

PACIFIC BLUFFS CORP 2
Board of Directors Meeting Minutes
Date: August 26, 2026
Time: 6:30 PM
Location: Pacific Bluffs Clubhouse,
5326 Mt Alifan Dr, San Diego, CA 92111

Board Members Present: Eric Polonsky, Andrew Erickson, Joy Brychta, Greg Trieiger, Jeff Plourd, Michael Puente (by phone)

Board Members Absent: Shanti Rao

Homeowners Present: Bill Brychta, Michael and Anh Cusak, Andrew Bisch, and John Peters (Volunteer property manager) by phone.

1. Call to Order by the President Eric Polonsky at 6:35pm

2. President's Opening Remarks

- **Walkthrough Coordination:** Announcement of the transition of common area walkthrough monitoring (carport checks, lightbulbs, parking violations) to a Board/Volunteer rotation schedule.
 - Eric discussed the need to keep up with the common areas order. He would like to keep it as if all of us keep our eyes out and let us know if there are issues. We will go to a schedule if need be.
- **Centralized Google Drive:** Update on Board document digitization. With Jackie Quinn of Epsten is currently out of the office, there is no update at this time regarding the recovery of historical legal documents.

3. Annual Insurance Review: Introduction of insurance agent Ann Varelia (State Farm) for the mandated annual review of the Association's policies and the recent State Farm renewal.

- Ann Varelia distributed copies of the current property insurance policy and reported a 30% discount applied to the renewal due to a clean claims history.
- The Board noted that the Association's grandfathered status with State Farm would be preserved as long as premiums remain current and the account stays in good standing. Leaving the carrier would likely prevent future re-entry.
- A potential deductible restructure was discussed as a premium-reduction measure. Ms. Varelia advised that once deductibles are increased, the policy cannot be restored to lower deductible limits. Reconciled rate sheets will be prepared for a September Board decision. *(Note: Moved to New Business)*
- The Board discussed workers' compensation coverage for independent service providers, noting that such coverage falls under the Association's dedicated workers' compensation policy, not the State Farm property policy. *(Note: Reconciled with State Fund update under Maintenance)*

4. Homeowners Concerns (3-minute limit per speaker)

- The owner of 5382 Mt. Alifan Dr. submitted a water intrusion concern but was unable to attend. This item was formally tabled to the September General Session of the Board of Directors, during which the homeowner and Treasurer Michael Puente will be invited to participate in open review if the owner still wishes to discuss.

5. Approval of Minutes

- **Motion:** To approve the minutes from the July 22, 2026, Board of Directors General Meeting.
- **Motion:** To approve the minutes from the August 13, 2026, Special Meeting of the Membership (Special Assessment Ballot Tabulation).
- **Record of Closed Sessions:** The Board notes for the record that the following closed Executive Sessions were held:
 - **July 22, 2026:** To consider and vote upon a confidential homeowner late fee waiver request. Joy Brychta has prepared the non-published minutes for the Board's permanent confidential binder.
 - **August 19, 2026:** To discuss and approve moving forward with A7 Group to conduct water testing at 5366 Mt. Alifan Dr.

A motion to approve all of the above minutes for the July 22, 2026, August 13, 2026, and August 19, 2026 meeting Andrew Erickson and seconded by Greg Treiger. Approved by all members.

6. Treasurer's Report (Presented by Michael Puente)

- A. **Financial Status Update:** Review of operating funds, reserves, and total assets.
 - Currently our bank statement has \$58,596.37 checking and \$143,666.74 Savings.

