

EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 04/24/19 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, April 24, 2019 at 7:04 p.m., in the EBV Clubhouse. Present were Eric Stilan, President; pending role by Tim Haggerty; Michelle Siegel, Secretary, Michael Ball, Member-at-Large, and Michelle New, Property Manager (Walsh PM).

Homeowners present: Jennifer Lee, Saleem Akhtar, Stephanie Barbour, Nanette Gee, Oscar Velasquez

1. Open Forum (please limit to 2 minutes)
 - Keep out of neighbor's trash notice recommendation.
 - Weed abatement need and large shrub trimming request at rear left side of carport space 58.
 - Smoking issues and how to deal with those issues.

2. Approval of Minutes and Out of Meeting Consents: [Minutes from March, April, and May 2018 are still pending finalization for review by Board of Directors. February meeting due date for these minutes. \(Michelle Siegel, Board Secretary, was recovering from surgery and unable to attend those Board meetings; another Board member took notes.\)](#)

3. Financial Report:
 - A. Statement Review/Treasurer Report
 - i. Need signature card for StrongRoom
 - ii. Meeting pending with Michael Ball and Ed Walsh, Friday, April 26 re: accounting issues
 - iii. Questions from Treasurer to Michelle New—two PG&E invoices were in mailbox here at the Clubhouse. Were they paid? PG&E will need PO Box for invoicing for electric vehicle work. Pending for updated address – form to do this to be gotten by Michelle New.
 - B. Collections
 - i. One account in collections: 76088.
 - ii. 76001 is being monitored.
 - iii. 76107—homeowner is current in regular assessments and is paying off the special assessment. Note: There is a balance of approx. \$3,440 unpaid. Likely not to be closed out as paid in full. Leave on, do not write off at this time. \$2,859 on special assessment. Current in monthly. We will be able to collect the \$2,859. Ed Walsh of Walsh PM said in an email dated January 16, 2019 that the homeowner will send a letter with a suggested payment plan. It has not been submitted yet, as far as Michelle New knows. Due to bankruptcy cannot pursue.
 - iv. Monitoring 76015. In collections. They have an outstanding balance of approx. \$943.
 - C. Reserve Study – Finding new reserve study company.
 - i. We are going to switch companies. SMA is unable to restructure information so it is clearer to read and use.
 - D. Investments
 - i. CD rolled over.
 - E. Signature Cards
 - i. Michael Ball not present. Tabled.

4. Committee Reports
 - A. Architectural Committee: Updates, Requests, and Proposals
 - i. Storage Closet Doors –2019 Tentative schedule is that doors are three to four weeks out so the start date may change. Plan to delivery and paint doors the week of 4/29. Post notices the week of 5/6. Start installation of the doors the week of 5/13 through 5/27. The job will be complete the week of 5/27 through 6/3. Units with damaged doors that are being replaced include: 47 EBD; 74 EBD; 141 Temescal Circle; 129 Temescal Circle; 56 EBD; 45 EBD; 40 EBD; 51 EBD.
 - ii. Applications. One for a keypad door handle at front door.
 - B. Landscape Committee: Updates, Requests, and Proposals
 - i. Update and general info; discussion of vendor performance.
 1. New manager named Nick. Working to get third person on crew.
 - ii. Arborist 3-year plan and tag/map programs (Tree listing; tree mapping)
 1. Background: Mapping by A-Plus Trees, and selection of redwoods to remove. Walsh PM also Recommends Cleary Bros., run by Matt Berry. Michelle New was to get a bid from both. Maximum they provide is 3-year planning recommendations; they don't provide planning recommendations for dates further out than that. Michelle New was to email contact info to Matt so he can talk with them, as well. As of 02/28/2018 a formal proposal from Cleary was still pending. We want proposals for replacement trees, if replacement is warranted. If we use A+ they own the data, only they can do the work. Still pending.
 2. We wanted a forward-looking plan to identify trees that may need removal and/or replacement over next three years.

3. Traverso arborist walkthrough with EBV happened.
 - iii. Applications
 1. One still pending.
 - a. Unit 26: Michael Ball worked with Jensen to get resolved.
 - iv. Pest Management—Baefsky gave analysis of everything. Committee members will meet with Baefsky for orientation to be able to move ahead.
 - C. Security/Communications: Updates, Requests, and Proposals
 - i. Lightbulb theft issue – working with Emeryville Police.
 - ii. Gift cards to be purchased by Ed Walsh for use to buy drinks/snacks for committee meetings that happen on third Saturday of the month.
 - iii. Website
 1. Eric making adjustments to layout. One more person is volunteering to help out with this.
 - iv. Eric will do “Come Talk to the President.” Every other month for one hour. Purpose is to provide an opportunity to hear what’s going on, outside the Board meeting, and to express concerns or ask questions of the Board President.
 - D. Electric Vehicle (EV) Committee: Updates, Requests, and Proposals
 - i. Eric will meet with another electrician on bid for getting electrical power run to the most cost effective location for installing an EV charging station. Getting bid from David Johnson on Friday, May 3; Electric for running a conduit from the back panel of the Clubhouse to front of Clubhouse, to install EV charging station in the front of the Clubhouse.
 - E. Clubhouse Interior Committee: Updates, Requests, and Proposals
 - i. Have asked Board to consider low-cost maintenance and improvements, such as paint, furniture, and also the replacement of the problematic upper window (that faces north) in the Clubhouse, while understanding there are many other critical expenses facing EBV, such as trees, cement, and asphalt. Need to analyze what’s in reserves and budget after accounting questions are resolved with Walsh PM.
 - ii. Sound dampening system installation would also improve being able to hear and meet in the Clubhouse. Again, need to analyze what’s in reserves and the cost of implementing the selected sound dampening solution.
5. Unfinished Business
- A. