

MESSAGE FROM YOUR BOARD PRESIDENT

As we close out this year, I want to thank all owners and residents for your support and patience over the last several years. I also want to thank the other Board members (Larry, Nilda, Rony and Susannah), Colin Lynch and Alex Otto for their significant contributions to all of our recent endeavors. Our major projects, both state-mandated and those necessary for the preservation and maintenance of our property, are finished. Although we will always have smaller maintenance and repairs to complete, Petrini has finally settled into a more comfortable and quiet daily routine.

With everyone enjoying our renewed and well-managed property, the Board continues to work to reduce costs and monitor expenses. The unfortunate shock to us all last year was the substantial increase in our property insurance premium. We were stunned that not only was our policy not going to be renewed, but we also couldn't obtain a new one until the last minute AND the premium was 10x more than our old one. As our HOA governing documents require us to be fully insured, this triggered an emergency special assessment (ESA) to cover the additional premium for 2024.

Being proactive for 2025, the Board crafted the 2025 Budget earlier than normal, in the summer to give owners an opportunity to budget for continued high premiums. We also sent out ballots for a special assessment to cover the added cost anticipating no reduction in our insurance premiums.

However, the GREAT NEWS is that we were able to work with our insurance agent to reduce the 2025 premium by \$346,828. The reduction is spread across our HOA portion (60%) and the Lucky portion (40%). Overall, this reduces the Petrini HOA portion by \$208,097 resulting in a much-lowered special assessment for the amount not covered by the regular budget. It also translates to average per unit savings of \$1,533 over last year. We were also able to get the deductible lowered to \$75,000 (from last year's \$100,000).

We all feel greatly relieved about the lower premium and hope that in subsequent years, as the state of California's insurance industry gets stronger, it will continue to drop. Additionally, we will continually review all existing expenses (including insurance) and vendor contracts to ensure that we always pay only what is necessary. We have excellent oversight of all budget items and owners can be confident that all measures have been taken to minimize costs.

Rest assured that for 2025, the approved budget includes only expenses that are necessary and required to safely, well-manage and operate our property. It does not include extras for special projects, improvements or new amenities. It is designed to include a typical 5% inflation increase and an amount needed to pay for the larger insurance premium. All of these budget items are transparently discussed and presented to our members. Questions can be asked either in Board meetings or directly to Board members and property management at any time. Our goal is only to have our monthly contributions go towards necessary expenses and building our reserves.

This also means that until insurance rates get back to a reasonable level, several projects that we had hoped to work on may continue to be postponed. Fortunately, delaying these projects will have a minimal impact on our daily lives. Such projects included landscaping upgrades, new gym equipment, replacement of our FOB and garage door opener system and considering EV charging outlets.

Our next Annual Meeting is scheduled for January 16th, 2025, at 6pm. I encourage owners to participate and return their ballots before then, so that we can have a quorum to hold the meeting and elect next year's Board.

Thanks to everyone who helps make Petrini a great place to live in San Francisco. It's been a pleasure to work on your behalf. Happy Holidays and a Happy New Year!

David Polifko, HOA Board President

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*

2025 Scheduled Board Meetings

- January 16 at 6:00pm, Annual Board Mtg. – Zoom
- January 23 at 6:00pm. Reconvened Annual Board Mtg. (should quorum not be met on 1/16) – Zoom

We hope to reconsider in-person Board meetings again in the Common Room, which were stopped during Covid. The advantages of Zoom calls, however, are that remote and traveling owners can participate and we can easily share spreadsheets / information on the screen.

2024 PETRINI HOA ACCOMPLISHMENTS

C-GARAGE: Added additional fencing, fencing reinforcement and welded steel panels to prevent intruders from breaking the fence, climbing over it or breaking into the doors. Added new door jamb and door handle protection. Replaced door components to ensure more reliable operation. These efforts, in addition to our new garage gate, maximize security for the C-Level garage. As with all garages, the weakest link is residents leaving the gate area before it is fully closed.

FRONT ENTRY WATER LEAK: Through very effective troubleshooting, we were able to locate the source of the several year-long water leak, repair it and limit damage. The front entry courtyard fire riser had a very small, rust induced crack in a portion of the pipe that was under the topping slab. This leak flooded half of the front entry courtyard (in a layer between the main slab and topping slab) pushing water on the front sidewalk. Once the leak was uncovered and located, the pipe was replaced and the waterproofing and topping slab restored. The sidewalk was also repaired. We saved a tremendous amount of money by using our methodical approach, studying property drawings and asking the right questions. The final step is to restore the planters to their original location and replace one broken planter with a spare we have in storage.