- Treasure report by Michael Puente - see attached.
 - Statutory Financial Review (Cal. Civ. Code § 5500): In compliance with California statutory requirements, the Board conducted a review of the July 31, 2026 operating and reserve reconciliations, budget-to-actual comparisons, bank statements, and cash disbursements.
 - Motion: To accept the financial statements and monthly reconciliations for the period ending July 31, 2026, as presented, confirming statutory compliance with California Civil Code § 5500.
 - Mover / Second: Greg Tieger / Andrew Erickson. Passed unanimously (6-0).
- B. **2027 Budget & Reserve Study:** Status report on the SCT Level 2 Reserve Study and commencement of the 2027 Annual Operating Budget planning. (No Action Required / Informational)
- C. **Special Assessment Election Results:** Report on the official August 13th ballot tabulation (Passed: 54 ballots received; 47 Yes, 6 No, 1 invalid envelope containing only the cover letter).
- D. **Independent Inspector of Elections (IOE) Refund:** Report on the anticipated \$50.00 rebate from the IOE due to utilizing a virtual Zoom option rather than an on-site presence.
- E. **Electronic Payment Research:** Progress report on cost-free banking alternatives for electronic dues payments. The Board notes there are no updates at this time, but research is ongoing.
- 7. Maintenance & Facilities Report (Presented by John Peters)**
- A. **Ratification of Executed Maintenance Expenditures (Board Delegation Policy):**
- **Motion:** To ratify the completed Pest Guard Exterminators termite contract for **5366 Mt. Alifan Dr.** in the amount of **\$1,230.00** (local spot treatment + preventative borate application).
 - **Motion:** To ratify the completed Pest Guard Exterminators termite contract and structural wood repair for **5344 Mt. Alifan Dr.** in the amount of **\$1,770.00**
 - **Motion:** To ratify the final cost of the completed carport post repair at **5342 Mt. Alifan Dr.** executed by handyman Jose Mata in the amount of **\$480.00** remains need to be painted. Motion to pass all of the ratification stated above by Greg Tieger and seconded by Andrew Erickson. All members approved.
- Project Updates (No Action Required):**
- **Building 4 Roof Replacement:** Successfully completed by Urbach Roofing between August 3–7, 2026, for the contracted bid amount of **\$44,591.00**.
 - **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** (\$23,520.00). Work will start in September and continue in October. Eric will be talking to Martin to ensure pricing has not changed.
 - **5366 Mt. Alifan Status:** A7 Group will commence water testing to confirm sources of water intrusion and identify scope of work for corrective action that is HOA responsibility. Finding the sources of water intrusion is important to ensure further damage does not occur. They are going to schedule a time to come out next week. The owner will be available.
- B. **Courtyard Sump Pumps:** Status of the service request submitted via Condo Communities to inspect and clean the courtyard sump pump systems. John Peters will check on these in September to ensure they are working properly.
- C. **New Incident & Maintenance Logs (No Action Required / Pending Inspections):**
- **4162 Genesee Ave:** Front gate post is slipping off its concrete support, preventing the gate from latching. Handyman is scheduled to inspect.
 - **5356 Mt. Alifan Dr:** Reported suspicion of active termites. A termite representative is scheduled to conduct an inspection.
 - **5373 Balboa Ave:** Reported dry rot and termite damage to the patio fence. Handyman is scheduled to inspect.
- 8. Committee Reports & Alignment**
- A. **A. Rules & CC&R Review Committee (Board Liaison: Shanti Rao)**
- **Action Item:** Appointment of a Board or Committee member to lead the review of the draft **Maintenance Matrix** template provided by Epsten.
 - **Discussion:** Rules project to clarify and standardize Exclusive Use Common Area (EUCA) vs. Common Area maintenance definitions under CC&R Article VI.
- B. **Finance Committee (Board Liaison: Michael Puente)**
- **Discussion:** Initiating competitive bidding directives for larger operating contracts (landscaping, trash, pest control, security) in preparation for the 2027 fiscal year.
- C. **Maintenance & Landscape Committee (Board Liaison: Joy Brychta)**
- Joy has contacted 2 other landscaping companies to provide bids for Corp.2

