PACIFIC BLUFFS CORP 2
Minutes of The Board of Directors Meeting
Date: July 22, 2026
Time: 6:30 PM
Location: Pacific Bluffs Clubhouse,
5326 Mt Alifan Dr, San Diego, CA 92111

Board members present: Eric Polonsky (President), Joy Brychta (Secretary), Shanti Rao (Vice President), Michael Puente (Treasurer), Andrew Erickson (Director), Jeff Plourd (Director)

Board members excused: Greg Trieger

Others present: Bill Brychta, Darla McKee, Janeen Johnson, John Peters (Volunteer Property Manager, by phone)

1. Call to Order by the President, Eric Polonsky at 6:32 pm

2. President's Opening Remarks: Eric Polonsky announced that this meeting was being audio-recorded for the purpose of minutes preparation.. He asked if anyone objected and no one objected. Our goal as a board is to maintain customer service and continue to be as transparent as possible. In order to do a good job, we all need to do the homework.

Eric encourages everyone on the board to do an annual review of the Corp 2 insurance policy. We will place an agenda item for the August meeting to meet the governing document requirement for annual review of the insurance policy. Our insurance agent will be here for that meeting to answer any questions or concerns.

Eric would like to have a google drive set up for the board, giving us all a place to see items that are discussed. All board members would be encouraged to read this frequently so as to stay update on what projects we have going and have completed.
We have updated the check signers to include Eric Polonsky, Jeff Plourd and Michael Puente. Eric will sign all invoices and Michael will sign the checks with Jeff Plourd as the contingency to support a separation of function. This will give us insurance by all numbers are correct and keep a closer eye on our finances.

We had the sea gull expert come and assess the seagull nest on building #8. Due to the sea gull babies already born and growing, we cannot do anything until fall due to migratory bird laws that carry potential HOA fines of up to $10,000 for disturbances. The expert suggest we reassess in September. At this time we will consider putting up nest deterrents as the seagulls make a large amount of racket heard in these condos.

Under Davis-Stirling Act, homeowners are legally entitled to receive copies of regularly scheduled open board meeting minutes and agendas. Requests to inspect other non-privileged corporate records must be coordinated in advance and conducted in the physical presence of a Board member or management representative to preserve document integrity."

3. Homeowners Concerns *(3-minute limit per speaker)*
   - Janeen Johnson (5366 Mt. Alifan), besides what is already being discussed on agenda tonight, she has been visited by a rat in her patio area. She feels it has to do with flowers that are blown into her patio. Joy Brychta will meet with her to see exactly where and get an exterminator here to evaluate.

4. Approval of Minutes
   - Motion: A motion to approve the June 24, 2026 Board of Director Meeting Minutes was made by Michael Puente. Jeff Plourd seconded it. All board members unanimously agreed to approve minutes.

5. Treasurer's Report (Presented by Michael Puente)
   A. Financial Status Update: Treasurer Michael Puente presented the financial statement for the period ending June 30, 2026:
      - Operating Funds: $60,844.00
      - Reserve Funds: $120,506.00
      - Total Cash Assets: $181,350.00
      - Net Receivables: $4,225.00
      - Deferred Spectrum Rebate: $4,920.00

- Accrued Expenses: $31,253.00
    - Total Net Assets: $140,951.00

B. The Treasurer reported that the Association is currently operating approximately $15,000.00 under budget for the fiscal year, representing a favorable variance. He also noted that several delinquent accounts successfully caught up on their assessments, reducing net receivables. A motion to approve the Treasurers Report was made by Andrew Erickson and seconded by Shanti Rao. All board members agreed with motion.

C. Electronic Payments: Directive to the Finance Committee to research cost-free bank options to allow homeowners to pay monthly dues electronically. We will continue to research if our bank can have electronic payments made to them.

