

**Called to order at 6:30pm**

**ROLL CALL**

**Board Members Present:** President Lois Shouse, Secretary Beth Ebben, Treasurer Margaret Apodaca, Sharon Thoms

**Board Members Absent:** Vice President Michael McCarthy, Glenn Henshaw, Eugena Marino

**COS Members Present:** Manager Karim Manji, Assistant Manager Jesse Underhill

**APPROVAL OF MINUTES**

**1. Minutes of January 22, 2018, Board and Management Team Meeting**

**Motions:**

The minutes from January 22, 2018 were approved

**OLD BUSINESS**

**2. Reports & Updates on prior Action Items:**

- **Progress Report from Karim** – Karim stated that they are working to address:
  - Speeding:** They have incorporated into the street maintenance contract the installation of speed limit signs, repainting and speed dips. These actions will be phased in around the park.
  - Abuse of Visitor Parking Spaces:** they are stepping up towing for overnight infractions. Warning letters have proven to be a good deterrent. They will be communicating via the tubes to everyone the new visitor parking enforcement, including instructions on how to obtain an overnight pass for guests.
  - Board & Resident Communications:** The coming and goings of residents to the Park and birthday announcements have been returned to the Newsette. They are planning on upgrades to the Plaza Del Rey website. They will continue to post “big news” in the tubes for residents who do not have a computer. The Manager’s letter will also now be found in the Newsette.
  - Security:** They just had a meeting with Onyx. A parking report is being generated to provide the Management with a better picture of overnight guest parking abuses. They will ask the patrol drivers to make sure their lights are flashing at nighttime. Patrols will be expanded to all streets.
- **Service Level Agreement** – No maintenance/upgrades schedule is available. The Office provides a list of amenities and hours to new residents. Bart is available after hours. They will consider adding a “why” to an Out of Order notification.
- **Enforcement of Rules and Regulations** – Discussed above

**Action Items:**

- ✓ Will report back to the Board regarding the parking report, enforcement
- ✓ Will report back on updates to the Plaza Del Rey website

- ✓ Continue to ask for a Maintenance Schedule

### NEW BUSINESS

#### 3. Clarification and Discussion of:

- **Orange marks on the street** - The School District (who owns the land at the rear of the Park) was performing a utility survey.
- **Daytime Robberies** - Security will be expanded, however, the security personnel will just call the Police Department, as they are not authorized to detain persons. The Sunnyvale DPS did apprehend the burglary suspects.
- **Dog walking in the Park** – The Park Management can only respond to it if they see it. Dog walking and loose cats are very hard to enforce. They plan on putting up signage “No Dog Walking Allowed”.
- **Issue at front entrance, children/utility box:** A resident stopped to help keep children away from an open utility box. She was, unfortunately, harassed by other resident’s for partially blocking the driveway. AT&T left the box open, but came back and closed it after being notified by the office. The resident who stopped to help should be commended for her actions.

#### Action Items:

- ✓ The Office will try to better communicate with residents at the back of the park when the School District has business in the Park
- ✓ Perhaps the residents need to revise the rules regarding dog walking and loose cats. This will be a survey item

#### 4. Other Discussion:

Brd. Member Shouse asked about having a standing reservation for the Board Room for the third Tuesday of each month for the PDRra Board to meet. Karim responded that he thought that could be arranged. Brd. Member Shouse also asked about using the sound system in the Main Room for general meeting with the residents. She has always brought hers, but it would be nice if it was available in the future. Karim said he did not know how to use it, but would look into it.

### ADJOURNMENT

Brd. Member Shouse adjourned the meeting at 7:40 p.m.

Respectfully Submitted:

                  /s/Beth Ebben                    
Beth Ebben,  
Secretary, PDRra