D. **Security Committee (Board Liaison: Andrew Erickson)**

9. **Old Business (Items Tabled or Carried Over)**

A. **Discussion/Action: Sump Pump & Drainage Requests (5376 & 5328 Mt. Alifan)**

- **5376 Mt. Alifan Dr:** Review of received contractor bids to establish an excavation, drainage, and French drain scope of work. *Potential Board Action to approve a bid.*
 - i. John has received references of the company that we have bids for. They are all favorable. The company is highly recommended by other HOA's and condo communities as well as Google.
 - ii. Motion to approve Mr. Martinez to provide the excavation, drainage and sump pump for 5376 Mt. Alifan for \$7500 made by Andrew Erickson and seconded by Joy Brychta. All board members approved. This will be done the week of September 14th.
 - **Administrative Post-Meeting Note (September 2026):** Subsequent to the meeting, management conducted standard vendor verification. It was determined that Mr. Martinez Landscaping could not produce valid commercial general liability and workers' compensation insurance certificates naming the Association as an additional insured. Consequently, the agreement was voided and the project was scheduled for re-solicitation and re-vote under Old Business at the September 23, 2026 meeting.
- **5328 Mt. Alifan Dr:** Status report. The Board notes that the homeowner did not return Treasurer Puente's contact to coordinate a site visit, so no progress has been made. John Peters has spoken with the homeowner multiple times regarding the need for the front wall to be sealed. She has not returned his call. Tabled at this time.

B. **Discussion/Action: 5382 Mt. Alifan Dr. Water Intrusion**

- Review of Treasurer Michael Puente's inspection report regarding the rear sliding glass door (owner responsibility) and previous cosmetic caulking with possible written response or in-person comments from owner. There is a need to get another bid so we will table this until next month.

C. **Discussion/Action: Plumbing Reimbursement Request (5352 Mt. Alifan)**

- Discussion regarding the tabled \$293.00 plumbing repair claim on the patio of 5352 Mt. Alifan. Tabled to next month.

D. **Discussion/Action: Tree Removal & Greenbelt Trimming**

- Status of the unified Save a Tree proposal, including the dead pine removal at **5387 Mt. Alifan** and community-wide greenbelt trimming. Tabled until next month

E. **Discussion/Action: Online Visitor Parking Portal**

- Evaluating the transition of guest parking pass administration from the office to the Condo Communities online portal. Discussion regarding how the automated system works. The parameters will be set so people cannot take advantage of this automated system. Suggest a trial of a hybrid system where we use both on line and Angela in the office. After the trial we will decide which way we will continue.

10. **New Business**

A. **Motion: Activation of Contingent May 2026 Board Approvals**

- **Motion:** To formally authorize and schedule the execution of the Building 8 reroofing contract with Urbach Roofing (**\$62,738.00**) and the remaining SB326 structural balcony repairs, which were approved in May 2026 contingent upon the passage of the Special Assessment. Board Action: Tabled by Board consensus to the September 23, 2026 meeting to confirm the readiness of Special Assessment capital collections, verify the cash flow schedule, and ensure the currency of all contractor quotes.

B. **Discussion/Action: Building 8 Seagull Nest Removal & Deterrents**

- Scheduling the physical removal of the Building 8 nest and the installation of bird deterrents (spikes/screens) in September 2026 once the birds are fully fledged.

C. **Discussion/Action: Workers' Compensation Policy (State Fund) Renewal**

- Review and potential action regarding the annual Workers' Comp policy.

D. **Discussion/Action: Wood and Door Repairs**

- **4110 Genesee Ave:** The Board notes that the entry door repair is deferred to the September meeting pending receipt of competitive bids (homeowner has consented to wait).
- **5371 Balboa Ave:** Carpenter(s) looking at 4110 will confirm the integrity and that it can be epoxied or what is required.

E. **Discussion: Common Area Security & Nuisance Reports**

- Review of resident reports regarding off-leash dogs.

- Disposition of the abandoned bicycle and backpack discovered on Balboa Avenue (secured by Joy Brychta in the clubhouse) and potential police department notification. Check to see if f

11. Adjournment to Executive Session

- **Executive Session Disclosure:** It is noted for the record that no Executive Session was convened in conjunction with the August 26, 2026 General Session meeting.
- **Motion:** To adjourn the General Session meeting at 8:05 P.M.
- **Mover / Second:** Andrew Erickson / Joy Brychta. Passed unanimously (6-0).