

SARATOGA CEMETERY DISTRICT

MINUTES

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SARATOGA CEMETERY DISTRICT

DECEMBER 1, 2015

3:30 pm

Meeting began at 14754 Oak Street and moved to 14766 Oak Street, Saratoga Ca

CALL TO ORDER: Meeting called to order at 3:36pm by Chairperson Judy Johnstone

ROLL CALL: Judy Johnstone, Vicky Bosworth, Debra Cummins, Norman Koepernik,
Yan Zhao – present

PUBLIC COMMENT TIME: (This is the opportunity for individuals to make and/or submit written or oral comments to the Board on any item within the purview of the Board, which is **NOT** part of the Agenda. No action on the item may be taken, but the board may request the matter be placed on a future agenda.) NONE.

REGULAR AGENDA ITEM:

- 1) The Board inspected the manager's house going room by room noting areas of concern.
- 2) The Board inspected the exterior of the manager's house.
- 3) The Board moved to the District office to discuss the scope of work on the manager's house remodel. 4:15pm

4) Board members were given the opportunity to voice observations and opinions as to the scope of work that each felt was necessary. A list of repairs and improvements was created and Judy Johnstone conducted a vote to include or not include specific repairs or improvements to the scope of work. The vote revealed that the scope of work should include the following:

- New roof and rain gutters
- Window replacement
- Structural repairs under house
- Ceiling repairs including any structural repair in attic area
- Floor heater (repair or replace with forced air heater)
- Full kitchen remodel
- Main bathroom repairs
- Half bath conversion to full bathroom (optional)
- New flooring
- New paint inside and outside
- Repair garage door
- Install dryer vent

5) The Board would like to further assess the condition of the plumbing system, heating system, electrical system and the possibility of adding a separate electric meter to the cottage. Steve Albright has the assignment of contacting and meeting with a plumbing contractor, electrical contractor and heating contractor so additional information may be available for the next Board meeting.

6) Next Board meeting is scheduled on January 6, 2015.

ADJOURNMENT: 5:11 pm

Judy Johnstone, Chairperson

Vicky Bosworth, Vice Chairperson

Debra Cummins, Trustee

Norman Koepernik, Trustee

Yan Zhao, Trustee