete the balance of trellis repairs.

Building Representatives –

1202 (Marvin Jones) – No report.

1204 (Claudia Brown) – Claudia Brown reported that the door on the left of the elevator hallway (by the stairs) did not close properly. PML was requested to follow up. Ms. Brown also stated that there was

evidence of a water stain on the first and second floor of the hallway. Ms. Jerry Stocker stated that this problem was caused by a blocked dryer vent. Ms. Brown also requested that all owners should be provided with copies of Board Meeting Minutes. After some discussion regarding the pros and cons, it was agreed to post a copy of approved Minutes in the clubhouse.

1230 (George Holder) – Mr. Holder reported that a couple of posts in the landscaping behind the building had been broken by the construction company.

1280 (Gil Bowers) – Mr. Bowers reported that he had an issue with gaining access to the phone equipment and suggested that the newsletter include a statement that Lorenzo has a key for access. Mr. Desautel stated that he would discuss other newsletter items with Mr. Bowers outside the meeting.

1290 (Doug Cromack) – No report given.

Townhouses (Dan Kocher) – No report.

Architectural Control Committee – Committee Chair Marvin Jones noted that there were no applications pending approval

Clubhouse/Pool & Spa – Kaarii Bowers reported that there had been a major leak in the spa equipment room and at the time, there was nobody who had an access key to gain entry. However, the problem had now been resolved because a key had been put in a drawer in the Clubhouse kitchen.

Landscape Committee/Unit #9 – Dan Kocher reported the following:

- That there was debris all over the landscaping which needed to be removed by Saarman Construction.
- That Lorenzo was clearing fallen strawberry fruit from the tree in front of the 1280 building.
- That the pine trees had been inspected along the entry road and all trees appeared to be structurally sound.
- That once the Fascia project was complete the cost of restoring damaged landscaping and paving would be assessed. Mr. Desautel noted that costs would have to be negotiated with Saarman and Mr. Kocher stated that he was planning a meeting with Saarman on 11/21/06.

With regard to Unit #9, Mr. Kocher reported the following:

- That Sharon Heights Golf and Country Club would be installing a new emergency fire gate at no cost to the Association
- That work on the golf course renovations would be completed by the end of the month.
- That Gachina would be installing bark along the north side of the access road.

Welcoming Committee – No report.

UNFINISHED BUSINESS

5.1 Insurance Review – Steve Fox reported that in addition to Bay Area Insurance, proposals had been requested from Farmers Insurance and Paul Zane Insurance Agency. He noted that proposals were due on 12/15/16.

5.3 1025 Trinity Fence – Mr. Kocher summarized the present status of the issues with the fence bordering Unit #9. With regard to maintaining the fence on the present line, the Association could not consider having ownership of the land on the basis of a “prescriptive easement” because the Association had not been paying taxes on the land. Therefore, it was Mr. Kocher’s plan to send all the owners on Trinity Drive a letter that Unit #9 accepts the property line established by the installation of the fence in or about 1965. The Board concurred with the plan. In concluding his report, Mr. Kocher stated that he had received a request to install an additional sign for building 1230 on the roadway. After some discussion regarding the need, the request for the sign was retracted by the requesting homeowner.

6.1 Emergency Preparedness – With regard to Emergency Preparedness, it was agreed that Louise Gulda would provide copies from the City of Menlo Park of its Disaster Preparedness booklet. It was also noted that a plot map of Sharon Park would be a good addition to the booklet.

6.3 Condo Valve Replacement – Mr. Gil Bowers presented PML with a copy of the manual he prepared entitled “1200 Sharon Park Drive – Water Distribution Valves and Garage Space Assignments”. Mr. Bowers noted that about 20% of the water shut-off valves were located in locked storage rooms. Mr. Desautel stated that he would write a column for the newsletter explaining access procedures.

8.1 2007 Budget – Treasurer Les Cutting noted that the budget packet this year was considerably more voluminous than previous years due to the changes in disclosure requirements. He also noted that the unusually large increase in dues was caused primarily by the cost of earthquake insurance. Mr. Cutting further noted that replacement reserves were for covering future repairs for such items as building fascias and carport trellises. Mr. Desautel stated that the updated reserve study had been thoroughly reviewed to more accurately reflect costs of replacements and their useful lives, and to make the study more “user friendly”. After more discussion, including a concern that the increase may not be large enough, the Board, on a motion duly made and seconded, approved the 2007 budget packet subject to some minor corrections.

9.1 Trellis Under-Shields – Action on a proposal by architect Pat Keller was held over.

10.4 1290-48 Reimbursement– On a motion duly made and seconded, the Board authorized reimbursing Mr. Julius \$720 for costs to clean his unit after a water leak.

NEW BUSINESS

11.1 Appoint Nominating Committee – On a motion duly made and seconded, the Board appointed Jerry Stocker Chair of the Nominating Committee. Ms. Stocker stated that she would search for two additional members for the committee.

11.2 1202 Mailroom Flood -- Steve Fox reported that when the water storage tank ruptured in the water heater room it flooded the mailroom resulting in damage to the walls and floor. Steve noted that Restorative Drying Solution had to remove sheetrock to dry walls, etc. at a cost of \$2,025 and Bolar Ceilings had replaced the damaged sheetrock at a cost of \$3,200. With regard to replacing wallpaper, it was agreed that PML should engage Bolar Ceilings to have the wallpaper replaced with a similar matching paper.

11.3 Clubhouse Deck – Steve Fox reported that PML Maintenance had found the substructure for the pool-side Clubhouse deck in need of repair as evidence in the photos provided to the Board. It was recommended that the deck be taken apart and repaired on a time-and-material basis. No action was taken and the item was held over.

PENDING ITEMS

Townhouse Inspection Repairs – It was noted that Ace Raingutter was in the process of making repairs including adding 34 feet of fascia gutter. Pony wall and cap-board repairs had been completed and repairs to fences and gates were still outstanding.

Condo Storage Room Waterproofing – On a motion duly made and seconded, the Board approved a proposal by Authentic Restoration of \$2,345 to waterproof the walls in the storage room for Khalil Khavari in the 1290 building.

Condo Termite Inspection – On a motion duly made and seconded, the Board approved a proposal of \$1,320 by Clark Pest Control to make secondary repairs.


HOMEOWNER FORUM

During a short Open Forum session, Mr. Brad Phillips requested that he be advised on the status of the routine inspections by Terminix for the townhomes and PML was requested to follow up, and Ms. Claudia Brown questioned the 2007 budget regarding the impact the fascia project may have had.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday December 18, 2006 at 7:00 p.m. in the Clubhouse. There being no further business before the Board, the Meeting was adjourned at 8:52 p.m. to an Executive Session regarding the Fascia Project and the status of Reserves.

Respectfully submitted,



Stephen A. Fox

PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, October 16, 2006

ORDER

The Meeting, which was held at the Clubhouse, was called to order by President Dick Desautel at 7:05 p.m. Other Directors present were Jerry Stocker, Lester Cutting, Louise Gulda and Gordy Soltau. Also present was Stepher Fox and Joe D'Agostino of PML Management Corporation.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the Minutes of the September 18, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel requested the Board to affirm a prior decision to authorize repair of damages to 1246 caused by a roof leak at a cost of \$2,100. On a motion duly made and seconded, the Board ratified the decision. Mr. Desautel expressed concern that Statcomm had tested building fire alarm systems without giving prior notice. Steve Fox of PML stated that a written complaint would be sent to Statcomm. Mr. Desautel also reported that Comcast had repaired broken cable raceways on the condo buildings.