2025 BUDGET PREPARATION: The Board's goal was to have the budget prepared well in advance of the September Board meeting to allow Savemart and homeowners time to budget for anticipated increases (mainly due to the insurance premium). We also reviewed all of our service providers, their contracted costs as well as utilities, to see if there were any further cost savings. The final budget was discussed at an open Board meeting, approved and details were sent to members. And as promised, when we recently received notice of a reduction in our insurance premium this past November, the overall budget was reduced accordingly and these savings passed directly to owners. This past year's budget (2024) is performing very well as was discussed in the past few Board meetings.

PETRINI INSURANCE: As noted in the Board Presidents Message, the Board worked hard to obtain a significant reduction in our 2025 premium (with identical coverage and a smaller deductible). This premium reduction will be reflected in reduced special assessment amounts for each unit. The special assessment was needed to cover the excess amount of insurance that couldn't be included in the regular HOA fee. The Board is limited in how large of an increase we can institute in one year without a member vote. So, when our regular budget, with the maximum allowed increase in fees can't cover all expenses, there needs to be a special assessment to make up for the remainder.

For all owners, if you haven't already done so, we encourage you to review your existing insurance – as the Petrini Policy's deductible is now \$75,000 (this is still way above the prior \$10,000). This deductible shifts the burden of most insurance loss payouts to the owners – as most losses are less than the \$75,000 threshold for our policy to start paying. For those needing Evidence of Insurance, Condo Policy Information or Recommended Condo Policy Coverage, please see the DOCUMENTS page of our website to download (new policy docs will be added when available). We also encourage renters to have their own rental policy to insure their personal property which is typically not covered under the owner's policy.

CONTINUED WORK WITH SAVEMART / LUCKY: The Board and Bay West have worked very hard with Savemart (Lucky's parent company) and Lucky store representatives to ensure a clean, safe and well-maintained storefront and garage. We have made significant progress over the last year. Lucky routinely cleans trash from the front façade along Fulton, they power wash the façade once a week and have removed graffiti from their loading dock door. Additionally, we have

negotiated with them to remove planters and picnic tables which have provided a place for dumping and homeless to use, especially after business hours. They have also agreed (but have not finalized contracts) to remove all the old plants and shrubs along Fulton and to replant them with appropriate, drought-tolerant plants in addition to repairing the irrigation system. We have also gotten word that they are in progress to contract with a management company for the commercial garage. If this happens, the gates will be repaired and access will be limited, providing more safety and cleanliness. Also, all the hugger stores next to the Lucky store (Boba shop, old CHASE and nail salon) have been sold and the new buyer is eager to make the property presentable for renting. We welcome these new changes!

JANITORIAL: This year we transitioned from a full-time employee to contract out DOME Cleaning service (with two great DOME employees alternating here). Even though we reduced cleaning hours to four days a week to save costs, the property has never been cleaner and more organized. We also instituted new security protocols and installed new equipment to allow DOME to access our property even when our onsite manager is offsite. Now DOME has seamless access at all times.

2023 PROJECTS WRAPUP: Deck Inspections and repairs as well as waterproofing and painting are finished. Many of the smaller projects that were added to the 2023 Projects' scope of work are also completed. These necessary projects were added to save cost while we had scaffolding erected and Saarman workers on site. The property has not been in such good shape for many years thanks to the Board and Bay West in identifying problems and cost-effective solutions.

FIRE PANEL: Damage to our relatively new fire panel resulted from a piece of 22-year-old wiring on the property that had shorted. We supervised the troubleshooting of our property's fire alarm wiring, located the fault, repaired it and replaced the fire panel inside the office with a newer, better functioning model. Additionally, we transitioned to wireless access for the reporting system which should hopefully prove more reliable and economical in the long run.

REVISED RULES & REGULATIONS, FINES and FEES: Early this year, new fees were proposed, reviewed and voted upon to reflect the needs of the property and new pricing for services and components we provide for residents (posted on the website). These modest increases allow us to cover our costs and to continue to provide high levels of service. Additionally revised Rules and Regulations and a new Fine Policy has been adopted by the association (also posted on the website). These took 22 years of outdated rules and regulations, multiple small changes and incorporated them into a new and comprehensive document reviewed and supported by our legal representative. Many new R&R cover new amenities and provide greater management tools to keep Petrini clean, organized and well managed. It also will shift the financial burden of some violations from the HOA to the responsible party, saving all owners money. New fine categories and amounts better reflect modern day operations for HOA's in San Francisco and California.

