PACIFIC BLUFFS CORP 2
The Board of Directors Meeting Minutes
Date: September 23, 2026
Time: 6:30 PM
Location: Pacific Bluffs Clubhouse,
5326 Mt Alifan Dr, San Diego, CA 92111

Board Members Present: Eric Polonsky, Andrew Erickson, Jeff Plourd, Shanti Rao, Michael Puente, Joy Brychta

Board Member Absent: Greg Treiger (excused)

Homeowners Present: William Brychta, John Peters

1. Call to Order by the President at 6:31pm

2. President's Opening Remarks

Introduction of Jonathan De La Torre from Nexus Smart Communities

3. Guest Presentation: Property Manger Vendors - Jonathan De La Torre, Nexus Smart Communities

Association Management Company that help HOA's that are self-managed. Their job is to come in and complement what we have but take away the headaches of everyday concerns/calls from residents. Also, they help to organize meetings and provide a website with calendars, notes, agendas etc. that homeowners can access themselves. The goal is to for our board to be able to focus more on governing and not on the operations as much.

The company would be the one to get 3-5 bids for any contractors. Such as roofs, termite treatment, landscaping, internet provider etc. They will collaborate with our current vendors as well. They will coach us through and help us prepare for the reserve study and budget.

All-inclusive contract with three different options. $1662 per month, there is a bi-monthly and quarterly option as well. There will be no extra charges. The contract is renewed annually and can be terminated within 45 days.

They would start by scanning all our records to the cloud so they can use them for reference. Then they will oversee day-to-day operations. They oversee the bank accounts and collect the HOA dues/special assessments.

The company provides educational services for the HOA boards.

4. Approval of Minutes

- **Motion:** To approve the minutes from August 26, 2026, Board of Directors General Meeting.
- **Motion made by:** Andrew Erickson Seconded by: Jeff Plourd Unanimously approved by board: 6/0.

5. Homeowners Concerns *(3-minute limit per speaker)*

No concerns

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

A. **Financial Status Update:** Review of operating funds, reserves, and total assets.

Pacific Bluffs Corp II
Details of Cash Position and Net Assets
For the Period Ending 08/31/2026
UBC Checking 11,007.46
Petty Cash 300.00
Due (to)/from Reserves 60,121.87
Total Operating Funds $ 71,429.33
Banner Bank CD 2 - *Maturity Date: 5/7/2026*
US Bank Savings 143,727.76
Due from/(to) Operating (60,121.87)
Total Reserve Funds $ 83,605.89 -
Total Cash $ 155,035.22
Accounts Receivable 1,298.00
Prepaid Collections (18,972.00)
Accrued Expense (28,459.09) *Water bills on payment plan through January 2028.*
Deferred Cable Rebate (4,373.36) *Amortizing through end of 2027*

B. Motion to approve the financial report.

- **Motion made by Andrew Erickson, seconded by Jeff Plourd. All board members agreed. 6/0**

C. **2027 Budget & Reserve Study:** Status report on the SCT Level 2 Reserve Study and commencement of the 2027 Annual Operating Budget planning.

- **See attached.**

D. **Operating Contract Review**: Directives to initiate competitive bidding and RFPs for major operating expense contracts to optimize 2027 fiscal efficiency:

- EDCO: Waste disposal, recycling, and organic composting services.
- Spectrum: Bulk cable television and community internet infrastructure.
- Treebeard: Property-wide landscape maintenance contract.

E. **Special Assessment Payment Status and delinquency schedule**

We have collected $220,000.
Two homeowners have not paid.
One bounced check

F. **Contingency Line of Credit: Motion:** To authorize the Board to apply and pay associated fees not to exceed $2,000.00 to establish a contingent Line of Credit.

- **Table until October**

G. **Proposed Action (Vote):** Formal Board vote to accept the monthly financial reconciliations in compliance with California Civil Code § 5500.

7. Maintenance & Facilities Report *(Presented by John Peters)*

A. **Ratification of Executed Expenditures (Board Delegation Policy):**

- Motion: To ratify the completed termite damage repair for 5356 Mt. Alifan Dr. in the amount of $575.00 executed since the last meeting.
- Motion: To ratify the emergency patio valve replacement at 4142 Genesee Ave. executed by Brian Hertal (work approved since last meeting; invoice status pending confirmation). Approx. $500
- Motion: To ratify the repair contract with Martin Lynn Roofing to re-hang the detached gutter section at 5372 Mt. Alifan Dr. $180

- Workers' Compensation Policy Renewal: State Compensation Insurance Fund renewal estimate of $1,146.58 for the annual policy period effective October 1, 2026.

B. **Project Updates (No Action Required)**

- 5366 Mt. Alifan Water Testing Status: A7 Group completed comprehensive water intrusion testing on September 3, 2026; awaiting final engineering report to define corrective scope of work.
- Building 8 Seagull Nest Removal: Status update on scheduling the physical removal of the nest and consideration of installation of bird deterrent spikes/screens following fledging.
- Underground Infrastructure Maintenance: Review of preventative maintenance for Southern Corp 2 sewer pipes and underground storm drainpipe in the front lawn of Mt. Alifan units (estimated cost $950.00).

  - Discussion made by John regarding need to do maintenance on sewer pipes and underground storm drainpipes. I need to maintain and scope them before the rain begins.