Condo Fascia/Trellis Project – Joe D'Agostino gave a brief report on the status of the fascia project. Then followed a question and answer period during which time concerns were expressed by some members about the decision to clad the exterior face of the Glue-Lam beams with metal because of issues with the finish paint. It was suggested that the Association should not have to pay for the extra cost for the metal cladding because the Association was promised a finished product. Mr. Desautel stated that the project would be completed within budget. Another homeowner stated that she was embarrassed when guests had difficulty parking due to the construction project. Despite the problems, members present gave a vote of confidence to the Board for the work it had done.

Treasurer/ Finance Committee – Treasurer Lester Cutting gave a brief overview of the 9/30/06 financial statement. With regard to apparent errors in posting PG&E charges, Mr. Cutting stated that members of the Finance Committee would meet with representatives of PML's accounting department to resolve the utility charges and to clarify the financial statement with respect to accommodating the fascia project.

Building Representatives –

1202 (Marvin Jones) – Marvin Jones reported that the Menlo Park Building Department had inspected the new gas line constructed in unit 67. Mr. Jones also reported that the leaking water storage tank had been repaired and the mailroom lobby was in the process of being dried out.

1204 (Claudia Brown) – Claudia Brown reported that residents had held a party as a way of building community and improving morale while the fascia project repairs were ongoing in her building. Ms. Brown questioned if the trellis were part of the painting project and Mr. Desautel stated that he would check to see if the painting scope of work included trellises. It was also noted that repairs to the entry bridge were needed, but Mr. Desautel stated that the scope for the fascia project did not include the entry bridge.

1230 (George Holder) – No report given.

1280 (Gil Bowers) – No report given.

1290 (Doug Cromack) – No report given.

Townhouses (Dan Kocher) – Dan Kocher noted that the dead tree in the back patio of townhome 1276 had been removed. Mr. Kocher also noted that repairs to the pony walls had not started.

Architectural Control Committee – Committee Chair Marvin Jones noted that there were no applications pending approval.

Clubhouse/Pool & Spa – No report given.

Landscape Committee/Unit #9 – Dan Kocher reported that the Fall annual color would be installed. With regard to Unit #9, Mr. Kocher reported that the Association had held a meeting and was pursuing the issue of the property fence.

Welcoming Committee – No report.

UNFINISHED BUSINESS

5.1 Insurance Review – Jerry Stocker reported that she had called Bay Area Insurance and had been advised that with the exception of earthquake insurance (DIC) costs for coverage were not expected to rise in the coming year. Jerry requested PML to obtain additional bids including from Paul Zane Insurance Agency.

5.3 1025 Trinity Fence – See Unit #9 report above.

5.5 Changes in Law – On a motion duly made and seconded, the Board approved the rules and regulation governing Equal Access and Elections and Availability of Association Records that became effective 7/1/06 due to changes in California Civil Code.

5.1 Emergency Preparedness – Action on this item was held over.

6.3 Conco Valve Replacement – Action on this item was held over.

8.1 2007 Budget – The Board reviewed a 10/12/06 revision of the Operating budget prepared by PML and reviewed by the Finance Committee. It was noted that the 2007 budget amount for Insurance should be increased from \$108,000 to \$119,500. On a motion duly made and seconded, the Board approved setting monthly dues at \$557 per unit for the townhouses and \$616 per unit for the condos including \$338 per unit for Common Area expenses; subject to reconciliation by the Finance Committee. Dick Desautel noted that a cover letter explaining the increases should be prepared.

9.1 Trellis Under-Shields -- Action on a proposal by architect Pat Keller was held over.

NEW BUSINESS

10.1 Management Contract Review – Steve Fox reported that the only change to the management agreement was the contract effective date as there was no fee increase. On a motion duly made and seconded, the Board approved the management agreement as stated.

10.2 Janitor Review -- The Board reviewed an Employee Performance Evaluation prepared by PML and unanimously agreed with a recommendation to increase Lorenzo's pay by \$0.50/hour.

10.3 1202 Water Storage Tank Leak – See Building Representative's report above.

10.4 1290-48 Reimbursement – On a motion duly made and seconded, the Board approved a reimbursement to the owner of \$425 for damaged carpet based on proposals submitted by the owner for carpet damaged by a water leak.

PENDING ITEMS

1204-84 Termite Report – Steve Fox reported that Franz Termite had discovered evidence of a drywood termite infestation adjacent to window of laundry room window and that infestation appears to extend into inaccessible wall and ceiling voids. It was noted that Franz recommended fumigating the entire building, or providing secondary treatment at a cost of \$390. On a motion duly made and seconded, the secondary treatment was approved.

Townhouse Inspection -- Steve Fox stated that he is trying his best to get competitive bids for dry rot repairs to the cap boards and pony walls but was having a great deal of difficulty. Steve stated that he had contacted John Hammel, a contractor doing work at another local association in the hopes that he would provide a bid. It was agreed that PML should also provide a bid for repairs.

1240/1246 Interior Leaks --It was noted that repairs to 1246 had been completed at a cost of \$2,100.

Backflow Device Testing -- Pending.

Cor do Storage Room Waterproofing -- Authentic Restoration has provided a bid of \$2,345 to waterproof the walls in the storage room in the 1290 but no bid had been given for the storage room in 1280. With regard to the 1280 storage room, it was noted that the room in question did not back against earth and therefore there was a question as to where the moisture was emanating from. It was agreed that Joe D'Agostino should investigate.

Cor do Termite Inspection -- Pending approval of \$1,320 for Clark to make secondary repairs.

Open Flame Cooking -- Pending revision to Guide to Living and publishing to all owners.

HOMEOWNER FORUM

There was no Homeowner Forum.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday November 20, 2006. There being no further business before the Board, the Meeting was adjourned at 9:05 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

Minutes of the Board of Directors Meeting

Monday, September 18, 2006

ORDER

The Meeting, which was held at the Clubhouse, was called to order by President Dick Desautel at 7:05 p.m. Other Directors present were Jerry Stocker and Lester Cutting. Directors Louise Gulda and Gordy Soltau were unable to attend. Also present was Stephen Fox of PML Management Corporation.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the Minutes of the August 21, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel reported that some residents are duplicating gate keys despite the fact that keys are stamped “Do Not Duplicate” and without informing the Board. Mr. Desautel questioned if a policy should be established. Based on a suggestion by Mr. Cutting, the present policy was left unchanged.

Treasurer/ Finance Committee – Treasurer Lester Cutting reviewed the 8/31/06 financial statement and noted that actual versus budget expenditures for gas and electric appeared to be incorrectly posted. Mr. Cutting also noted that exterior painting as a condo expense was being completed as part of the fascia project which made it difficult to make a comparison of actual costs versus budgeted costs.

Building Representatives –

1202 (Marvin Jones) – Marvin Jones reported that concerns about a possible gas leak in unit 67 had not occurred because the City had not inspected the work and the gas had not been turned on.