QUESTIONNAIRE: As we did in 2021, the Board recently had a questionnaire for owners. The questionnaire gave owners an opportunity to voice their opinions on a variety of projects not in the budget, but which have been requested by owners and residents alike. Results were shared in this past September's Board meeting and are posted on our website. Overall, the sentiment was that for many unbudgeted projects, it is best to postpone them until the insurance premiums are significantly reduced. There was little appetite for raising HOA fees or spending from the reserves for projects that are not a priority for the majority of owners. Subsequently the Board has postponed these projects but will continually evaluate.

ONSITE PROPERTY MANAGER: The one-year anniversary for Alexander Otto was in November. The Board is pleased to have selected a great candidate who has the energy and drive to manage our large property through Bay West, in addition to providing a consistent and friendly face for residents. Vendors, real estate and rental agents as well as residents have all given high compliments.



2024 GENERAL ACTIVITIES & PROPERTY UPDATES

Security: Since the last newsletter, we have had no significant security problems. We always reinforce to residents that their participation is crucial to our security. When residents don't check FOBS before letting someone into the property, buzz delivery people in without meeting them or leave garages without observing the gates fully close – this is when we experience security breaches that result in theft and damage. If you see a fellow resident not following these security rules, please give them a friendly reminder or let management know so that they can follow through.

Trash & Recycling: We ask residents to comply with the signage throughout the property. Separate out trash (Trash Chutes), recyclables (Blue Bins) and food waste (Green Bins). Batteries (Orange Bucket) and Small Fluorescents (Clear Bin) can be placed in the appropriate receptacles in the Package Room. Bring oversized objects that won't fit in trash chutes to the front office during business hours. For large items and electronics that we can't place in our dumpster, please schedule a Recology Pickup. If in doubt – ask.

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. We will start a new cycle in the beginning of 2025. Please contact the front office for more information should you believe your windows are in need of repair.

Window Washing: Window washing was successfully performed this past year with a new vendor who did an excellent job. We will continue with annual window washings with notifications going out to everyone well before for temporary screen removal.

Waste Line Cleanout: Annual waste line cleanout was performed. The main waste removal lines from each building to the street are annually cleaned to attempt to prevent backups into units. We have also identified a section of waste drain line under B building, that will be rerouted/replumbed in January to further prevent backups in B building. The repairs will be done from inside Lucky and will be coordinated between the store, our plumber and the association.

Carpet Cleaning: Carpets in hallways and entrance foyer have been successfully cleaned this year and annual cleanings will continue.

Dryer Vent Duct Cleaning: We will schedule dryer duct vent cleaning in 2025. As before, owners will have the opportunity to pay separately for in-unit duct opening cleaning (with the exception of D Building residents – since we can only access the ducts from within the unit and that is paid by the association).

Water Shutdowns for Repairs & Renovations: We continue to strive to keep water shutdowns to a minimum while facilitating unit repairs through our preferred plumber. The front office schedules and hire plumbers who then invoice units directly for plumbing repairs and parts. For low shower temperatures or potential new washing machine installation, please contact the front office for more information as we can supply these original parts at cost. In 2025 we hope to have a more unified approach to angle stop replacement. This is expensive and time-consuming work – but has proven beneficial to reduce leaks.

Moves: We have experienced a significant number of Move-Ins & Outs over the past year (on average over 50 moves per year). Please note: ALL MOVES require a Move-In/Out form to be submitted, approved and scheduled with the onsite manager, along with a \$500 deposit (refundable if no damage). There is a \$50 weekday move fee and a \$300 Saturday move fee. No Sunday or holiday moves are allowed. To keep the property safe and maintained, elevators must be padded, exterior doors must be kept closed or have someone posted at the door, with trucks parked only on the street.

We have had many residents decide to move on their own without notification and/or using property protocols which present significant safety problems and can cause property damage. With new Rules and Regulations and fines in place, we caution those who do not follow the process – as there are now penalties.

GENERAL SECURITY REMINDERS BE ALERT AND KEEP PETRINI SAFE!

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

WHAT CAN YOU DO TO MAKE PETRINI EVEN BETTER?

