PACIFIC BLUFFS CORP 2

Minutes of the Board of Directors Meeting

Date & Time	June 24, 2026 at 6:30 PM
Location	Pacific Bluffs Clubhouse, 5326 Mt Alifan Dr, San Diego, CA 92111
Attendees	Board Present: Eric Polonsky (President), Shanti Rao (Vice President), Michael Puente (Treasurer), Joy Brychta (via phone), Greg Trieger, Jeff Plourd. Absent: Andrew Erickson. Homeowners: Larry & Rita Loprete, Janine Johnson, Mike Nibecker Others: John Peters (Volunteer Property Manager, via phone).

1. Call to Order

The meeting was called to order by President Eric Polonsky at 6:38 PM.

2. President's Opening Remarks

Eric Polonsky shared his desire to continue providing excellent service to the community. He noted that he is in active contact with the Corp 1 President regarding standardizing and capturing front office processes. This initiative aims to support robust continuity plans across Corps 1, 2, and 4.

3. Homeowners' Concerns

- Janeen Johnson (5366 Mt. Alifan) requested a key to the gate on Genesee. Eric Polonsky took the action to resolve this.
- Larry and Rita Loprete (5386 Mt Alifan) raised concerns regarding the need for a sump pump and French drain in the front of their tri-level unit to prevent flooding. The Board acknowledged its fiduciary duty and agreed to review historic reports and have contractors or other experts inspect the property and report back at the July board meeting barring a more time sensitive need arising.
- Janeen Johnson mentioned concrete popping up on sidewalks causing tripping hazards. The homeowner was instructed to forward a list of locations to the Maintenance Committee.
- Mike Nibecker (5332 Mt Alifan) submitted an architectural change request to replace tile with exposed aggregate concrete in his front and back patios. The proposal will be reviewed by the property manager who will collaborate with the maintenance committee to ensure quick processing.

4. Approval of Minutes

Motion: To approve the minutes from the May 27, 2026, Annual & Board Meetings with one correction to Page 3, Section 8C related to the special assessment discussion points.

The motion was made by Michael Puente and seconded by Greg Trieger. The motion was unanimously approved.

5. Treasurer's Report

Michael Puente presented the Treasurer's Report, detailing the current cash accounts and total assets:

- Operating Funds: $62,000 (approximate)
- Reserve Funds: $119,000 (approximate)
- Total Cash: $181,937
- Net Assets: $142,372

Motion: To approve the Treasurer's report.

The motion was made by Jeff Plourd and seconded by Shanti Rao. The motion was unanimously approved.

6. Maintenance & Facilities Report

Presented by Eric Polonsky on behalf of John Peters.

6.A. Ratification of Emergency Roof Repair

> **Motion:** To formally ratify the emergency roof tile repair at 5398 Mt. Alifan, executed by Martin Lynn Roofing for a total cost of $1,380 (previously approved via unanimous emergency email vote).

6.B. Maintenance Expense Ratification (Bldg 4 Carport Lights)

No action was taken on ratification. John Peters is currently evaluating the issue with an electrician to confirm whether the lights resolved themselves or require billing.

6.C. Maintenance Expense Ratification (Lamp post at 5371 Mt Alifan Dr)

> **Motion:** To ratify the repair costs to secure a lamp post to its foundation outside 5371 Mt Alifan Dr for a cost of $250.

The motion was made by Jeff Plourd and seconded by Shanti Rao. The motion was unanimously approved.

6.D. Maintenance Updates (No Board Action Required)

- Building 4 Roof Replacement is scheduled for the first week of August.
- Genesee Ave Flat Roofs scheduled start date is pending. John Peters will engage Martin Lynn to schedule the work.
- Building 8 Roof & Balcony project status is pending Special Assessment passage.

6.E. Discussion and Potential Action on Pending Repairs

- Carport Post Crack (5342 Mt. Alifan): Tabled. A motion to hire consultant Joe Thompson for $100–$200 to inspect the post failed due to a lack of a second. The Board will seek further expert advice without a fee or otherwise determine whether the post requires replacement or can be repaired.
- Water Intrusion Investigation (5366 Mt. Alifan — Janine Johnson): Tabled for further review and discussion during the Executive Session to review historical documents and legal precedents.

7. Committee Reports

7.A. Security Committee

Andrew Erickson was absent. No security incidents were reported.

7.B. Finance and Architectural

Handled via the architectural request in Homeowner Concerns (Section 3).

7.C. Maintenance & Landscape

Joy Brychta reported she will investigate a reported weed issue upon her return. Other items addressed in property manager's report.