1204 (Claudia Brown) – Claudia Brown distributed photos of Gil Bowers checking valves in the building garage. Ms. Brown also requested that PML send her 5 copies of the Guide to Living at Sharon Park. She also questioned if a termite inspection had been made of the building and Steve Fox stated that Clark Pest Control had inspect accessible common areas. Ms. Brown also expressed a concern that there had been no fascia project work since the end of August. In concluding her report, Ms. Brown stated that a number of residents in her building had again raised the issue of having the pipes in the building garage painted. Mr. Desautel stated that when the request had been put forth earlier in the year, the Board had decided to table the matter. The request was again put to the Board and the directors voted unanimously to once again table the issue. President Desautel requested Ms. Brown to communicate the Board’s decision to those who wrote the letter.

1230 (George Holder) – Mr. Holder suggested that a map showing the location of the water shut-off valves in the garage be posted on a map in each building for use by contractors when plumbing work is being done in the units.

1280 (Gil Bowers) – Mr. Bower reminded the Board of the termite damage around the windows in the elevator lobby on the second floor. It was noted that the fascia contractor would be waterproofing these windows and the issue should be addressed at that time.

1290 (Doug Cromack) – It was reported that the wrong faucet in the garage had been repaired and a hole cut into the sheetrock. It was agreed that PML should investigate and follow up with Roto Rooter. Mr. Cromack also stated that the isolation valve above the hot water circulation pump had stripped threads. He also expressed concern about the fascia project schedule and did not believe the schedule was realistic.

Townhouses (Dan Kocher) – Dan Kocher noted that three letters, including a certified letter and two phone calls had been made to the owner of 1276 requesting tenant information and advising that a dead tree in the back patio of townhome was of major concern should it fall. On a motion duly made and seconded, the Board authorized PML that failing a response to the 9/15/06 certified letter then another certified letter should be sent giving 15 days notice to remove the tree, or the tree would be removed at the owner’s expense.

Architectural Control Committee – Committee Chair Marvin Jones noted that there were no applications pending approval.

Clubhouse/Pool & Spa – Kaarli Bowers reported that there appeared to be a structural issue with the deck outside the Clubhouse sliding doors. Ms. Bowers also noted that the benches in the pool area should be removed and the deck patched. It was agreed that this was not an issue that needed to be addressed at this time.

Landscape Committee/Unit #9 – Dan Kocher reported that following:

- That wisteria was already growing up the scaffolding
- That problems with redwood trees behind the 1280 building had not be determined
- That the Country Club had accelerated work on the golf cart paths and the work should be finished soon
- That a joint meeting with the 1100 Association was planned to discuss the issue of the #9 fence
- President Desautel read a letter from the owners of units 45 & 49 in the 1290 building requesting that plum trees located in front of their units be removed as they block views from their balcony decks. Mr. Desautel noted that all owners have the right to appeal to the Board decisions made by committees. Mr. Desautel requested board members present to consider the request by the owners. As a result, it was suggested that the Landscape Committee revisit its decision to remove the trees and Mr. Kocher stated that the Committee was opposed to the suggestion to remove the trees because other homeowners in the past who made similar requests were all denied. After more discussion on a motion duly made and seconded, the Board over rode the Committee's decision and authorized the removal of the tree. In making the decision, the Board noted that it was rare for a Board to over-ride a committee decision and by taking the action it should not be considered precedence setting. In conclusion, Mr. Desautel stated that the Board does respect the leadership of the Landscape Committee and the decisions made by the Committee.

Welcoming Committee -- No report.

UNFINISHED BUSINESS

5.1 Insurance Review – Jerry Stocker thanked Steve Fox of PML for providing copies of various policies and completing the applications forms she sent to him. As a result of submitting the applications, two carriers had declined to provide proposals for renewing the general policy because of the wood shake roofs. However, Ms. Stocker did expect further bids before the end of October. With regard to continuing earthquake coverage and the associated ballot to approve a special assessment to fund the cost of coverage, the Board on a motion duly made and seconded, appointed Steve Fox of PML as the election official for the purpose of tallying ballots. Since no dead line for ballots had been set, it was agreed to set October 16 as the deadline for ballots to be received at PML.

5.3 1025 Trinity Fence – See landscape Committee report above.

5.5 Changes in Law – No action was taken with respect to this item.

5.1 Emergency Preparedness – Action on this item was held over.

5.3 Condo Valve Replacement – Action on this item was held over.

8.1 2007 Budget – Action on the Budget was held over for Finance Committee review.

NEW BUSINESS

9.1 Trellis Under-Shields – Action on a proposal by architect Pat Keller was held over.

9.2 Auditor Appointment – On a motion duly made and seconded, the Board approved a proposal by Amrik Chand to complete the audit of the 12/31/06 financial statement and prepare the associated tax returns at a fee of \$3,700.

9.3 1204-84 Termite Report – Steve Fox stated that Franz Termite had reported evidence of a drywood termite infestation adjacent to window of laundry room window and that infestation appears to extend into inaccessible wall and ceiling voids and recommends fumigation at an unknown price or secondary treatment at a cost of \$390. On a motion duly made and seconded, secondary treatment was approved.

9.4 Townhouse Inspection – The Board reviewed a report by PML summarizing the inspection of all townhouse fences, gates, gutter, downspouts, and pony walls and cap-boards. The results of the work were rated as A = Satisfactory, B = Marginal, and C = Work Required. On a motion duly made and seconded, the Board approved a motion authorizing PML to obtain bids for work rated as marginal or work required.

PENDING ITEMS

1240/1246 Interior Leaks – Held over.

Backflow Device Testing – Pending.

Condo Lateral Sewer Line Cleaning – Pending verification of work completed by Roto Rooter.

Condo Storage Room Waterproofing – Steve Fox reported that Authentic Restoration would follow up on a bid for waterproofing the walls in the storage room for Khalil Khavari in the 1290 and for the storage room in 1280.

Condo Termite Inspection – Results of the inspection were summarized as follows:

| Bldg. | Termite Damage | Cost |
|-------|---|---------|
| 1202 | Drywood termite damage to roof sheathing | \$810 |
| 1204 | None | |
| 1230 | Drywood termite damage to trim on wall at second story next to elevator | \$510 |
| 1280 | None | |
| 1290 | None | |
| | Total | \$1,320 |

No action was taken and the subject was held over.

Elevator Repairs – Steve Fox reported that the status of repairs was unknown.

Open Flame Cooking – Pending revision to Guide to Living and publishing to all owners.

Standpipe Inspection – Pending completion of semi annual inspection by Statcomm.

HOMEOWNER FORUM

During Homeowner Forum a homeowner requested that the Board consider removing all wisteria from all building trellises. It was agreed that the impact of wisteria would be considered as part of the trellis work. Mr. Desautel noted that under-shields would also be addressed as part of the trellis work. A homeowner from the 1204 building again requested the Board to consider painting the pipes in the garage. President Desautel stated that the Board's decision not to paint was final.

Condo Fascia Report – Both architect Pat Keller and project manager Joe D'Agostino were present and Joe proceeded to give a report on the status of the project copies of which he distributed to the Board. He noted that Saarman had requested the painting contractor to provide a second crew, but work had been held up due to a problem with the paint bubbling on the fascia board on the 1230 building. The completion schedule for the buildings was noted as follows:

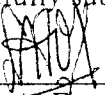
- **1230 building:** This building is almost complete with the painting, the scaffold was scheduled to come down today, but a problem with the paint on the glu-lam beams has delayed this process. Saarman is working on a solution to this problem.

