

## **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*

### **2023 Remaining Board Meetings**    *(see website for tentatively scheduled 2024 Board meetings)*

September 28 (Thursday) 6:00pm "Regular" Board Meeting

## **HOLIDAY PROPERTY SCHEDULE**

**FRONT OFFICE CLOSURES:** Thu & Fri, Nov 23-24 (Thanksgiving) - Mon, Dec 25<sup>th</sup> & Tue, Dec 26<sup>th</sup> - Mon, Jan 1<sup>st</sup>

### **PACKAGES & PACKAGE ROOM**

As the holiday season approaches, there will be a significant increase in package deliveries. Please track and retrieve your 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 9-10pm daily or during office hours in the Maintenance Rm.

## **MESSAGE FROM YOUR BOARD PRESIDENT**

*This past year represents a milestone at Petrini. We had our first, successful, member-approved special assessment to cover a variety of needed and legally required inspections and maintenance. This special assessment was necessary to reduce the impact on our existing reserves and future budgets. During this project we uncovered additional defects that could have only been seen with the use of scaffolding shared with all three project components: painting, deck inspection and metalwork. As this project wraps up, we know that Petrini is ready for another decade standing up to the elements. We also hope that everyone appreciates the fresh and clean new look.*

*As a fellow owner and resident, I want to thank everyone for your patience and sacrifices over this past year. The added burdens of the special assessment and the inconvenience of scaffolding and workers has been difficult for many of us. As we can now see the conclusion of this major project, we can all be assured that Petrini is prepared for the future and can be proud to call Petrini home.*

*Our front office and onsite property manager have been quite successful over the past two years with transforming and automating many Petrini processes. Offering a high quality of service to residents and ensuring the smooth operation of our property has produced significant, positive and visible results.*

*On this note, we are all extremely sad to see Anne Leyva depart. She has demonstrated all the qualities of an excellent manager. Without her involvement over the past few years, we would not be in the strong position we are in today. We can't thank her enough and wish her well in all her future endeavors!*

*We have been fortunate though, to have found our new Onsite Manager, Alex Otto. Alex has been training with Anne and we have confidence that he will be a good steward of our property and will continue the excellent service to residents and competent management of vendors and property maintenance. Welcome Alex!*

*Lastly, all Owners should have recently received a "CALL FOR CANDIDATES FORM" to nominate themselves for the 2024 Board. I encourage owners who would like to participate and be actively involved in Petrini's success, to submit their completed forms before September 21<sup>st</sup>. If you have any questions about becoming a Board member and its responsibilities, please email me at [boardpresident@thevillageatpetriniplace.com](mailto:boardpresident@thevillageatpetriniplace.com)*

David Polifko,  
HOA Board President

## 2023 PROPERTY UPDATES

**2023 Petrini Projects:** Owners have been receiving comprehensive management updates since the beginning of the year. Residents also receive up to date information from onsite signage. The project's timeline has extended and budget increased due to additional, necessary maintenance that was only discovered from closer property inspections facilitated by scaffolding. We currently estimate that the majority of all work will be completed by the end of October.

Note that painting of unit front doors will start next week. We will send out more info and update the website with specific times and dates that your door will be painted. Your cooperation in being home for your painting window is appreciated.

**Security:** This topic continues to be one of the highest priorities for the Board and Property Management. In 2023 we:

- Installed 7 new cameras and upgraded 3 within the inside courtyard. These are the last remaining cameras to be added to our network video recording system. With these cameras and recordings, we can monitor the vast majority of our property and trace intruders inside and out, monitor violations and overall provide a higher level of security.
- With all of the recent improvements, including steel panels on the mesh gates, upgraded C-Garage fencing, new latch guards and property entrance sounders, there has been a large reduction in attempts to break in, do damage or steal from Petrini.
- We do caution residents that our weakest link in our security remains residents who don't check FOBS before letting someone into the property, buzz delivery people in without meeting them and leaving garages without observing the gates full close.

**Doors & Gates:** Unfortunately, the recently refurbished C-Level Garage sectional gate broke this past spring and was not able to be repaired. We invested in a new custom sliding gate which will provide many years of operation with minimal service. We continue to maintain and service all security entrances and electronic access systems.

