

EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 07/26/17 REGULAR MEETING OF BOARD OF DIRECTORS

A regular meeting of the Board of Directors of the Emery Bay Village (EBV) Homeowners Association was called to order on Wednesday, July 26, 2017, at 7:00 p.m., in the EBV Clubhouse. Present were Eric Stilan, Vice President; Matt Johnson, Treasurer; Michelle Siegel, Secretary; Elle Lathrop, Member-at-Large, and Michelle New, Property Manager (Walsh PM).

Homeowners present: Stephanie Barbour; Oscar Velasquez, Kim Kurata

1. Open Forum

- Garbage next to homeowner's unit (85/87). Homeowner asks for property management to contact owners to facilitate cleanup.
- Old garbage can is still there (85). Michelle New to ask Romiro to dump out contents, and sweep up and dispose of if needed, and then remove the old garbage can.
- Compost Bin Committee (Stephanie Barbour) made a sign to attach to compost bins to prevent lids of bins being flipped into the siding. Board discussed laminating and attaching to the compost bins.
- Question about Architectural Change Form and cut electrical wire needed for cable service.

2. Approval of Minutes and Out of Meeting Consents:

A motion was made, seconded and passed:

RESOLVED to approve the June 28, 2017 regular minutes of the Board.

A motion was made, seconded and passed:

RESOLVED to approve the July 15 and 22, 2017 budget meeting minutes.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. Discussion regarding balance sheet status.

B. Collections

- i. One account in collections: 76088
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment.
- iii. Allied Report – account 000760097-1 received payment 51 of 52 of foreclosed debt. (52 payments of \$100 each).
- iv. Year-end taxes and review quote has arrived. No change in pricing.

C. Strongroom – Vendor/HOA Expenses Payment System

- i. Strongroom has been set up. Invoices were scanned in. Vendors have choice for direct deposit of their payments from us or live check sent by mail.

4. Committee Reports

A. Architectural

- i. Storage Closet Doors – 2017 Project. Continuing to compile a list of this year's 20 doors that will be installed this year.
- ii. Homeowner at Unit 94 has been invited to hearing regarding installation of disabled access ramp. Homeowner, as part of Board approval of Architectural Change Request, had agreed to speak with Jensen Landscape Service regarding capping and moving of irrigation and impact of ramp on landscaping. Homeowners did not do so. The board direct Walsh PM to invite the homeowners to a hearing at the August board meeting.
- iii. Issue with windows fogging up at 147 Temescal. Owner of unit observed vapor between window panes. A Milgard representative inspected the window during an appointment with the homeowner in July, and determined that it was covered under warranty. Milgard re-gassed and sealed up the window.

