



### BOARD MEETINGS

- *Per HOA Rules: 4-days' notice to be given before a regular Board Meeting and 30-days before the Annual Member Meeting*
- *Board minutes are reviewed and approved at subsequent Board Meetings*
- *All Owners are invited to attend and during the open forums, voice concerns and ask questions*

**2023 First Scheduled Board Meeting** (see website for all other 2023 scheduled board meetings)

January 19 (Thursday) 6:00pm Annual Member Mtg. and immediately after, Regular Board Mtg.

### HOLIDAY PROPERTY SCHEDULE

#### **FRONT OFFICE CLOSED ON THE FOLLOWING DAYS:**

Thursday & Friday, November 24-25 (Thanksgiving)

Friday, Dec 23<sup>rd</sup>, Monday, Dec 26<sup>th</sup> to Friday, Dec 30<sup>th</sup>

Monday, January 2<sup>nd</sup> closed all day

#### **REDUCED JANITORIAL SERVICE**

Slightly reduced services from December 9 through 30 – with no services on Wednesdays 12/16, 21 and 28.

Please be extra mindful during December with trash and litter and please help keep the property organized.

#### **PACKAGES & PACKAGE ROOM**

Please track and retrieve packages quickly to help keep the PACKAGE ROOM organized and available for new deliveries. If you see packages left outside the front door (or in Lobby) we appreciate your help in moving them into the lobby (or Package Room). Oversized packages can be picked up 9pm-10pm daily or during office hours.

### CHRISTMAS TREE RECYCLING

January 2-13, 2023, please place all trees in the front sidewalk to the west of the front parking entrance:

- All trees must be free from ornaments, lights, tinsel, decorations and plastic, metal or wood bases
- All trees must be 6' or less – otherwise must cut in half
- See website for more information on exact location or contact the Onsite Manager's Office

### MESSAGE FROM YOUR BOARD PRESIDENT

*This has been a transformative past year here at Petrini. Our new Onsite Property Manager, Anne Leyva, has just marked a very successful one-year anniversary. We've completed many large and substantial projects and have streamlined the front office and operation. Many of our lives have returned to a more normal, "post-Covid" routine.*

*Our focus has been on updating and improving the property, improving services received from vendors and services we offer from our front office, reducing costs and making the property more secure. Next year, we will continue these efforts and perform a major refresh of the exterior of our property along with continued maintenance to prepare Petrini for another two decades. The next few pages outline accomplishments from 2022 and what to look forward to in 2023.*

*Overall, we've received very positive feedback from residents and most notably from many of our vendors about improvements and better processes. The Board thanks everyone for their patience and cooperation as we continue to make Petrini Place ready for the future. Happy, Peaceful & Safe Holidays!*

David Polifko  
HOA Board President

## 2022 PROPERTY UPDATES

**Security:** Security is a high priority for the Board and Property Management. Over the past year we have installed:

- 10 new strategically placed cameras and upgraded our digital recording system. This has greatly improved visibility to help quickly identify and observe intruders and trace their path into and around the property.
- Sounder alarms around the perimeter entrances that can be triggered from the office to deter active intruders.
- Expanded metal mesh throughout the divider wall in the C-Level garage to prevent break-ins through the chain link.
- Welded steel panels to 2 Masonic and 2 McAllister gates to prevent climbing and unlocking from the exterior.
- A full-length, commercial latch guard on the Package Room's lobby door to further secure the space.

**New Package Room, redesigned Common Room & upgraded Gym:** All projects were completed this year and are fully functional. Common Room reservations can be made through our website. The Package Room and Gym are open 24/7.

**Plumbing Waste Line Cleanout:** This project was successfully completed with the cooperation of first floor residents. Next cleanout will be less intrusive and faster based on this successful operation.

**Dryer Exhaust Duct Cleaning (with optional in-unit cleaning):** Property dryer exhaust ducts were cleaned along with many owner participants for in-unit cleaning, resulting in reduced fire hazards and more efficient operation.

**Trash & Recycling:** Reduced the number of Blue Bins and redistributed their placement on the property saving substantial costs. Residents need to continue to make efforts to separate out all trash, recyclables and food waste.

**Telephone Provider Changes:** Finalized the switch from AT&T to a new low-cost provider and removed unnecessary phone lines, saving a substantial sum of money going forward.

**Fire Panel Upgrades:** Several repairs and upgrades have been made to our fire system, which improves reliability and saves costs. We continue to replace any faulty detectors as needed across the property and regularly test our system.

**In-Unit Fire Alarm Sounder Test and 5-Year Sprinkler Head inspection:** With the cooperation of all residents, we tested both systems and will complete repairs by year's end.

**Landscape Spigot Refurbishment:** In preparation for our new landscapers and to reduce leaks and water waste, all spigots inside the property were refurbished with new valves.

**New Landscapers:** We welcome Gardener's Guild as our new landscapers who will water, trim and clean our property every Wednesday morning. We will work with them to reduce water usage and to keep our plants healthy and beautiful.