**Trash & Recycling:** The majority of residents continue to be diligent in separating out trash (Trash Chutes), recyclables (Blue Bins) and food waste (Green Bins). We still need some residents to make a stronger effort – especially in not throwing recyclables into the blue bins in large plastic bags (empty the bags into the Blue Bin and put empty bags in regular trash. Also, where possible, use our Green Bins (out near the front office) to reduce the volume of regular trash. Petrini does save money with Blue and Green bin use.

**Garage CO Sensors:** All Garage CO Sensors have been replaced and the system has been serviced.

**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 2023, we have been able to keep water shutdowns to a minimum yet still provide ample opportunity for repairs for residents. The front office successfully schedules, hires and separately invoices individual units for most plumbing repairs. For low shower temperatures or potential new washing machine installation, please contact the front office for more information.

**Water Leaks, Floods & Damage:** Over the past year we have had an increase in water leaks. Most have caused significant damage inside the originating unit as well as adjacent units. Petrini's insurance policy typically covers damage after the responsible party pays the deductible. Some causes have been unpredictable and random. In other cases, lack of preventative maintenance or resident errors have been the culprit. We encourage everyone to keep toilets maintained and reduce clogs, install leak detectors around appliances like your washing machine or refrigerator, and lastly do not have washer/dryers installed on weekends or after business hours. Contact the front office with any questions.

**Budget Review:** For the majority of 2023 we have been operating within our budget. However, with additional property work (the new C-Level Garage gate), significant costs in deck repairs and in mid-year staffing changes, we will see a lowering of our reserves and perhaps a deficit in our operational budget. As the 2024 budget is now being prepared, we continue to consider where we can reduce costs while still replenishing our reserves. Updates will be provided to members at the upcoming September 28<sup>th</sup> Board Meeting.

## 2024 UPCOMING PROJECTS

Each year there are regularly scheduled cleaning, maintenance and repairs coordinated by our Onsite Manager. Petrini is a large and complex property with a variety of systems.

**Resident Cooperation:** In some cases, we require the cooperation of residents for entry into their unit for inspections (sprinklers, fire sounders, window damage, water temperatures or to document any problems). In other cases, we must perform specific maintenance from inside the unit (waste/drain cleaning, dryer vent cleaning, snaking drain lines). We appreciate everyone's cooperation with our Onsite Manager who must coordinate and schedule both vendors and residential access. Please remember that there are 134 units at Petrini, and in some cases only one or two days to do certain work. In many cases it is difficult to accommodate specific days and/or times for entry into your unit.

*If you can't be home, please make sure that either we have a key or temporary electronic door code, or you have a neighbor or friend provide us access. Note that if a vendor has to schedule an additional visit if someone didn't originally provide access, it could cost the association a significant amount of additional money (and in some cases the originally unavailable owner or owners may pay for this additional visit).*

Lastly given the Special Assessment and extent of the 2023 Petrini Projects, we have purposely delayed several projects. As the property gets back to a normal rhythm over the next several months, we will return to address the following:

**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.

**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 may be able to pass on some savings and convenience to residents who have yet to install them. In the meantime, owners can pursue adding their own electronic deadbolt on your front door.

**Landscaping Improvements:** We are working with 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. This past year we have trimmed and removed dying and damaged plants and trees.

**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 continue to study available systems, costs and installation complexity.

**Carpet Cleaning:** Once the hallways and front doors are painted, we will schedule carpet cleaning.

**Courtyard Power Washing:** We will evaluate the need for power washing this fall after the painting project is finished. RMC, our painters, have been power washing sections of pavers after they finish painting exteriors. If this cleaning is sufficient, we can move power washing into 2024.

**Window Washing:** With the new window caulk and paint, we may postpone window washing until 2024, when the caulk and paint are fully cured and able to be cleaned without potential damage.

## **GENERAL SECURITY REMINDERS**

For the safety of yourself and fellow residents, please:

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

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

**Be alert and keep Petrini Safe!**



PETRINIPLACE.COM

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

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

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

For issues specifically for the Board to address:

- Email [boardpresident@thevillageatpetrinipalce.com](mailto:boardpresident@thevillageatpetrinipalce.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: Alex Otto [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 925-375-2732 (new number)

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 **thevillageatpetrinipalce**. Visit the LOCAL INFO page of the website for link to join or click: <https://groups.google.com/forum/#!forum/thevillageatpetrinipalce/join>

*(not monitored by the Board or Bay West – please do not expect official replies or maintenance responses)*