B. Landscape

- i. Trees and Landscape Proposals
 - a. Paver repairs for unit 93/95 and unit 135. Still waiting for another bid from Jensen Landscape Service for unit 93/95. Waiting for bid on removing six 12x12 pavers in front of 135.
 - b. Four of the four-plex locations are targeted for renewal of front areas, including root removals and new shrubs installation. A few options have been requested that may be presented to homeowners.
 - c. Jensen Landscape provided an irrigation diagnostic report. A question by the Landscape Committee as to whether there are 2017 funds for this work, or if this work is for 2018.
 - d. Traverso Tree service has been asked for a bid for next year's budget, which is expected to be received by the Board before the next Board meeting. The Landscape Committee included three redwoods on 47th Street, and also stump removal issues. Jensen can also remove stumps at very similar cost, specifically in areas closely tied to irrigation and sprinkler lines. If a line is cut, they can fix it right away.
 - e. Concrete work for parking spaces needs to be coordinated, whether it is done in 2017 or 2018, with tree service needs. Trees not impacting concrete must be inspected. Staging would be: concrete out/Traverso inspects and cuts (or another tree company cuts)/new concrete goes in. Replanting would occur based upon recommendation by landscape company and/or Traverso.
- ii. Drainage Repair Swale– Jensen Landscape Service (Buildings 3 through 6)
 - a. Jensen is giving us an updated proposal for installation of the swale due to the tree issues and due to the extended length of the swale. Jensen also advised not to use root barriers since they are rarely successful. This is pending Aragon's verifying that the drainage is clear from the end of the swale to the street. If Aragon is unable to come on sight and do the mapping work, the Board will work with Above All Plumbing for the needs of installing the swale in order to move ahead with the project in a timely manner.
- iii. Drainage Clearing and Map – Aragon Commercial Landscaping
 - a. We were mistaken in noting that they did the walk-through site visit for it. They are scheduled to be here on July 27. We are waiting for their report and documentation.
- iv. Owner Request – Homeowner at 96 Emery Bay Drive requested removal of shrubs. Landscape committee reviewed request and two shrubs were removed and one was trimmed.
- v. Unauthorized Tree Plantings. Observed and reported behind bldg. 34 (units 118/120). Board to ask Landscape Committee to get recommendation from Jensen about what kind of tree they are, if they are safe and ok to leave there. Otherwise remove at least one of the two trees.
- vi. Leaf Blower Use. Ask Jensen for a price quote on doing the work without gas leaf blowers. Discussion of noise, dust produced by leaf blowers.
- vii. Disabled Ramp Installation. Has had impact on landscaping and irrigation. See item (ii) under Architectural. In connection with the installation of the ramp, the Board has asked Jensen Landscaping for a bid on what irrigation needs to be moved.
- viii. ECCL Redwoods behind Clubhouse nearest 53rd Street. The Landscape Committee contacted ECCL and City regarding their redwoods and the dry areas in the corner behind the Clubhouse on ECCL property. The irrigation on ECCL's side is no longer working. Traverso noted those trees are all right for now. Landscape Committee is concerned about these trees dying and falling onto our property. Michelle New asked to contact the City of Emeryville.

C. Security / Communications

- i. Updates, Requests and Proposals
 - a. A directive was issued to Michelle New to put reminders in the newsletter to lock unit doors, car doors, and to take possessions out of cars, etc., to discourage theft and break-ins.
 - b. Need another printing with Homeowner Handbook or flyer distribution at unit doors with instructions about basic things that need to be done—Architectural Committee, recycle center use, etc.
 - c. Discussion of possibility of developing policy to have owners notify management of new renters, or be fined.