C. **Courtyard Sump Pumps:** Status of the service request to inspect and clean the courtyard sump pump systems.

D. **New Incident & Maintenance Logs (No Action Required / Pending Inspections):**

- **4160 Genesee Ave Backflow Testing:** Mandatory City of San Diego Fire Service Backflow testing notice (Ahlee Backflow); operational update on contracting certified testing prior to the City's October 31, 2026, compliance deadline.

- The back flow valve by Rita McCandless home needs replaced for $382.
- **Motion to replace the backflow valve made by Michael Puente, seconded by Shanti Rao. All board members unanimously agreed. 4/0**

- **4174 Genesee Ave**: Gutter section damage reported; replacement piece scheduled.
- **5372 Mt. Alifan Dr:** Maintenance log items pending inspection: front door alignment, shed door latching, and evaluation of suspected termite damage.
- Carport Pavement Inspections & Vehicle Fluid Leaks: Operational update on preventative carport pavement inspections and initiative-taking resident contact regarding automotive fluid leaks.

Motion to accept ratification of executed expenditures and approve projects.

- **Motion made by Andrew Erickson, seconded by Jeff Plourd. Board members approved unanimously 6/0**

8. Committee Reports & Alignment

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)**

- Report on Finance Committee meeting held on September 17, 2026

C. **Maintenance & Landscape Committee (Board Liaison: Joy Brychta)**

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:** Rescission of voided contract with Mr. Martinez Landscaping due to insurance non-compliance. Review of licensed and insured contractor bids; Motion to approve the proposal from Zoom to install a comprehensive dual-line drainage mitigation system with a **Not-to-Exceed (NTE) cap of $19,200.00.**
  - **Motion to approve to have Zoom be contracted to provide services for 5376. Motion made by Michael Puente, seconded by Andrew Erickson. Unanimously approved by BOD 6/0**
- **5328 Mt. Alifan Dr:** Status update on homeowner contacts and site visit coordination to evaluate reported water intrusion. Owner has not responded to John or Michael regarding issue.

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.
  - Owner has not answered Eric's written statement provided by Michael's assessment of situation.

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.
  - Table for October meeting

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

- Status of the unified Save a Tree proposal. The Board notes that in accordance with our competitive bidding procedures, John Peters will solicit two additional three service bids in September, with a target project execution date before December winter storms.
- John has received three quotes to remove the tree. $6300 LC tree services. $7000 by another company and save a tree cost was going to be higher than both of those.
- Greenbelt tree trim needed in front of 5374.
- Palm tree trimming needs to be done yearly. John received a quote for $1100 for our eleven palm trees in Corp 2 by LC Tree Service as well.
- **Motion to approve LC tree service to remove the tree in front of 5387 Balboa for $6300 and the palm tree trimming for $1100.**
    - **Motion to approve these costs by Michael Puente, seconded by Shanti Rao. Approved by board unanimously. 4/0**

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

- Hybrid model following the September meeting, operating physical parking passes and the online portal simultaneously.

  Extend the hybrid model for another 30 days and revisit at the October meeting.

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

- **4110 Genesee Ave**: Entry door repair needs to be evaluated for repair or replacement.
- **5371 Balboa Ave**: Carpenter(s) looking at 4110 will confirm door and frame integrity and evaluate if an epoxy repair is feasible.

10. New Business

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

- To formally authorize and schedule the execution of the reroofing contract with Ascent Roofing for Building 8, 5358 Mt. Alifan Dr (1 large roof, one small roof), 5342 Mt. Alifan Dr, 4162 Genesee Ave, and 4106 Genesee Ave. (Correction of Property Records: Formal correction of the flat roof address schedule from prior minutes/agendas). Bid Evaluation (Ascent Roofing Proposal dated Sept 18, 2026):
    - Base Proposal (Carlisle Sure-Weld® 60-mil TPO): Bldg. 8 ($55,680.00) + Four Flat Roofs ($5,000.00 each = $20,000.00) = $75,680.00 Total.
    - Optional Upgrade (Carlisle Sure-Flex® 60-mil PVC): Bldg. 8 ($65,280.00) + Four Flat Roofs ($5,750.00 each = $23,000.00) = $88,280.00 Total.
- Motion: To select the roofing specification system and award the comprehensive re-roofing contract to Ascent Roofing utilizing collected Special Assessment and reserving replacement funds.
    - **Motion made by Andrew Erickson, seconded by Jeff Plourd. All board members unanimously agreed. 6/0**

B. **Discussion/Action: SB 326 Balcony Inspection Mandate & Statutory Grandfathering.**

- Confirm whether Pacific Bluffs II is grandfathered or eligible to defer mandatory visual structural inspections under California Civil Code § 5554 (SB326). **Table to October meeting**.

C. **Discussion/Action: Property Insurance Deductible Restructuring (State Farm Quotes)**

- Deliberation and formal vote on State Farm commercial property deductible options ($10,000, $25,000, or $50,000 deductibles) received August 27, 2026, to balance premium savings against operating reserve liability.
- **Table to October meeting.**

11. Motion to adjourn meeting at 8:56 by Michael Puente, seconded by Shanti Rao. Unanimously approved by all board members. 4/0