**Front Door Entry Callbox:** The Front Door Entry Callbox was upgraded with online programming and VoIP calling. This upgrade allows any area code to be used and quickly programmed over the internet – removing an expensive phone line.

**Window Repairs Continued:** For all non-original owners (original owners can contact Milgard directly under their warranty), the HOA pays for and performs 3 measuring, ordering and repair cycles per year. Contact the front office for information.

**Water Shutdowns for Repairs & Renovations:** In 2022, 6 Shutdowns will have been performed with significant speed and low water waste. Shutdown repairs are organized by Onsite Management and costs are reimbursed by participants.

**Continued Energy Use Reduction:** New boilers and storage tanks along with LED lighting have reduced our energy usage while providing a consistent supply of hot water and safe and consistent property lighting. Our zero-interest loan from PG&E has several years remaining after which we will see a significant drop in our energy bills.

**Budget Review:** We continue to perform detailed reviews of our annual expenses to find ways to reduce costs and improve services. 2023 HOA fees increased only 5.5% on average vs. higher nationwide inflation of over 8%.

## 2023 UPCOMING PROJECTS

In addition to regularly scheduled cleaning, maintenance and repairs coordinated by our Onsite Manager, we will be scheduling several specific projects in the upcoming year. Updates for these projects will be discussed at Board meetings, progress will be posted on our website and any participation required from residents will be communicated in advance by email.

**Roster Update:** We will conduct another survey to ensure our roster is up to date with residents' names and contact information as well as pet and rental information.

**Central Elevator Hydraulic Pump Replacement:** Although still safe and functional, the Central Elevator needs repairs on the hydraulic pump that will require the elevator to be out of service for 1-2 weeks in the coming months.

**Electronic Door Lock Campaign:** Our front office will investigate the possibility of coordinating the purchase and installation of "electronic deadbolts" on units that sign up and are willing to pay for the lock and installation. Electronic deadbolts are less costly than calling locksmiths when locked out of your unit. They also facilitate entry for emergencies or for property maintenance by using codes instead of keys. By purchasing locks in bulk and coordinating the installation, we hope to pass on significant savings and convenience to residents who have yet to install them.

**Landscaping Improvements:** We will enlist our new Landscaping company to help prepare a comprehensive plan and budget for improvements to the 134 Planters, 5 trash bins and 14 courtyard benches at Petrini. Improvements could include replacement and/or refurbishment of planters, planting materials and repairs to pot lighting and irrigation.

**Access System Replacement:** We are reviewing options to replace Petrini's Access System with a more secure, internet programmable and easily trackable system of hardware (fobs, garage door openers, cards and readers) and software (monitoring and programming). We will continue to study available systems, costs and availability.

### 2023 Petrini Projects:

These are a group of special projects including:

- Painting and sealing of the exterior surfaces
- State mandated deck inspections
- Gutter and downspout and metal repairs

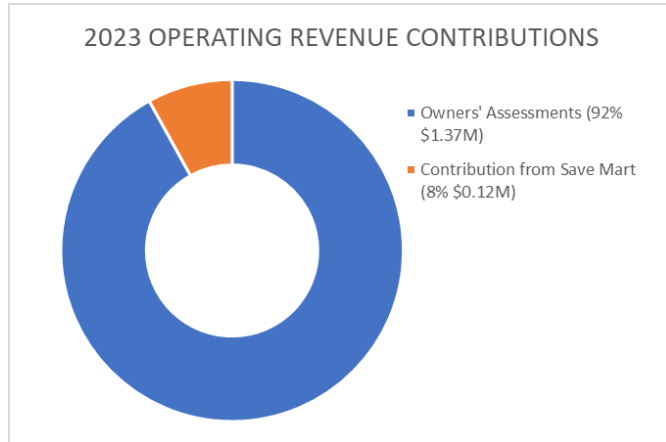
All of these should be done simultaneously to utilize common scaffolding to save significant time and costs.

Since the funds for these projects have not been budgeted in prior reserves, there will be several options available for raising funds to complete them in 2023.

More information on these projects including the funding options will soon be available on our website and will be discussed in the January Board meetings. We encourage all owners to attend and participate.

## 2023 BUDGET HIGHLIGHTS

### 2023 PETRINI BUDGET - REVENUE:



#### 2023 OPERATING REVENUE

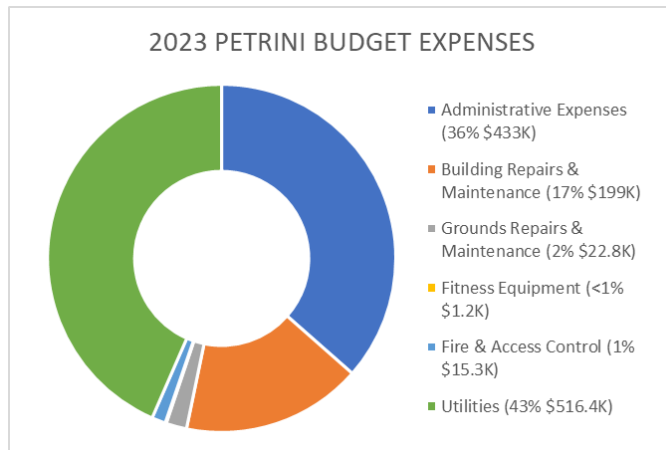
Owners' Assessments	\$	1,371,354
Contribution from Save Mart	\$	119,929
<b>SUBTOTAL</b>	<b>\$</b>	<b>1,491,283</b>