- d. Website of EBVHOA is not going to promote other businesses.
 - e. Eric found better solution to our existing mailbox flyer holders. He will email board with the ideas. Michelle New recommends TAP Plastics as well.
- D. Electric Vehicle (EV) Committee
- i. Updates, Requests and Proposals
 - a. Pricing breakout of costs of purchase versus lease over 20 years is being developed.
- E. Bicycle Storage Committee
- i. Pending quotes for cement work to install bike racks from Jensen. Michelle Siegel to follow up.
 - ii. Redline is interested in bidding. Michelle New sending the information to them.
- F. Clubhouse Interior Committee
- i. In motion. Stephanie Barbour and Michelle Siegel meeting on Sunday. Stephanie met with two different people.
 - ii. Baruch Golden had told Michelle that he could research bike racks for interior of Clubhouse.
5. Unfinished Business
- A. Open and tabled items (informational/underway projects)
- i. Mailboxes
 - a. We have a broken P2 parcel box and a broken P1 parcel box on the mailboxes by 81 Emery Bay Drive. The post office was to check it out in September 2016 and have not and likely never will. No sign of activity from post office. Walsh PM was to follow up with post office, again. Walsh PM used online complaint form and got no response. Michelle New sent a letter to the post office but no response. Michelle New has tried calling, as well. Michelle New said she is going to go in person to the post office. Mailbox Willy's provided an estimate for repair work. Michelle New gave him an authorization to complete work at a cost of under \$300. Appointment scheduled within next two weeks.
 - b. Matt is writing a report on the mailbox project.
 - ii. Landings – project completed – pending info about “slickness” from GB Group.
 - a. Michelle talked at length with GB Group. They think they have to apply something on top of the top coat. They are looking at the options for fixing this. Adhesive vs. a new top coat with more grit in it. Waiting to hear options.
 - iii. Structural Issues Buildings 34/41 - tabled
 - a. Info on City storm drains - Walsh PM has been trying to reach Alameda County Flood Control District, and has finally heard back from them. When asked ACFCD if they have used cameras to view the pipes, they said no, they had not. Michelle New has asked them to speed up the next camera inspection. She is waiting to see if they can get approval early for this video inspection work. Report with findings saying whether there are offsets or not is forthcoming. Alameda County inspected underground culvert – we are awaiting report.
 - b. Researching hiring soils engineer to design re-grading of soil and possibly install French drains. Alan Kropp provided name of Moran Engineering. Michelle New inquired with Moran Engineering to see if they can provide services. Contact was made last month. We have been waiting to hear back. Michelle Siegel contacted them again earlier this week and emailed general info about our request. Waiting to hear back. Michelle Siegel also reached out to Joe Gray Engineering and a site visit is scheduled for August 7.
 - c. The Board needs to look at the threshold for reimbursements for interior repairs caused by soil issues. The Board will wait to hear back from Alameda County before doing any work at Building 14.
 - iv. Clubhouse Repair Project
 - a. The structural repair is complete. Matt Johnson is putting together a report on the project.
 - v. Clubhouse: Window in Office and Drain Cover, RFPs to Replace All Windows
 - a. Pending GB Group to schedule work on replacing the two Clubhouse office windows and at that time they will repair the drain cover.
 - b. Determination of window changes pending with Clubhouse update work.
 - vi. Lateral Line Inspections – work in progress.

- a. EBMUD met with Wash Property Management a few months ago. We had submitted the developer plans for the sewer lateral lines. We have all the information on drains. We are waiting for measurement of lineal feet on maps from EBMUD, in order to determine if we qualify for the extension or not. Each potential company to do the work is going to quote on all camera inspections and final filings and will complete the process start to finish.
- b. Michelle New is waiting for news about the extension for filing from EBMUD.
- c. Quotes are still coming in from vendors that are EBMUD approved for providing certification of lateral lines. Back in April, Michelle New said that up to three vendors were coming out in same week to view our site.
- d. Above All Plumbing provided an updated quote in time and materials. But we need it shown as fixed cost for Phase I. Still working on getting firm figures.
- e. Walsh PM sent City info about budgeting for this project.
- f. Walsh PM gave bid packages to vendors at CACM conference January 26, 2017. Work in progress.
- g. EBMUD changed certification process. Michelle New took care of necessary paperwork. EBMUD to send new updated documents, scopes, and costs to provide to those on the certification list.
- h. \$4,500 to \$7,000 was bid by Above All Plumbing—to do whole property now to avoid more backups—and do a matrix/report in Excel with links to the video feeds. Certification process is ongoing and taking too long. We need to identify locations without cleanouts. If there are damages, like breaks/offsets in the piping, Above All Plumbing will provide costs to repair. The report is to describe the condition of all the laterals.
- vii. LED Light Conversion
 - a. 90% complete. Pending delivery of new bulbs to replace bulbs broken in shipping, in order to complete the project. Bulbs had been out of stock and on back-order.
- viii. Clubhouse Upper Wall Paint & Clean
 - a. Taylor Painting to complete the work. Awaiting completion. Prep work to take place next week; then painting directly after prep work.
- ix. Carport Repairs
 - a. GB Group provided a proposal for repairing damage, wood rot, and wear at the carports.
 - b. Waiting to get cost on structural engineer review of beams.
 - c. Board does want to move ahead with these repairs this year, hopefully this summer.
- x. Proposed Project Forms and RFP Outlines
 - a. In process.
- xi. Recycle Center Door Repair
 - a. Morgan Fence (DBA Outdoor Living) will be on site on Friday, July 28 to repair it. The door spring needs to be adjusted so the door closes and locks shut.
- xii. Concrete Repairs (parking area/walkway hazards)
 - a. Unit 93 Pavers Fix – Ellen is to talk with Jensen to repair so pavers are even.
 - b. PCC provided a quote. They delineated what they could and couldn't fix.
 - c. Board walked through and noted trees that need to be removed. Landscape Committee is putting together notes.
 - d. Landscape Committee to get bids on tree removal and recommendations on suitable replacements.
 - e. Paver to concrete bids. CalVac Paving provided bids, and so did Redline Pavement Solutions.
 - f. See item (i) (e) under Landscape Committee report for need to coordinate concrete work with tree removal/replacement.
 - g. Bids vary in presentation of quotes. Need to remove/replace the concrete first; then, after that, get PCC to come through and fix the remaining issues. All work is pending getting trees removed.