D. Special Assessment Status: Ballots must be received by the IOE, Third Party Voting no later than August 13, 2026 at 3:00pm PDT. May need to start knocking on doors to remind people to get the ballot in by 8/13 - must be received. The Treasurer noted that a minimum of 42 valid ballots (representing a quorum of the 82-unit membership) must be received for the election to be legally valid. As of the meeting date, only 13 ballots had been received. Board members agreed to contact homeowners directly to remind them to mail their ballots. The Board clarified that directors cannot physically collect or submit ballots on behalf of homeowners; residents must mail or deliver them directly to the IOE to maintain election integrity.

6. Maintenance & Facilities Report (Presented by John Peters)

A. Ratification of Emergency Action:
- Motion: To formally ratify the emergency contract with A7 Group, Inc. for the 5366 Mt. Alifan water intrusion assessment. The contract is for $250.00 per hour with a $2,500.00 initial deposit, which will be applied to the final invoice with any remaining balance returned to the Association. (Approved via unanimous emergency email vote). 7 days from the check

B. Minor Expenditures Reported under Board Property Manager Policy (No Vote Required):
- Fascia damage repair at 5392/5394 Mt. Alifan was executed by Dave Forsyth (Handyman) in the amount of $200.00.

C. Ratification of Minor Expenditure:
- Motion: To ratify the approved but not-yet-executed work by Treebeard Landscape for sprinkler and irrigation repairs at 5362 & 5330 Mt. Alifan in the amount of $210.00 as well as an additional expenditure of $80.00 for repairs, for a combined total ratification of $290.00. Motion to approve the combined expense made by Andrew Erickson and Jeff Plourd seconded the motion. The motion carried unanimously (6-0).

D. Project Updates (No Action Required):
- Building 4 Roof Replacement: Scheduled for August 3 to August 7, 2026. *Reminder: Homeowners are responsible for disconnecting/reconnecting private A/C units per the Urbach contract. All homeowners have been contacted and flyers will be posted as well.*
- Flat Roof Replacement Project: Scheduled start date pending with Martin Lynn Roofing for first-floor flat roofs at 4104, 4112, 4134, 4142, and 4166 Genesee Ave. Didn't set a time line yet as it is not an urgent need but will be done soon.
- Building 8 Roof & Balcony Project: Status pending Special Assessment vote.
- 5366 Mt. Alifan Status: A7 Group completed the on-site water intrusion inspection on July 17. The Board is awaiting the final report. An inspection for reported active kitchen termites has also been done on July 28. Waiting for the report.
- John is working through how to track incident and maintenance logs so all is in one place. Condo communities are not used by all - but should be redirected to utilize this. We need to keep the log too so we have a history.

7. Committee Reports & Alignment
- *Action Item:* Committees to establish set, recurring meeting days and times to allow for proper homeowner notice and participation. Standing committees will provide 4-days' notice for all meetings via condo communities and the clubhouse bulletin board.

A. Security Committee (Board Liaison: Andrew Erickson)
B. Finance Committee (Board Liaison: Michael Puente)
C. Maintenance & Landscape Committee (Board Liaison: Joy Brychta)
D. Rules & CC&R Review Committee (Board Liaison: Shanti Rao)

- *Discussion/Potential Action:* Review of the "Definitive Guide to Boundaries, Maintenance, and Homeowner Responsibilities" and the forthcoming legal framework for Exclusive Use Common Area maintenance from Epsten.

8. Old Business (Items Tabled or Carried Over)

   A. Discussion: Sump Pump Request (5376 and 5328 Mt. Alifan)
   - Status update on the homeowner's request for a sump pump and French drain. They have brought in contractors to have bids done. The board should be present when the contractors come by. How we evaluate our contractors - need to be standardized = we always need 3 bids per contractor. 5328 has also reported water intrusion complaints in the past. The board will also have this property assessed by contractors for possible drainage concerns.