- **1290 Building:** Roofing work has been completed and the painters are working on this building.
- **1280 Building:** The roofers are working on this building and the painting should follow soon.
- **1202 Building:** Removal and replacement of the shingles has been completed. Installation of the new fascia boards has been completed along with most of the carpentry work.
- **1204 Building:** The work on the hips has been completed and installation of the fascia boards will begin this week.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday October 16, 2006. There being no further business before the Board, the Meeting was adjourned at 9:00 p.m. to an Executive Session to discuss contracts.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, August 21, 2006

ORDER

The Meeting, which was held at the Clubhouse, was called to order by President Dick Desautel at 7:00 p.m. Other Directors present were Jerry Stocker, Louise Gulda, and Gordy Soltau. Director Lester Cutting was unable to attend. Also present were Stephen Fox of PML Management Corporation and Fascia Project Coordinator Joe D'Agostino.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the Minutes of the July 17, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – Prior to giving his report, President Dick Desautel invited homeowners present at the meeting to introduce themselves. Mr. Desautel's report then followed and he noted that Comcast was prepared to maintain the conduit cableways on the side of the buildings, however, because of liability issues; Comcast was not prepared to use the fascia project scaffolding for access. Mr. Desautel also noted that PML was going to provide a proposal to install a door between the clubhouse meeting room and the hallway. With regard to sewer backups in the condos, he noted that the kitchen sink overflow in 1290-48 was the third problem with vertical sewer line stacks reported this year. It was Mr. Desautel's opinion that the problems were being caused by misuse of garbage disposal units and a newsletter item about the problem should be included in the next edition.

Condo Fascia Project -- Project Coordinator Joseph D'Agostino provided the Board with a summary of the status of the fascia project. He noted that work was progressing on the backside of the complex on the 1230, 1280, and 1290 buildings and that painting had started on 1230 and would start shortly on the 1290 building and 72-hour notices would be posted prior to pressure washing and painting. Mr. D'Agostino stated that now would be the time for homeowners to start planning for clearing their balconies in preparation for painting. In concluding his report, Mr. D'Agostino stated that with all of the change orders completed and with all buildings in some stage of production, the project would be moving forward at a much faster pace. With regard to Change Proposals, the Board, on a motion duly made and seconded, approved CP #29 through CP #35 at a total cost of \$29,307.44

Treasurer/ Finance Committee -- In the absence of Treasurer Lester Cutting, Board and Finance Committee member Jerry Stocker with the aid of Werner Sommer gave a brief report on the financial status of the Association as of 7/31/06.

Building Representatives --

1202 (Marvin Jones) -- No report by Mr. Jones, but President Dick Desautel did state that a resident had put furniture out on the fascia project scaffolding.

1204 (Claudia Brown) -- Claudia Brown reported that two new tenants had moved in to units 86 and 87. Ms. Brown noted the good work Mr. Gil Bowers was doing with respect to identifying water shut-off valves located in the building garage.

1230 (George Holder) -- Mr. Holder also thanked Gil Bowers for his work on identifying water shut-off valves in the garage

1280 (Gil Bowers) -- No report.

1290 (Doug Cromack) -- No report.

Townhouses (Dan Kocher) -- Dan Kocher stated that the dead tree in the back patio of 1276 was of major concern should it fall and it was agreed that every effort should be made by PML to contact the owner for a schedule when the tree would be removed. With regard to 1262, PML was requested to confirm the name and phone number of the tenants residing in the unit.

Architectural Control Committee – Committee Chair Marvin Jones noted that approval had been granted to 1266 to install two skylights.

Clubhouse/Pool & Spa – Kaarli Bowers reported that the San Mateo County Health Department had inspected the pool and spa and found them both to be in good working condition with no violations reported.

Landscape Committee/Unit #9 – Dan Kocher reported that construction work on the golf course was not expected to be completed until the end of October and as a result, repairs to the entry road may have to be delayed until next Spring. Mr. Kocher also reported that costs for the paving work were likely to rise due to increased costs for oil. With regard to landscaping, Mr. Kocher noted that there has been considerable damage caused to the landscaping as a result of the fascia construction project. In addition, heat from unusual warm weather was also a contributing factor with respect to damaged landscaping. In concluding his report, Mr. Kocher stated that the Landscape Committee would meet to finalize landscape lighting.

Welcoming Committee – No report.

UNFINISHED BUSINESS

5.1 Insurance Review – Jerry Stocker reported that she had an insurance agent contact 16 different companies for quotes on DIC (Earthquake) coverage and of the 16, 12 had declined to quote. Based on those that would provide bids the opportunity to save costs did not look good. Ms. Stocker stated that she hoped earthquake insurance costs would be lower by the New Year. With regard to unbundling insurance for the townhomes from the condominiums, she noted that would require a vote by the homeowners. She also noted that townhomes are impacted by the condominium structures and the condominiums are impacted by the townhome wood siding and shake roofs.

5.3 1025 Trinity Fence – Dan Kocher stated that there was nothing new to report.

5.5 Changes in Law – No action was taken with respect to this item.

5.9 Townhouse Terminix Plan – Steve Fox stated that Killroy Pest Control had submitted a bid to chemically treat the townhomes at a cost of \$22,655 warranted for 5-years, or \$4,531 per year. He noted that this compared with the Terminix baiting program of \$2,596 per year. On a motion duly made and seconded, the Board approved renewing the Terminix baiting program.

6.1 Emergency Preparedness – Action on this item was held over.

6.3 Condo Valve Replacement – President Dick Desautel noted that the estimated cost to replace water shut-off valves located in condo storage closets was likely to be \$5,000 to \$7,000. No action was taken.

NEW BUSINESS

8.1 2007 Budget – Steve Fox reported that PML was in the process of completing the first draft of the operating budget and a preliminary draft should be completed by mid-September.

8.2 Condo Roof Inspection – Considering the current ongoing work by Saarman Construction, this item was tabled.

8.3 Elevator Repairs – It was noted that in order to complete the repairs ordered by the State Elevator Inspector, Star Elevator has submitted a proposal of \$7,460 to install five new mainline disconnects. On a motion duly made and seconded, the Board approved the proposal noting that Star Elevator had been unable to find lower priced equipment.

8.4 1202-70 Bee Removal – On a motion duly made and seconded, the Board approved a proposal by Humble Bee Removal Service to remove a bee hive above 1202-70 at a cost of \$1,450.

8.5 Standpipe Inspection – On a motion duly made and seconded, the Board approved a proposal by Statcomm to perform the semi annual standpipe inspection at a cost of \$900.

PENDING ITEMS

1240/1246 Interior Leaks – Steve Fox reported that PML would make a complete inspection of all townhouse gutters, downspouts, common area party wall caps and flashings, and townhouse common area fences. A resultant report would be prepared which would include a description of the condition of each item.

Condo Termite Inspection -- Steve Fox was requested to review the reports prepared by Clark Pest Control and summarize reported termite damage.

Condo Storage Room Waterproofing – It was noted that a follow up had been issued to Authentic Restoration to provide a bid to waterproof the walls in the storage room for Khalil Khavari in the 1290 and for the storage room in 1280.

Menlo Park Fire Inspection – It was noted that Menlo Park Fire had been provided with copies of the latest fire alarm test report and the 5-year standpipe test report. Statcomm had been instructed to tag the Fire Department connections and PML Maintenance would test all emergency lights.

Open Flame Cooking -- Action on this item was pending a revision to Guide to Living and publishing the rule to all owners.