- xiii. Recycle Center – Cleaning Schedule
 - a. Board asked Michelle New at June meeting to move association cleaning by Bay Area Properties to Mondays in the mid-afternoon or Tuesdays in the morning. They have confirmed that they will switch the schedule.
 - b. Romiro is also preparing a proposal for light janitorial work for us. We can compare pricing and availability of services.
- xiv. FHA Approval
 - a. Walsh PM has done FHA denial appeal process. It's still been denied. The two-year restriction on renting out units is an issue for FHA approval. Walsh PM is in touch with homeowner who has asked about the FHA approval. Up to homeowner if he wants to pursue further.
- xv. Sound Wall – Completion of Work Needed by ECCL
 - a. Work not moving along from ECCL. The Board discussed in June that we can ask Jensen to install landscape mesh on the fence for privacy. Pending.
- xvi. Clean Up After Your Dog Signs
 - a. Board discussed pricing and sizes, and the quantity to order.
 - b. Board directed Elle to order the signs at a cost not to exceed \$250.
- xvii. Roof Inspections
 - a. Received DC Taylor estimate for doing roof inspection/report cost. Michelle New to follow up with questions about pricing.
 - b. DC Taylor looked at Unit 151 roof (in March or April 2017), where homeowner did a “self-fix” without notifying Association. A letter was sent to the homeowner notifying them that we needed to inspect to be sure it was in compliance, and that any damage or non-compliance fix would be charged to the homeowner. DC Taylor will be providing notes from this site visit. Michelle New meeting with new employee of DC Taylor; will ask about their report from the site visit. They are slowly providing the information. They have had change of employees.
- xviii. Paving Options
 - a. New asphalt company—Redline. They provided a detailed proposal that was in April's packet. CalVac and Black Diamond also provided proposals. Tabling asphalt work until 2018—unless can get tree removal project done before rains start. Pending.

8. New Business

A. None

9. Management Report – Hearings

- A. Account 76010 – Chain was attached to the garbage enclosure. Walsh PM sent letter to request them to remove the chain. Has not yet been removed. Homeowner has told Walsh they will remove. Had been invited to hearing tonight.
- B. Account 053 – Plastic chairs in garbage enclosure. Had been invited to hearing tonight.
- C. Account 092 – Oil stains; storage at entry. Had been invited to hearing tonight. Michelle New is going to follow up with the owner again about parking the vehicle in their carport using an oil catching tray with kitty litter on it.

A motion was made, seconded and passed:

RESOLVED to fine the accounts (76010, 053) \$50 each for failure to comply with correcting violations and for associated costs for HOA handyperson to clean up the violations as applicable.

A motion was made, seconded and passed:

RESOLVED to fine account 092 \$50 for failure to comply with correcting violation of oil stains.

D. Various units with trash issues were reported.

10. Hearings (Held in Executive Session)

No one showed up for invited hearings.

The meeting adjourned at 9:50 p.m.

11. Adjournment to Executive Session (Litigation/Contracts/Disciplinary/Personnel Matters/Delinquent Accounts)

APPROVED

August 30, 2017

{Signed by Michelle Siegel}

Michelle Siegel, Secretary