   B. Discussion/Action: Carport Post Crack (5342 Mt. Alifan)
   - We have a quote from a contractor for a repair and a replacement option for the post in the 5342 carport. The cost is $480 to repair, $1200 to replace. A motion to approve the repair of the post in the 5342 carport for approx $480 was made by Michael Puente and seconded by Andrew Erickson. All board members approved the motion.

   C. Discussion/Action: Plumbing Reimbursement Request (5352 Mt. Alifan)
   - Board deliberation and potential action regarding the assignment of financial responsibility between HOA and owner for a $293.00 plumbing repair on the patio of 5352 Mt. Alifan. The board unanimously voted to table the plumbing reimbursement request.

   D. Discussion/Action: Tree Removal
   - Board discussion regarding the Save a Tree proposal and prioritization updates from the Volunteer Property Manager for the community's greenbelt trees, and potential board action.Still waiting for proposal - going to add trees in greenbelt need trimming before winter. They are going to add it to the quote. Eric Polonsky noted that while Save a Tree is a highly trusted vendor with excellent past performance, the Board is attempting to secure multiple competitive bids to satisfy its fiduciary duties, though several contacted tree services have failed to provide return quotes

   E. Motion: Legal Counsel Protocol
   - To formally adopt the Board's 1-page protocol document for engaging Association legal counsel. A discussion regarding adopting the protocol was made by the board member. A motion to approve to adopt the Board’s 1 page protocol document for engaging legal counsel was made by Shanti Roa and seconded by Andrew Erickson. The motion carried unanimously (6-0).
   - Policy Summary: The protocol establishes that routine or non-urgent legal consultations require a majority vote of the Board in an open meeting. In a legal emergency (such as active litigation, cease-and-desist letters, or time-sensitive threats), the President (or Vice President in the President's absence) is authorized to immediately engage counsel, seeking concurrence from at least one other director when practical, and must report the engagement to the full Board within 48 hours.

   F. Discussion/Action: Online Visitor Parking Portal
   - Board deliberation and potential action on establishing an online portal for visitor parking requests. Table for next month

9. New Business

   A. Discussion: HOA Records Management & Digitization
   - Report on the creation of a centralized Google Drive for board documents and a directive to research the recovery of historical files from Epsten.

   B. Motion: Landscaping Bid Solicitation Directive
   - To direct the Maintenance & Landscape Committee to solicit competitive bids from alternative landscape contractors following Treebeard's 2027 rate increase notice. Joy Brychta will obtain 2 other bids for landscaping in Corp 2 and report to the board in August.

10. Adjournment to Executive Session adjourned at 7:51 Motion to adjourn the July 2026 Board of Directors meeting made by Joy Brychta and seconded by Shanti Rao. All members in agreement.

Action Items

Owner	Action Item	Target Date	Status
Joy Brychta	Site visit with Janeen Johnson (5366) to evaluate rodent issue and schedule exterminator.	Aug 15, 2026	**Pending**
Joy Brychta	Solicit 2 competitive landscaping bids from alternative contractors (re: Treebeard rate increase).	Aug 26, 2026	**Pending**
All Board	Outreach to homeowners to return Special Assessment ballots to IOE.	Aug 13, 2026	**Active**
Michael Puente (lead) with John Peters	Coordinate the execution of Jose Mata's carport post repair at 5342 Mt. Alifan Dr. ($480.00).	Aug 15, 2026	**Pending**
John Peters	Secure unified Save a Tree proposal including 5387 removals and greenbelt trimming.	Aug 20, 2026	**Pending**
Michael Puente	Conduct joint site visit at 5376 and 5328 Mt. Alifan Dr. with sealing contractor to establish drainage scope.	July 23, 2026	**Active**

CERTIFICATE OF SECRETARY

I, the undersigned, hereby certify that I am the duly elected and acting Secretary 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 General Meeting held on July 22, 2026.

Signature: ____________________________Name: Joy Brychta, Board SecretaryDate: August 26, 2026