Many residents come and go without much thought to the immense amount of time, energy and dedication required to manage this property by the Board and Bay West. On occasions when we have a middle of the night fire alarm or notice of a break-in, it brings us back to the reality of city living and reminds us all that problems still exist. Rest assured though, that the Board and property management are always addressing concerns with every available resource as quickly as possible. Many times, we're limited by vendor's schedules and timely responses, material or part availability, the weather and of course a limited budget.

But sometimes, residents can help even with the smallest of gestures...

- *Picking up a piece of trash or two inside the property or even on the sidewalk*
- *Turning off the lights in the Gym or Common Room when finished (or if you walk by and see it empty)*
- *Moving a package or two (or more) from the lobby into the secure package room on weekends and evenings*
- *Maybe even labeling and shelving some packages when management is not here*
- *Reminding fellow residents when you see them making an honest mistake on recycling or not checking for FOBS*
- *Letting management or security know when you see something not quite right*
- *Communicating with management when you have to move, want to renovate or not sure if something is allowed*

We also encourage owners to take a more active role in attending Board meetings. During Board meetings we always review the current budget, ongoing projects and future projects. There are always open forums where you can raise concerns and ask questions. We welcome participation! Thank you all for doing your part-

QUESTIONS OR CONCERNS ABOUT PETRINI PLACE?

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For issues specifically for the Board to address:

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For Emergencies, 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

Onsite Property Manager: Alexander Otto 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

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

BOARD MEETINGS

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2024 Remaining & Tentatively Scheduled Board Meetings

- April 25 at 6:00pm, Regular Board Mtg. Zoom
- July 11 at 6:00pm, Regular Board Mtg. Zoom
- September 26 at 6:00pm, Regular Board Mtg. Zoom

MESSAGE FROM YOUR BOARD PRESIDENT

I hope everyone is as pleased with the results of our year-long 2023 Petrini Projects as I am. Although it took longer, cost a bit more and has been noisier and more intrusive than expected, the effort was well worth it. If we also look back over the last few years, we've had some major transformative changes at Petrini:

1. *New 24/7 Package Room, redesigned Common Room, new Mailboxes.*
2. *New energy saving Hot Water Boilers and Tanks and LED Lighting throughout.*
3. *New, low-maintenance C-Garage Gate and continued maintenance on A & B Gates*
4. *New security cameras, updated security procedures and protocols, two reliable guards.*
5. *New Fire Panel and replacement of failing sensors and components.*
6. *New gutters, downspouts, metal work and waterproofing repairs across the property.*
7. *Major Elevator Repairs, Upgraded security at Gates and Entrances, Astronomic Clock for Evening Lighting.*
8. *All stucco and metal painted and protected with contemporary colors along with updated property signage.*
9. *Met California SFB 326 deck inspection and finished repairs well before deadline.*
10. *Well planned and managed budgets, identifying significant cost savings and keeping HOA fee increases low.*
11. *Engaged and responsive onsite property management with an open-door policy.*

We've also experienced a few disappointments as well. The primary one being the cancellation of our old insurance policy and the exorbitant cost of a new one. This event was not one we could anticipate or plan for. It forced the Board to implement an Emergency Assessment to cover the difference between our planned insurance budget and the actual bill. Unfortunately, as California's insurance industry shows no sign of improvement, this may be an ongoing budget concern for Petrini, becoming a permanent increase in our budget.

We also continue to play leap frog with homeless, trespassers, trash and drug problems. Each time there is an event we find and implement cost-effective improvements. Many of these have reduced break-ins, theft and damage. Unfortunately, our partner on the commercial side, LUCKY, still has more to do. They have been intensely focused on retail loss prevention (keeping only one entrance open, new entrance gates, a new security force). And recently they've been getting back to keeping the façade cleaner. But with several vacant storefronts and still no garage management, problems mostly in the evening continue.

The obvious solution is to have the commercial parking garage professionally managed and staffed, with operable gates and paid parking. This decision is being driven by Lucky's corporate management as they are in charge of that parcel. Bay West continues to improve the relationship with them, meet with them, and find and push those responsible for these decisions on our behalf.

Overall, we're headed in the right direction and I thank all of our owners and residents for their part in keeping Petrini safe, clean, and a great place to live.

David Polifko, HOA Board President

2024 PROPERTY UPDATES

Insurance: Our current policy renews at the end of 2024. We and our agent see no positive change in the market, see no other potential insurers and anticipate the current premium cost will be maintained. For those needing Evidence of Insurance, Condo Policy Information or Recommended Condo Policy Coverage, please see the DOCUMENTS page of our website to download. We also encourage owners to review their existing coverage as the Petrini's deductible increased to \$100,000. This may require you to alter your own coverage. We also encourage renters to have their own rental policy to insure their personal property which is typically not covered under the owner's policy.

