

# PPCA General Meeting Minutes - DRAFT

Thursday, October 16th 7:00– 9:00 pm

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## Meeting Agenda

### 1) Call to order and roll call

|                |               |                           |
|----------------|---------------|---------------------------|
| President      | Allison West  | Present                   |
| Vice President | Joanne Gold   | Present                   |
| Treasurer      | Gary Emich    | Present                   |
| Secretary      | Cherie Chan   | Present                   |
| At-Large       | Carol Pan     | Present                   |
| At-Large       | Bryan Reiner  | Present                   |
| At-Large       | Sam Casillas  | Present                   |
| At-Large       | Britt Kopping | Sick, noted in advance    |
| At-Large       | Breck Hitz    | Absent, noted in advance. |
| At-Large       | Leo Leon      | Present                   |

Call to order at 7:04 pm. Board members above plus Robert “Bob” Holden (Firehouse Manager), Sheila Gamble-Dorn. Dan Haggerty, El Granada

### 2) Approval of [July meeting minutes](#)

Joanne made a motion to approve, Leo seconded, unanimously approved.

### 3) Firehouse Manager’s report

Bob asked about an update to the exterior sign.

Background: In March, neighbor Neil Kopping proposed an update to the old Firehouse signage. The board agreed that the old sign looks like a landscape, rather than a sign, and Bryan agreed to work directly with Neil to return with a quote.

Bryan noted some slight complications which deserve more investigation: the new siding should not be punctured, nor should we be drilling holes in the cement right next to the foundation.

Rentals have been going nicely. About 25-30% of rentals have been repeat business. Bob expressed appreciation to the Board members for attending the Girl Scout dedication at the playground.

### 4) Treasurer’s Report: Balance Sheet, Income and Expenses for Q3 2025

#### **Profit and Loss Comparison**

- The PPCA had an exceptional quarter with rental income up 37.8% (\$21,650 compared to \$15,715 in Quarter 2); this was the most rental income in the last three years. Coupled with fundraiser income from the Moveable Feast dinners, the Potluck, the PPCA Film Series and the \$10,000 Grant K donation, gross profit was \$33,040 for the Quarter, up 27.5% from Quarter 2’s \$19,154, the 3<sup>rd</sup> largest gross profit in the past three years.
- Total expenses were \$30,379 compared to \$15,699 in Quarter 2 (of which \$13,350 was for related residing repairs to the turret reroofing and gutters).
- Gary proposes we contract Sarah Roberts as PPCA’s professional bookkeeper. She currently is owner of Roberts & Bell Associates. Sarah is a certified bookkeeper (American Institute of Professional Bookkeepers) and an Intuit QuickBooks Pro Advisor bookkeeper.

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- Joanne made a motion to: *Authorize Gary to work with Sarah Roberts as a professional bookkeeper (independent contractor) to reconcile Paypal, TriCounties Banks, US Banks, and in QuickBooks so we can produce timely reports.*  
We anticipate expenses ranging from \$200-250 per month, and Gary will still issue checks.
- Bryan seconded, unanimously agreed.

## 5) Discussion about those interested in Executive Committee and Board positions for 2026

- Joanne provided an update: On Saturday, September 20<sup>th</sup>, the PPCA issued a call for the PPCA for open Board of Director positions, serving a two-year term from Jan 2026 - Jan 2028. Nominations are open for a 30-day period effective September 20, 2025.
- Gary expressed a willingness to serve as Treasurer, Allison noted she will be termed out as President.

## 6) Committee Updates

### Events Committee

- We are having a potluck and Trivia Night this Sunday.  
There was an extensive discussion about whether or not we need cleaners after every event. Currently, volunteers are cleaning and sanitizing the Firehouse after every event including movie nights, which don't include much food, then cleaners are coming anyway. The Events Committee proposed eliminating the need for cleaners after events like Movie Nights, which don't include much food.
- Bob clarified that professional cleaners are hired after every event (except meetings) to ensure that the Firehouse is in optimal shape for the renters, which includes sanitizing the toilets, bathrooms, floors, and counters. He clarified that cleaners will mop the floors and surfaces, including counters and bathrooms.
- The board determined that asking volunteers to repeatedly clean and sanitize dissuades volunteers from continuing and puts the burden on a small number of volunteers. Volunteers will still have to pick up and trash, ensure waste baskets and toilets are empty, and continue to sweep up any messes and spot mop if there are obvious food or drink spills.
- Bob will distribute the standard Checklist which is distributed to all renters (supplied here for convenience: [Facility Rental Application](#))

### Welcoming Committee

- Allison noted that she has not received a list from the Welcome Committee.  
Sam volunteered to work with the Welcoming Committee they receive these lists on a timely and regular basis.