HOMEOWNER FORUM

During Homeowner Forum concerns were expressed regarding damage caused to the landscaping and roadway by the fascia project contractor. A question was raised if the contractor would be responsible for those damages and Mr. Kocher stated that it would be a subject of negotiations. Another owner requested the Board to provide homeowners with a full accounting of the project for tax return preparation purposes. It was agreed that the Finance Committee would be asked to provide a recommendation. A suggestion was made to replace the asphalt under the condo trellises with concrete since the price of asphalt was going up. A concern was expressed about the value of the wisteria on the condo trellises, and it was noted that the trellises would be repaired and trellis under-shields installed.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday September 18, 2006. There being no further business before the Board, the Meeting was adjourned at 8:48 p.m. to an Executive Session to discuss contracts.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, July 17, 2006

ORDER

The Meeting, which was held at the Clubhouse, was called to order by President Dick Desautel at 7:00 p.m. Other Directors present were Lester Cutting, Jerry Stocker, and Gordy Soltau. Director Louise Gulda was unable to attend. Also present were Stephen Fox of PML Management Corporation and Fascia Project Coordinator Joe D'Agostino.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the Minutes of the June 19, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel requested that PML send the owner of 1290-52 a reminder letter regarding the agreement made between the Association and 1290-52. Mr. Desautel raised the issue of open flame cooking on condominium balconies. On a motion duly made and seconded, the Board confirmed a prior interpretation that the rules prohibit any open flame cooking on any condominium balcony. Mr. Desautel raised the issue of the problem accessing plumbing valves located in garage storage closets, especially in the event of plumbing emergencies. It was suggested that Louise Gulda meet with building representatives to discuss how best to facilitate access. After some discussion, it was agreed to authorize Louise Gulda to convene the meeting. In concluding his report, Mr. Desautel stated that regarding #1240, he had not been aware that there had been a leak during the last rainy season and he noted that PML would be conducting a full inspection of all cap boards and associated flashing, inspecting townhouse gutters and downspouts, and townhouse fences.

Condo Fascia Project – Project Coordinator Joseph D'Agostino provided the Board with a summary of the status of the fascia project. He noted that the project was moving slower than reported at the June Board meeting and based on the rate of progress, 1230 and 1290 should be completed in early August and 1280 a little later. With regard to the trellises, Saarman was in the process of inspecting them all and would provide a list of recommended repairs and/or replacements. President Dick Desautel then summarized the 24 changes proposals that had been generated and noted that of the original contingency fund of \$225,000; approximately \$152,000 had been spent. The Board then unanimously approved a motion approving change orders 21, 22 (Rev 4), and 24. Then followed a brief question and answer period with the owners present during which time the issue of termite damage, costs, parking, and noise was discussed. With regard to termite damage, it was noted that damage found would be repaired as part of the project. A suggestion to issue a summary of costs to all owners was taken under advisement. The issue of noise and parking was discussed and owners were advised that unfortunately, the project was disruptive and owners were requested to be patient.

Treasurer/ Finance Committee – Treasurer Lester Cutting reported that the Finance Committee had not met prior to the Board Meeting. President Desautel noted that he had asked the Finance Committee to critically review the reserve study and Mr. Cutting stated that a subcommittee would be working with Reserve Analysis regarding the production of the 2006 Reserve Study update. On a motion duly made, the Board approved the contract with Reserve Analysis at a cost of \$1,500. With regard to the June 30, 2006 financial statement, Mr. Cutting noted that the bottom line was in good shape despite detail issues that needed to be clarified with respect to landscape costs. Concerns were also expressed about reserve expenditures for roadway maintenance especially considering the majority of the damage was being caused by concrete mix trucks working for the Sharon Heights Golf and County Club and trucks working on the condominium fascia project.

Building Representatives –

1202 (Marvin Jones) – No report.

1204 (Claudia Brown) – Claudia Brown reported that there were loose boards on the entry bridge to the building. Ms. Brown also requested that the Board consider replacing the walkway lights.

1230 (George Holder) – A resident made a suggestion that a sign should be posted on the entry road pointing to the building. Mr. Desautel stated that he would discuss the suggestion with building rep George Holder.

1280 (Gil Bowers) – Mr. Bowers noted that there was a leak in the storage closet on the left side as you enter the garage. Steve Fox stated that a request had been made to Authentic Restoration regarding a similar issue at 1290. It was agreed that repairs should be coordinated with Mr. Bowers.

1290 (Doug Cromack) – No report.

Townhouses (Dan Kocher) – Dan Kocher noted that PML had sent letters to 1262 and 1276.

Architectural Control Committee – Committee Chair Marvin Jones noted that there were no applications pending approval.

Clubhouse/Pool & Spa – Kaarli Bowers did not present a report.

Landscape Committee/Unit #9 – Dan Kocher reported that heat had caused stress on some of the landscaping. He also reported that Sharon Heights Golf and Country Club was running approximately two months behind schedule on replacing the golf cart pathways. With respect to Unit #9, Mr. Kocher stated that a title search was in progress and believes that the fence line shown on the drawings was in fact, the property line. Mr. Desautel noted total cost to date was \$4,300.

Welcoming Committee – Louise Gulda was not present to provide a report.

UNFINISHED BUSINESS

5.1 Insurance Review – Jerry Stocker reported that Bay Area Insurance Agency had informed her that to make changes to the earthquake policy terms and conditions would result in the Association paying even higher premiums. She noted that currently the Association was paying \$34,023 plus taxes and fees for a \$10,000,000 policy with a 7.5% deductible and unfortunately, since the May renewal date the insurance underwriting guidelines had changed and the premium for a policy with a 10% deductible would be \$40,000 plus taxes and fees, or \$37,305 plus taxes and fees for a 15% deductible. It was also noted that decreasing the limit on the excess layer from \$10,000,000 to \$5,000,000 would not lower the premium either. Mr. Desautel noted that the approximate unit cost increase for earthquake insurance was \$27 per month. Mr. Cutting urged the Board to take action and have the owners vote on the needed special assessment to fund the added cost. On a motion duly made and seconded, the Board approved seeking membership approval.

5.2 Gutter Cleaning – On a motion duly made and seconded, the Board approved a proposal by Professional Gutter Service of \$3,300 and \$2,800 for the second cleaning with the first cleaning to be scheduled in late November.

5.3 1025 Trinity Fence – See Unit #9 report by Dan Kocher.

5.5 Changes in Law – No action taken with respect to this item.

5.6 1246 Interior Leak – Steve Fox stated that according to A&B Roofing, the source of the leaks was the cap and flashing of the common area divider party-wall. A complete inspection and report of findings for all similar wall caps and flashing would be made by PML Maintenance and record photos would be taken of each location.

5.8 Elevator Inspections – Steve Fox noted that with regard to the State Elevator inspection of 4/12/06, Star Elevator had fixed all alarm bells and Star had been authorized to install the auxiliary contacts for the battery lowering devices installed by Vertrans. Additionally, PML Maintenance would install cages for lights and the electrical box cover in 1202.

5.9 Townhouse Terminix Plan – Steve Fox stated that bids from Clark Pest Control and Franz Termite Control for providing “Centricon” type termite bait stations for the townhomes had been previously requested and both companies had been reminded to send proposals.

6.1 Emergency Preparedness – In the absence of Louise Gulda, action was held over.

6.3 Condo Valve Replacement – Steve Fox stated that the cost for PML Maintenance to replace cold or hot water valve each would be:

| | |
|------------------|---------|
| 3/4" ball valves | \$80.00 |
| 3/4" gate valve | \$70.00 |
| 1" ball valve | \$85.00 |
| 1" gate valve | \$75.00 |

In groups of 10, the cost would be slightly less for labor per valve, but there would be no break if valves were purchased in lots of 10 or more. President Desautel thanked Mr. Bowers for his efforts investigating the valves in each building and stated that he would discuss the next step with Mr. Bowers "off line".