#### TRANSFER TO FUND ACCOUNTS

Reserve Funding	\$	(237,000)
Reserve Funding-JM Reserve	\$	(65,880)
<b>SUBTOTAL</b>	<b>\$</b>	<b>(302,880)</b>

**NET OPERATING REVENUE \$ 1,188,403**

### 2023 PETRINI BUDGET - EXPENSES:

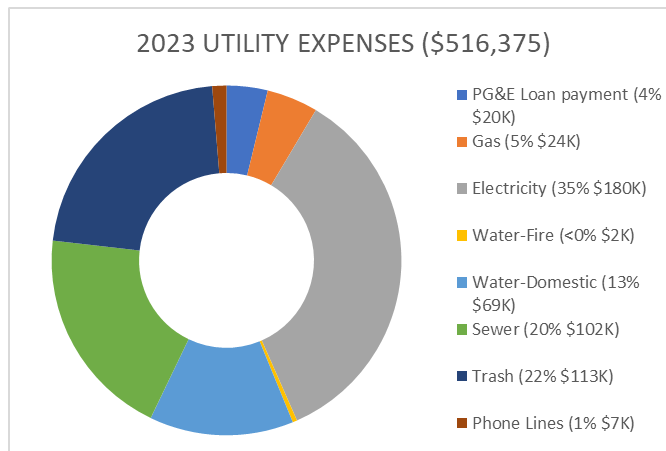


#### 2023 EXPENSES

Administrative Expenses	\$	433,651
Building Repairs & Maintenance	\$	199,126
Grounds Repairs & Maintenance	\$	22,780
Recreation (Fitness Equipment)	\$	1,200
Fire & Access Control	\$	15,271
Utilities	\$	516,375

**TOTAL EXPENSES \$ 1,188,403**

### 2023 PETRINI BUDGET – UTILITIES:



#### 2023 UTILITY EXPENSES

PG&E Loan Payment	\$	19,586
Gas	\$	24,516
Electricity	\$	180,000
Water-Fire	\$	2,130
Water-Domestic	\$	68,783
Sewer	\$	101,612
Trash	\$	112,999
Phone Lines	\$	6,750
<b>SUBTOTAL</b>	<b>\$</b>	<b>516,375</b>

Water (Hot & Cold), Natural Gas to make Hot Water, Sewer and Trash make up 60% of our Utility Expenses. All residents can help keep these costs down by better recycling and increased use of the green bins, washing laundry in cold water, shorter showers and fixing leaky faucets and toilets.

## **GENERAL SECURITY REMINDER**

For the safety of yourself and fellow residents, please:

- Do not let anyone in unless they show you a key fob
- Wait until doors fully close before exiting and entering (including garage doors)
- Meet all deliveries at the front entrance - No "food drop offs" outside or inside the front door

*Anytime an unknown person is let into the property,  
security is compromised for all residents*

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*Please be alert and help keep Petrini Safe!*



## **QUESTIONS OR CONCERNS ABOUT PETRINI PLACE?**

For news, documents, Board Meeting dates, contact and local information visit:

[www.thevillageatpetrinipace.com](http://www.thevillageatpetrinipace.com)

For issues specifically for the Board to address:

- Email [boardpresident@thevillageatpetrinipace.com](mailto:boardpresident@thevillageatpetrinipace.com)
- Owners can attend HOA meetings and discuss issues during open sessions.

For emergency, maintenance, or security:

Bay West Property Management

- EMERGENCY RESPONSE **415-445-2132**
- Office Hours 9AM-5PM, M-F 415-345-1270 (Reception X200, Colin Lynch X222)
- Non-emergency: Offsite Property Manager Colin Lynch [clynch@bwpm.com](mailto:clynch@bwpm.com)

Onsite Property Manager: Anne Leyva [petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com)

- M-F 8:30AM-5PM - OFFICE 415-931-6423 (office located at main entrance courtyard)

Evening Security (located in Onsite Property Manager's office)

- 9PM-8AM DAILY - SECURITY CELL 415-535-4785

For general community questions regarding parking spaces for rent, questions on appliances, etc.:

The optional and private Google Group all residents are welcome to join is **thevillageatpetrinipace**. Visit the LOCAL INFO page of the website for link to join or click: <https://groups.google.com/forum/#!forum/thevillageatpetrinipace/join>  
(not monitored by the Board or Bay West – please do not expect official replies or maintenance responses)