7.D. Review Rules and Update CC&Rs

Shanti Rao reported she is reviewing the CC&Rs and determined no changes are needed at this time. Greg Trieger prepared a slide deck titled "A Definitive Guide to Boundaries, Maintenance, and Homeowner Responsibilities" to inform the board determining if maintenance expenses are HOA or owner financial responsibility.

8. Old Business

8.A. Special Assessment Update

Michael Puente reported hiring "Third Party Voting" as the inspector of elections for $775. Ballots will mail out on July 12/13. Ballots must be received by the IOE, Third Party Voting no later than August 13, 2026 at 3:00pm PDT. Ballots will be opened on August 13 at 6:30 PM.

> **Motion:** To rescind the special assessment timeline voted on during the May meeting.

The motion was made by Jeff Plourd and seconded by Shanti Rao. The motion was unanimously approved.

Motion: If the special assessment passes, the first payment of $1,500 (or the full $6,000) will be due September 15, 2026. Subsequent $1,500 payments will be due every six months thereafter (March 15, 2027; September 15, 2027; March 15, 2028).

The motion was made by Michael Puente and seconded by Shanti Rao. The motion was unanimously approved.

8.B. Tree Removal

Motion to approve the proposal from Save a Tree was tabled to July.

8.C. Clarification of Board Member Terms

Because there was no specific vote count differentiation at the last election, all terms default to one year, and all board members will be up for election at the next annual meeting. Rules Committee under Shanti Rao will evaluate whether Corp 2's next board election should be administered by the HOA Office (Angela Wolfe) or a contact inspector of elections.

8.D. Protocol for Engaging Legal Counsel

Status quo maintained. The President will plan to draft a 1-page protocol document for consideration at the July board meeting.

9. New Business: Contracts & Administration

9.A. Board Policy for Volunteer Property Manager

Motion: To adopt a board policy establishing business and authorization rules for the Volunteer Property Manager. See accompanying policy.

The motion was made by Michael Puente and seconded by Jeff Plourd. The motion was unanimously approved.

9.B. Online Portal for Visitor Parking Requests

Tabled to the July meeting for further discussion.

9.C. Proposal for the 2026 Reserve Study

Motion: To approve a Level I (On-site, Full Study) reserve study for the 2026 budget at a cost of up to $2,500, with the specific vendor to be determined offline.

The motion was made by Shanti Rao and seconded by Greg Trieger. The motion was unanimously approved.

9.D. Property Management & Digitization Discussion

A directive was issued to research professional Property Management authority structures and digitizing HOA documents. Eric Polonsky discussed engaging an HOA management company to potentially digitize all documents into a searchable database.

10. Adjournment

The general session of the Corp 2 Board of Directors June 2026 meeting was adjourned to Executive Session at 8:28 PM.

Next Meeting: Wednesday, July 22, 2026.

11. Report of Actions Taken in Executive Session

Following the adjournment of the open session, the Board convened in Executive Session to discuss potential legal liabilities regarding historical water intrusion issues previously raised by the home owner at 5366 Mt. Alifan Drive. The Board reviewed historical documents and legal precedents. No formal actions or votes were taken.

Action Items

Owner	Action Item	Target Date
Eric Polonsky	Resolve key request for Genesee gate.	June 23, 2026
Board / Experts	Inspect 5386 Mt Alifan (Loprete) front area for sump pump/French drain.	Prior to decision
Homeowners	Forward list of concrete tripping hazard locations to Maintenance Committee.	Ongoing
John Peters	Evaluate Bldg 4 carport lights with electrician to confirm billing.	Prior to July 2026
Board	Seek further expert advice on carport post crack at 5342 Mt. Alifan without fee.	Prior July 2026
Joy Brychta	Investigate reported weed issue	Upon return
Michael Puente	Coordinate with Third Party Voting for Special Assessment ballots mailing.	July 12/13, 2026
John Peters	Obtain bids for two additional greenbelt trees.	July 2026
Shanti Rao (Rules Committee)	Evaluate administering next board election with Angela Wolfe or outside contractor	Later in 2026
Eric Polonsky	Draft 1-page protocol for engaging legal counsel.	July 2026
Board / Eric Polonsky	Research professional Property Management authority structures and digitizing HOA documents.	Ongoing

CERTIFICATE OF PRESIDENT

I, the undersigned, hereby certify that I am the duly elected President of PACIFIC BLUFFS MANAGEMENT CORPORATION NO. TWO, a California nonprofit mutual benefit corporation, and that the foregoing minutes constitute a true and correct copy of the minutes of the Board of Directors meeting held on June 24, 2026

Signature: Eric A Polonsky
Name: Eric A. Polonsky
Date: July 22, 2026