NEW BUSINESS

7.1 Elevator Maintenance Contract – It was noted that the contract with Star Elevator was cancellable with 30-days written notice. With that in mind, the Board approved the new contract price of \$383 per month.

7.2 Menlo Park Fire Inspection – With regard to the inspection report by Menlo Park Fire, Steve Fox was requested to follow up and provide documentation as requested.

7.3 Open Flame Cooking on Condominium Balconies – See President Report above.

PENDING ITEMS

1280-24 Termite Inspection – Work is scheduled for 7/18 at 10:00 a.m.

Condo Termite Inspection – Pending completion by Clark Termite Company.

Condo Storage Room Waterproofing – A follow up has been issued to Authentic Restoration to provide a bid to waterproof the walls in the storage room for Khalil Khavari in the 1290 Building. Pending.

Condo Garage Lateral Sewer Line Cleaning – Project complete.

5-Year Standpipe Test – Complete.

HOMEOWNER FORUM

A resident urged the Board to include paving repairs under the 1204 trellis to be included as part of the Fascia Repair Project. The same owner requested that the trellis also be repaired. Mr. Desautel noted that all trellises were being inspected. A request was made for PML to provide the Finance Committee with amount paid to Axis Construction for trellis repairs in 2005. Mr. Bowers expressed concern that Roto-Rooter had not cleaned all garage horizontal sewer lines.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday August 21, 2006. There being no further business before the Board, the Meeting was adjourned at 8:45 p.m.

Respectfully submitted,


Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, June 19, 2006

ORDER

The Meeting, which was held at the Clubhouse, was called to order by President Dick Desautel at 7:00 p.m. Other Directors present were Lester Cutting, Jerry Stocker, and Louise Gulda. Director Gordy Soltau was unable to attend. Also present were Stephen Fox of PML Management Corporation and Fascia Project Coordinator Joe D'Agostino.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the Minutes of the May 15, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President – President Dick Desautel did not present a report.

Treasurer – Treasurer Lester Cutting reported that he meets regularly with the Finance Committee, generally prior to the monthly Board Meeting. Mr. Cutting, in reviewing the May 31, 2006 financial statement expressed concern that PML was not billing the 1100 Association promptly enough and suggested that the bill should be generated when invoices are coded for payment. In addition, Mr. Cutting was concerned about the cost of damages caused to common area landscaping by the contractor working on the fascia project.

Finance Committee – Treasurer Lester Cutting as Chair of the Finance Committee stated that the Committee was concerned about the rising cost of earthquake insurance and had suggested that the Board consider imposing an additional assessment to pay for the increased cost. Jerry Stocker suggested that a letter be sent to all owners explaining the reasons for the increased cost. It was agreed that PML should draft the letter and associated ballot form. With regard to the transfer of \$70,000 from Reserves to Operations to pay for the earthquake policy, the Board, on a motion duly made and seconded, ratified the transfer. Also, on a motion duly made and seconded, the Board authorized instituting a study to define more cost effective alternatives to the current earthquake coverage. It was agreed that Jerry Stocker should chair the task force. Mr. Cutting stated that the Committee had also discussed the issue of the Reserve Study and stated that Werner Sommer would follow up and contact Tom O'Neil of Reserve Analysis regarding the 2006 reserve study update. Mr. Sommer noted that the primary objective for the study would be to make it more "user friendly" and to have it completed before the 2007 Budget cycle starts in August.

Condo Fascia Project – Project Coordinator Joseph D'Agostino provided the Board with a summary of the status of the fascia project. He noted that, at 1230 the installation of the new shingle siding was 90% complete, and all six of the fascia corners had been repaired, and installation of the new glu-lam fascia board has been completed. At 1290, he stated that demolition on the building had been completed and installation of the shingle siding was almost completed. In addition, work on the hips had been completed and the new fascia boards have been installed with painting scheduled to start within two weeks. At 1280, the scaffold installation had been completed and demolition work was in progress and the blocking on the hips would be completed this week. Lastly, at 1202, the installation of the scaffold had been started. As for homeowner issues, there had been four windows broken since the project has started and Saarman had been dealing directly with the homeowners in getting the windows repaired. Also, a resident in the 1280 building had reported some cracked tile in the bathroom and this item had been passed along to Saarman for follow-up.

Building Representatives –

1202 (Marvin Jones) – Mr. Jones noted the fascia project had started today.

1204 (*Mary Dotten*) -- Ms. Dotten reported that walkway lights had been damaged. Landscape Chair Dan Kocher stated that he would provide a proposal to address replacement of the lights once the fascia project had been completed.

1230 (*George Holder*) -- No report.

1280 (*Gil Bowers*) -- Mr. Bowers noted that tiles had been broken in a shower enclosure due to the fascia project.

1290 (*Doug Cromack*) -- No report.

Townhouses (Dan Kocher) -- Dan Kocher noted that PML had sent a letter to 1276 regarding providing the Association with the required information about her tenants and about a dead tree in the back patio. It was agreed that PML should send a second copy of the letter if no response is received within 14 business days. Mr. Kocher also reported that the owners of 1260 provided evidence that their tenants had been given a copy of the Association's rules and regulations. He also stated that the owner at 1240 had been seen parking a commercial vehicle overnight in visitor parking.

Architectural Control Committee -- Committee Chair Marvin Jones noted that there were no applications pending approval.

Clubhouse/Pool & Spa -- Kaarli Bowers reported that, in an effort to reduce wear on the pool cover, she was conducting an experiment by keeping the pool uncovered during the summer months.

Landscape Committee -- Dan Kocher reported that because of concerns that more funds had been expended on landscaping than in prior years, he would reconcile landscape related expenses with PML for the period ending 6/30/06.

Unit #9 -- Dan Kocher reported that a survey was being conducted of the fence line behind the stone pines adjacent to Trinity Drive to determine what, if any, impact the position of the fence might have on Unit #9 property. Mr. Kocher also reported that the Sharon Heights Golf and Country Club was making good progress on the installation of the new cart paths and expected the project to be completed by the end of September. At that time the fire access gate to the golf course would be replaced.

Welcoming Committee -- Louise Gulda did not provide a report.

UNFINISHED BUSINESS

5.1. Insurance Review -- Pending results of investigation of earthquake insurance costs by Jerry Stocker.

5.2. Gutter Cleaning -- Action on this item was held over pending receipt of additional bids from American Raingutter and Professional Gutter Service.

5.3. 1025 Trinity Fence -- See Unit #9 report by Dan Kocher.

5.4. Changes in Law -- Pending Board review.

5.6. 1246 Interior Leak -- Steve Fox stated that according to A&B Roofing, the source of the leak at 1246 was not from the roof. It was agreed that A&B should provide a written confirmation.

5.8. Elevator Inspections -- Steve Fox noted that he was waiting for proposal from Star Elevator to complete repairs noted by the State Elevator inspection on 4/12/06.

5.9. Townhouse Terminix Plan -- Steve Fox stated that bids for providing "Centricon" type termite bait stations had been requested from Clark Pest Control and Franz Termite Control.