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## Planning Update

- As discussed at the July PPCA meeting, the Coastal Commission has made its determination on the land use changes, and the Pedro Point Field has a new owner.  
There are no known development projects.
- There is an active application to convert the Mixed Use property on 1200 Danmann (former llama field) from a commercial space into three apartments, one 1,040 SF unit and two 387 SF units under SB-6.
- Bryan encouraged participants consider OurNeighborhoodVoices.com which advocates for local control to block “[SB 330](#)” projects, which places the burden on the City of Pacifica to provide substantial evidence on the record that specific conditions exist; otherwise, a project is approved.
- Dan Haggerty, former elected from Midcoast Community Council (MCC) which represents Unincorporated Montara, Moss Beach, El Granada, Princeton, and Miramar, offered to help.
- **Motion:** *PPCA will co-sponsor a weeknight Town Hall on the state of housing in Pacifica, which includes an overview on SB 330, the Builder’s Remedy, and may ask to screen [SMALL IS BEAUTIFUL](#), a short documentary that captures a high-stakes local battle — and reveals how sweeping state housing mandates are reshaping California’s landscape in the name of “progress.”*

## Short-Term Rentals (STR)

- On August 11<sup>th</sup>, the Pacifica City Council voted unanimously to pass the new STR ordinance. Pacifica’s City Manager is responsible for presenting this to the Coastal Commission, which has jurisdiction over most STRs which are in the Coastal Zone neighborhoods of Pedro Point and Sharp Park. This has not been done.
- Volunteers from <https://www.pacificahomesarenothotels.org/> will be attending each forthcoming California Coastal Commission Meeting (November 5-7 in Sacramento) and (December 10-12 in Imperial Beach) to encourage decision makers to encourage them to agendaize the item.

## 7) Firehouse Maintenance Report (10/5)

*Danny Estrella, Firehouse Maintenance, had submitted a written report, which is included below.*

### Completed Maintenance

1. The front entryway doors, walls and awning have been patched and repainted to match the siding colors.
2. The trash bin cabinets have been prepped and painted to match the siding colors.
3. The water pipe supplying the playground faucet had sprung a leak near the top of the pipe where it exits the building. The leak was not patched, nor the pipe replaced. The interior valve that supplies this pipe was closed to stop the water flow to the pipe as water supply to the playground faucet was not being used. It is recommended to replace the pipe if water supply to the playground faucet is required, or cap off the existing pipe and remove the exterior section of the pipe permanently if not needed.

### Ongoing Maintenance

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1. Landscape maintenance (grass areas, weed removal, ivy and bottle brush tree trimming) is completed by a volunteer crew on an as-needed basis.

## **Outstanding Maintenance**

1. The deck needs to be prepped and stained to protect the deck boards that were installed during the re-siding construction.
2. The door closer for the deck exit needs to be re-installed. Brian Reinero was working on this with the ProSuperior crew. He may know the status of this repair.
3. There is a rain water leak in the walls at the south east corner of the building. Water was seen on the interior building foundation and in the ceiling sheetrock in the events supply storage room by Neil Kopping and myself following a severe rain storm. It's unlikely that the leak is located in the new siding or windows due to the thorough weather wrap and caulking that was done. Inspection of the exterior walls and windows in this area did not reveal any areas where water could enter the building. The leak may be at the roof line where the old flashing was reinstalled. Brian Reinero was supervising the flashing work during the re-siding and may know how to address this problem.
4. The flat part of the roof needs to be replaced. A proposal to cover the existing roof with spray polyurethane foam by Armstrong Roofing Company, at an estimated cost of \$25,000, was previously submitted.

## **Proposed furnace replacement**

1. The goal is to replace the existing furnace due to its excessive noise level. Several furnace systems were evaluated including gas fired (similar to the existing system), radiant and heat pump. Gas fired and radiant furnaces would be just as noisy as the existing furnace. The heat pump system would be quieter and would provide cooling, as well as heating, features. A bid for purchase and installation of a heat pump came in at \$23,000. Additional bids will be obtained, evaluated and compared for due diligence and meeting our fiscal responsibility. There are no updates for this.

## **Actions and Proposed Board Actions**

The board did not move to replace the roof, as funds for such a large project are lacking, and it is unclear if a reroofing project is of highest priority.

Bob agreed to create a master Maintenance/tracking spreadsheet for the entire Board to view and access. This will include:

- 1) Desired Capital Improvements
- 2) A Maintenance Punch List

## **8) Other Board Matters**

- Neighbor Sheila Dorn had been a local Pacifica Schoolteacher at Ocean Shore for many years. As one of her many Oceans 411 projects, she had worked with schoolchildren to create signs and placards at Pacifica State Beach which share information about native animals who call the Pacifica Coast home. These signs had been vandalized in the past: when she replaced them, they were vandalized again.

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She asked the neighbors to be on the lookout for them. Neighbors also asked about the ongoing changes at Ocean Shore and the pending School Board Recall efforts.

- Cherie noted that basic safety delineators which separate pedestrians from the undercut walking path (10+ foot drop) at San Pedro Creek near the Soul Grind and delineators on the road which protect pedestrians and bicyclists approaching multi-use bridge at San Pedro Avenue have also been removed and have not been replaced, and may be part of a larger pattern.

## 9) Funding Event signage

This was discussed during the Firehouse Manager report.

## 10) Adjournment

The meeting was adjourned at approximately 9 pm.