2023 Petrini Projects: The entire property has completed decks inspections and all unit decks have been repaired. We have one breezeway location outside of 216 that is still being explored for damage.

All metal and painted surfaces of the property have also been inspected, repaired, caulked and painted. All stucco has also been painted for the first time creating a more uniform and waterproof finish. All interior hallways, common area rooms, basement elevator walls and unit doors have been painted.

All old and original rusting gutters have been replaced along with significant repairs in the standing seam roofs. These and a few other 2023 Petrini Project repairs are almost finished.

Security: This topic continues to be one of the highest priorities for the Board and Property Management. For the majority of problems, we have found that the 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. If you see a fellow resident not following these security rules, please give them a friendly reminder or let management know so that we can follow through.

Trash & Recycling: We continue to ask residents to comply with the signage throughout the property. Separate out trash (Trash Chutes), recyclables (Blue Bins) and food waste (Green Bins). Batteries (Orange Bucket) and Small Fluorescents (Clear Bin) can be placed in the appropriate receptacles in the Package Room. Bring oversized object that won't fit in trash chutes to the front office during business hours. For large items and electronics schedule a Recology Pickup.

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. We are currently in one now with anticipated repairs for it being finished in the next few months. Contact the front office for information.

Window Washing: This year we will resume window washing in the summer now that caulk and paint have cured.

Carpet Cleaning: Carpets in hallways and entrance foyer have been cleaned in March.

Courtyard Power Washing: We have tasked Dome to clean new sections of the courtyard progressively each week in an ongoing effort. We believe this approach will be more cost effective and will be done with more care and accuracy than professional power washing companies.

Water Shutdowns for Repairs & Renovations: We continue to strive to keep water shutdowns to a minimum while facilitating unit repairs through our preferred plumber. The front office schedules and hires plumbers who then invoice units directly for plumbing repairs and parts. For low shower temperatures or potential new washing machine installation, please contact the front office for more information as we can supply these parts at cost.

Janitorial Staff: Petrini recently hired Dome to maintain the order and cleanliness of our property. Dome janitors are at Petrini Monday, Tuesday, Thursday and Friday during business hours. They are tasked with organizing the trash and recycling, keeping the common areas clean from debris, vacuuming, mopping, dusting and helping with the package room organization. If you see any janitorial-related concerns, please contact the property manager.

2024 UPCOMING PROJECTS - POSTPONED

With the 2023 Petrini Projects wrapping up and with the significant increase in our insurance premium, we have had to reconsider several desired, but postponable projects:

Landscaping Improvements: One of the best features of our property is our front entry and inside courtyard planters, trees and landscaping. But as with any potted plant, over the years they become root-bound and no longer flourish. Several of our large trees have broken their pots and had to be removed. Many of the remaining original Japanese maples are also not doing well. Lastly, our irrigation system is beyond cost-effective repairs and requires us to manually water throughout the year.

One positive and recent change was when we cut back the many Princess Flower bushes which seemed to have resprouted well. We also had all the courtyard benches cleaned and stained.

But with 134 planters (most with aging plants) - replacement and/or refurbishment of planters, planting materials and repairs to pot-lighting and irrigation is well beyond Petrini's budget. Even if we do targeted replacements, removing old material from pots can easily cause cracks and damage. Full replacements of all pots and plants could start at \$500,000. A phased approach would still be \$5-10K per pot and at most our current budget accommodates one pot.

If anyone has suggestions or would like to help work on this project, please contact either Alex or boardpresident@thevillageatpetriniplace.com

Access System Replacement: This system includes all FOBS, FOB readers, and garage door and gate openers. The original system is outdated and parts continue to fail and be harder to replace and repair. 20 years-worth of poorly managed databases makes it difficult to trace FOBS, cancel them and to track problems when they occur.

A new system would replace Petrini's current 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). If a FOB was lost or stolen we could quickly disable it. And if someone did use a FOB for unauthorized entry, we could trace when and where it was used and which account it was connected to. With such a system we could potentially convert the Gym, Package Room and Common Room doors to FOBS rather than punch code locks.

A new system would cost north of \$75k. We may need to do this project sooner than later when failed components can no longer be repaired.

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PETRINPLACE.COM

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