

MINUTES VIA VIDEO CONFERENCE & IN PERSON
MEETING ID: 83152527180
BOARD OF DIRECTORS
COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION
AUGUST 27, 2025

BOARD MEMBERS PRESENT: Bill Pai, President
Gary Lym, Vice President
Paul Beusterien, Treasurer
Gary Hoffer, Secretary
Lee Harris, Director
Tim Coffey, Director

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Dawn Jaeger, Executive Director
Jacqui Vasquez, Office Manager
Joe Landaeta, Director of Maintenance
Javier Silva, Director of Security

CALL TO ORDER
Vice President Lym called the meeting to order at 6:45 PM.

ROLL CALL / APPROVAL OF AGENDA
Roll Call was conducted by President Pai. Members present are listed above. The Board reviewed the agenda. President Pai motioned to move Director Javier Silva's verbal Security Report to after Joe Landaeta's landscape presentation.

President Pai moved to accept the agenda with the one change noted above. Treasurer Paul Beusterien seconded the motion.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

OPEN FORUM
Homeowners spoke during Open Forum.

MAINTENANCE DIRECTOR JOE LANDAETA-LANDSCAPE UPDATE
Maintenance Director Landaeta updated the Board on various aspects and locations pertaining to the City's and CHBIOA's tree survey. He stressed the importance of not making the same past mistakes regarding tree planting and recognizing that there are various, multiple entities that need to be consulted before a tree can even be planted. He reminded the Board of the costly repairs of tree roots causing damage to asphalt over the years.

President Pai motioned and Secretary Hoffer seconded to direct the Director of maintenance to plant trees along Packet Landing Road as he deems appropriate.

VOTE: Motion carried (5 in favor-Pai, Beusterien, Hoffer, Harris, and Coffey); 1 opposed (Lym); none abstained.

SECURITY DIRECTOR JAVIER SILVA-SECURITY REPORT
Security Director Silva reported there have been 451 incidents reported since 6/1/2025. He advised the Board that two officers have left CHBIOA to join law enforcement, one at SF Sherriff's and one at King

City Police Department. Director Silva has hired three officers from the CHP Explorer Program. All three are moving well through training and doing a great job.

CONSENT CALENDAR

The Board reviewed the minutes from the meeting on June 25, 2025.

Secretary Hoffer motioned to approve the minutes as submitted. President Pai seconded the motion.

VOTE: Motion carried (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris and Coffey); none opposed.

Secretary Hoffer motioned to approve the rest of the Consent Calendar as submitted. President Pai seconded the motion.

VOTE: Motion carried (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed.

REPORTS

A. CLASS

No report was presented or submitted.

B. Directors

Director Harris informed the Board of discussions with developers regarding the Landing.

Vice President Lym thanked staff for the wonderful 50-ish Celebration held on 8/2/25.

C. Executive Director/Staff

ED Jaeger updated the Board regarding Flock camera data.

FINANCIALS-JUNEL & JULY, 2025 FINANCIALS AND DELINQUENCY REPORT

The Board reviewed the financials and delinquency report as submitted.

Vice President Lym motioned and President Pai seconded to accept the financials and delinquency report as submitted in accordance with Civil Code Section 5509,

VOTE: Motion carried unanimously (5 in favor-Pai, Lym, Hoffer, Harris, and Coffey); Treasurer Beusterien was out of the room when the vote happened; none opposed or abstained.

OLD BUSINESS

A. CAC Training Update

Ms. Vasquez reported that a date could not be agreed upon for August and September for various reasons. We are now looking at dates in October or early November.

NEW BUSINESS

a) Appointments

ED Jaeger reviewed a memo with the Board regarding making board/committee appointments.

Vice President Lym motioned and Secretary Hoffer seconded to make no appointments at this meeting.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

b) Dates for Finance Committee-Budget

Due to time constraints at tonight's meeting, ED Jaeger will email the members of the Finance Committee-Vice President Lym, Treasure Beusterien, and Secretary Hoffer-available dates to meet in September prior to the next Master Board meeting on 9/24/2025.

c) ADA Website Upgrade

ED Jaeger advised the Board that our website needs to be upgraded to be fully compliant with ADA law for liability concerns. The size of font throughout the website is already compliant, but not the color contrast aspect.

Secretary Hoffer motioned and President Pai seconded to authorize ED Jaeger to proceed with our current webmaster to upgrade our website to be ADA compliant.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

d) Recruitment Agency

ED Jaeger advised the Board that we have been looking for a suitable replacement for Director of Maintenance Joe Landaeta for four years ever since he announced he would be retiring soon. There have been no suitable replacements. She asked if the Board would like to enlist a recruitment agency to assist. Their customary fee is approximately 25% of the first year's salary for the position.

Treasurer Beusterien motioned and Secretary Hoffer seconded to authorize ED Jaeger to enlist a recruitment agency to find a suitable replacement for Maintenance Director Joe Landaeta.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

e) Fee Schedule

ED Jaeger reviewed with the Board the two new fees that should be added to CHBIOA's fee schedule: a credit card usage fee (%) to cover the fees charged by the credit card companies which CHBIOA has been absorbing to date and a Gull's Call ad design fee of \$50 and a GC ad edit fee of \$25.00.

Treasurer Beusterien motioned and Secretary Hoffer seconded to add the two new fees noted above in CHBIOA's Fee Schedule.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

ED Jaeger will include the updated Fee Schedule as part of the CHBIOA budget in September.

f) Reimbursement Request

The Board reviewed the request and supporting documentation for reimbursement from the homeowners at 782 Limerick Lane. The homeowners addressed the Board during Open Forum.

Director Harris motioned and Secretary Hoffer seconded to deny in full the request for reimbursement as homeowners are responsible to maintain their own property.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

g) Legislative Update

The Board reviewed the information provided.

ADJOURNMENT TO EXECUTIVE SESSION- 8:00PM

Personnel issues were discussed.

Legal: Director Harris motioned to accept the legal proposal for the Restatement of Governing Documents for CHBIOA. Vice President Lym seconded the motion.

VOTE: Motion carried unanimously (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

ADJOURNMENT- 8:44PM

President Pai motioned and Director Harris seconded to adjourn the meeting at 8:44pm.

VOTE: Motion carried unanimously: 6 in favor (Pai, Lym, Beusterien, Hoffer, Harris, and Coffey); none opposed or abstained.

The next regular meeting of the Board of Directors meeting is scheduled for September 24, 2025.

Minutes approved on _____ by _____
CHBIOA Board Member