NEW BUSINESS

6.1. Emergency Preparedness -- Louise Gulda reported that she was in the process of determining whether Sharon Park Homeowners Association has a legal obligation for providing disaster preparedness in the event of an emergency. Notwithstanding, Louise stated that she was assembling a Disaster Preparedness information packet to be distributed to all residents at Sharon Park.

6.2 4th of July Party -- Dick Desautel stated that he would post flyers in the condo mailrooms and townhouse mailboxes informing all residents that there would a party on July 4th.

6.3 Condo Valve Replacement -- Gil Bowers provided each Building Representative with a map showing the locations of water control valves and requested each representative to verify valve location and size and whether the valve was in a locked closet or in a location that was out of reach. With regard to valve failure, Mr. Bowers stated that they have frozen open and closed without any apparent pattern. There was a question regarding accessibility to valves in locked closets and whether a set of keys should be maintained by the Board for access in the case of an emergency, but no decision was made.

6.4 Gate Code -- On a motion duly made and seconded, the entry gate code was changed to 3241, effective July 1. PML was requested to inform the 1100 Association of the new code.

PENDING ITEMS

1280-24 Termite Inspection -- PML was requested to follow up with Franz Termite Control to verify when the work would be completed.

Condo Termite Inspection -- PML was requested to follow up on the status of termite inspections by Clark Termite Company.

Condo Storage Room Waterproofing -- Steve Fox reported that a follow up had been issued to Authentic Restoration to provide a bid to waterproof the walls in the storage room for Khalil Khavari in the 1290 Building.

Condo Garage Lateral Sewer Line Cleaning -- PML was requested to follow up on the status of lateral sewer line cleaning.

5-Year Fire Sprinkler Repairs -- It was noted that Statcomm had been ordered to complete the required repairs.

HOMEOWNER FORUM

- Werner Sommer requested that the Minutes reflect that the Board had appointed him to meet with Tom O'Neil of Reserve Analysis regarding the forthcoming Reserve Study Update. It was noted that Mr. Sommer would be assisted by Herm Grothmann and Dan Kocher.
- Dan Kocher requested that the Board recognize the procedures that had been established regarding rental of the Clubhouse.
- A request was made for the Board to consider painting garage interiors, and Steve Fox stated that the Pascia Project painter, RMC Painting, had been asked to provide a bid.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday July 17, 2006. There being no further business before the Board, the Meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting

Monday, May 15, 2006

ORDER

The Meeting, which was held at the Clubhouse, was called to order by President Dick Desautel at 7:00 p.m. Other Directors present were Lester Cutting, Jerry Stocker, Gordy Soltau, and Louise Gulda. Also present was Stephen Fox of PML Management Corporation. Fascia Project architect Pat Keller and project coordinator Joe D'Agostino attended the meeting to report on the Fascia Project.

APPROVAL OF PREVIOUS MEETING MINUTES

On a motion duly made and seconded, the Board approved the Minutes of the April 11, 2006 Board Meeting as corrected.

AGENDA APPROVAL/CALENDAR REVIEW

The agenda and annual calendar were approved.

REPORTS

President - President Dick Desautel noted that the Board had approved by telephone poll an immediate reimbursement of \$6,769.71 to Charlotte Payne for repairs to her unit due to the 1204 roof leak existing at the time. On a motion duly made and seconded, the Board ratified the decision. Mr. Desautel also reported that he was in the process of gathering the recorded maps for the condo buildings. He noted that already had maps for 1202 and 1280 and requested the building coordinators to help provide the others.

Treasurer - Treasurer Lester Cutting gave a brief overview of the April 30, 2006 financial statement. Mr. Cutting also reported that he had received a draft of the 12/31/05 audit report from Amrik Chand, CPA and moved that the Board approve the draft for finalization and distribution to the membership. The motion was seconded and unanimously approved. In conclusion, President Desautel thanked Mr. Cutting for his efforts in tracking income and expenses for the Fascia Project.

Building Representatives -

1202 (Marvin Jones) - Mr. Jones noted the water related issues with unit #71. Mr. Desautel reported that Gil Bower and he were in the process of inventorying the water shut-off valves for each of the "stacks" of units. Once the number of valves has been determined, including those behind locket storage room doors, Gil & he will submit a proposal for replacing defective valves.

1204 (Claudia Brown) - Reported that the mailroom carpet had been stained by the water that leak from the storage tank. It was agreed that the carpet should be cleaned and PML should follow up. Ms. Brown also reported on a leak that occurred in her unit from the unit above. Ms. Brown also questioned the status of the outstanding painting project. Mr. Desautel suggested that this question could be addressed as part of the annual Board walk-around and copies of the PML action list would be provided to each building representative at that time. With regard to the schedule for the walk-around, it was agreed to table it until after the Fascia Project had been completed.

1230 (George Holder) - Nothing to report.

1230 (Gil Bowers) - Nothing to report.

1220 (Doug Cromack) - Mr. Cromack reported that the trellis was still not level and Joe D'Agostino was requested to follow up with Mr. Cromack.

Townhouses (Dan Kocher) - Dan Kocher reported that the party fence between 1222/1224 was in need of repair. Mr. Kocher also reported that Terminix had finally moved the "Centricon" bait stations that had been improperly installed in the lawn.

Condo Fascia/Trellis Project - Gordy Soltau reported that regular meetings were being held in the Clubhouse with the contractor, architect, project coordinator, and others to discuss the status of the work. He noted that the work schedule had slipped a little due to start-up issues but should pick up once these issues had been resolved. The issue of change orders was discussed by the project architect Pat Keller who stated that he had found dry rot in roof rafters and trim boards that had contributed to the soffets dropping. With regard to the cost of change orders, Mr. Keller stated that he was investigating costs and would report to the Association once he completed his evaluation. Both Mr. Keller and Mr. Soltau stated that the contractor, Saarman Construction was being very conscientious about ensuring that the work was being done properly. With regard to a concern about punctured tires, it was noted that Saarman would reimburse costs to have tires fixed that were punctured from project related nails and screws and residents could sent copies of paid invoices

to see Dr. Agostino for reimbursement. President Dick Desautel summarized by stating that all necessary items of repair would be addressed as part of the project. Then followed a brief question and answer period during which time a homeowner was advised that the impact of change orders on the overall project cost was unknown; however, Mr. Desautel did state that there was a 15% contingency allowance for such things. Mr. Desautel also stated that Building 1230 was the prototype for the work and should answer most design concerns as the work on the building progresses.

Architectural Control Committee – Committee Chair Marvin Jones reported that an application from 1252 to make some patio renovations had been received and had been approved by the Committee. The Board unanimously confirmed the Committee’s approval.

Clubhouse/Pool & Spa – Kaarli Bowers reported that a new spa pump had been installed and a new spa cover had been ordered. With regard to the pool cover, Ms. Bowers advised the Board that the existing pool cover was worn out and would need to be replaced within the next six months.

Landscape Committee – Dan Kocher reported the following:

- That he had met with the Country Club management today to discuss the status of various projects. He noted that installation of the new concrete cart paths had been delayed by the rain, and therefore would not be completed until the end of July. As part of the project cement trucks would be pulling off the roadway in the area at the end of the stone pines and at fire gate across from townhouse 1260 to unload concrete. Mr. Kocher stated that this would impact the two locations for about three weeks during the hours of 8 am to 5 pm, Monday through Friday. Mr. Kocher noted that he would closely monitor the condition of the road/asphalt and the Country Club had agreed to repair or replace, as most appropriate, any damaged asphalt with necessary repairs being done next Fall when the major asphalt resealing work is completed.
- That the irrigation system at the end of the stone pines had been broken at the point where the Association’s system meets the country club system. He noted that the Country Club would have the gardeners fully repair everything, and once the cart path work is complete, the Country Club will plant turf on that area which will result in it looking better than it ever had before.
- That the work on the tees behind 1204 continues. Shrubs would be removed to enhance the view and Cotoneaster would be used on the hill side to create a seamless look for the golfers and for the Association members. In addition, the crepe myrtle tree and Xylosma would be removed and the laurels would be shaped and trimmed.

Unit #9 – Dan Kocher stated that the condition of the asphalt should be watched because the heavy equipment that is being used in the condo construction project is breaking up the asphalt, exacerbating the cracks, and in some places causing the asphalt to crumble. Mr. Kocher noted that when the project is complete, an assessment of how much asphalt would need to be replaced should be conducted.

Welcoming Committee – Committee Chair Louise Gulda distributed the Committee’s mission statement which is attached as a part of these Minutes.

UNFINISHED BUSINESS

There was no unfinished business for the Board to consider.

NEW BUSINESS

5.1 DIC (Earthquake) Insurance Renewal – The Board discussed the proposals from BAI for earthquake insurance coverage (DIC) and noted with concern the sharp increase in premiums. Proposed costs were summarized as follows:

| | | | |
|-----------------------------------|---------------------|-------|--------------------|
| Current | | | |
| \$15,000,000 with 7.5% deductible | | | |
| Scottsdale | \$ 5,000,000 | Incl. | |
| Essex | \$10,000,000 | Incl. | |
| Total Premium | | | \$36,002.17 |
| | | | |
| Proposed | | | |
| \$15,000,000 with 7.5% deductible | | | |
| Scottsdale | \$ 5,000,000 | | \$35,757.99 |
| Landmark | \$ 5,000,000 | | \$25,793.75 |
| Subtotal | \$10,000,000 | | \$61,551.74 |
| Redland | \$ 5,000,000 | | \$15,275.00 |
| Total Premium | | | \$76,826.74 |

After discussing the pros and cons of eliminating DIC coverage, or purchasing \$10 million instead of \$15 million, the Board unanimously approved a motion resolving to retain the same coverage of \$15 million at a cost of \$76,826.74. The Board also discussed the differential cost over the 2006 budget and how it would be paid. It was agreed that the issue should be turned over to the finance committee for its input.

5.3 Gutter Cleaning -- Steve Fox reported that bids for cleaning gutters had been requested from: American Rain Gutters, Ace Rain Gutter Service, Professional Gutter Service, and Bright Outlook.

5.3 1025 Trinity Fence -- It was reported that the owners of 1025 Trinity were claiming that the fence between their property and Unit #9 was 4-ft. inside the property line. It was noted that, at the direction of Dan Kocher, Chair of Unit #9, the matter had been turned over to attorney Tom Fier for action.

5.4 Condo Garage Lateral Sewer Line Cleaning -- On a motion duly made and seconded, the Board approved a proposal by Roto Rooter to flush 2" and 4" lateral sewer lines at a cost of \$1,625.

5.5 Changes in Law -- Steve Fox reported that, on July 1, 2006 two significant changes in Civil Code would become effective. Section 1365.2 would allow a member of the Association to inspect and obtain copies of certain financial and other records. He also reported that Section 1363.03 would significantly change the election and voting procedures for the election of directors. Mr. Fox requested that the Board review a draft of the two changes in law for consideration at a subsequent Board meeting.

5.6 1246 Interior Leak -- Pending.

5.7 4-Year Fire Sprinkler Repairs -- On a motion duly made and seconded, the Board approved a proposal by Statcomm to make repairs discovered during the inspection of the standpipes in the condo buildings.

5.8 Elevator Inspections -- Action on this item was held over pending receipt of a proposal from Star Elevator to complete repairs noted by the State Elevator inspection on 4/12/06.

5.9 Townhouse Termite Control -- It was noted that Terminix had proposed renewal of its Centricon Termite Bait program at a cost of \$2,796 per year. The Board expressed concern about the lack of service provided by Terminix, and requested that PML obtain competitive bids for the work from Clark Pest Control and Killroy Pest Control.

PENDING ITEMS

1280-24 Termite Repairs -- It was noted that local treatment by Franz at a cost of \$390 would be completed during the week May 22.

Condo Termite Inspection -- Pending completion by Clark Termite Company.

Condo Storage Room Waterproofing -- Pending proposal from Authentic Restoration to waterproof the walls in the storage room for Khalil Khavari in the 1290 Building.

HOME OWNER FORUM

There was no Homeowner Forum.

ADJOURNMENT

It was noted that the next Meeting would be held on Monday June 19, 2006. There being no further business before the Board, the Meeting was adjourned to Executive Session at 8:50 p.m.

Respectfully submitted,



Stephen A. Fox
PML Management Corporation

SHARON PARK HOA "WELCOMING COMMITTEE"

The "Welcoming Committee" is comprised of Building Representatives. The Board Secretary is acting Chair.

Meeting: The Committee met on Monday, May 8, 2006, at 7:30 pm in the Club House. Present were Marvin Jones (1202), Claudia Brown (1204), Gil Bowers (1280), Doug Cromack (1290), and Dan Kocher (Townhomes). George Holder (1230) was absent. Louise Gulda (Board Secretary) chaired the meeting, which was held informally.

Goals: The meeting was held for the purpose of establishing a viable system for welcoming new residents (owners or leasors). It was an open forum for discussion by the committee members who are, as building representatives, the most obvious first responders for new residents. The committee members decided the following issues:

1. In order to acquaint new residents with customs at Sharon Park, the building rep will make a first phone contact as soon as the resident has moved in so as to familiarize him/her as soon as possible with the person to get in touch with.
2. At the convenience of the resident, the rep will stop by to introduce him/ herself briefly, and present the following papers if the resident does not have them:
 - a) The Guide to Living pamphlet;
 - b) Residents' Information sheet (kindly provided by Gil Bowers);
 - c) HOA "Reminders for Condominium Owners & Residents" (can be modified for townhomes);
 - d) Clubhouse rental agreement form;
 - e) Architectural Control Approval Request form;
 - f) Representative's name, address, phone and email numbers.
3. While it is important to establish a welcoming environment, privacy is a paramount consideration. In order to avoid intrusiveness, reps will keep their contact call and visit brief; the objective is simply to give the resident confidence in knowing there is someone knowledgeable they have met and can call if needed.
4. Having more than one person call on the resident is unnecessary. If a rep cannot make a call, he/she shall contact a board member to follow through for them.
5. Reps will remind the resident to scan mailroom bulletin boards and read the newsletter to be alerted to upcoming meetings and events. The two annual social gatherings should be mentioned.
6. The secretary will act as clearinghouse, and will get updated information on incoming residents from PML, inform the rep involved, and get a post-visit report from the rep with relevant information.

A summary of reps' responsibilities as 'welcomers' was distributed in a packet with copies of relevant paperwork. Mr Holder was provided with a packet at his home.

The committee members agreed that unless circumstances changed, no further meetings were required for the next several months. A follow up meeting can be held after the summer to discuss how the system is working. Issues or ideas that arise can be emailed or called in to the Secretary at any time.

Respectfully,

Louise Gulda May 15, 2006
Board Secretary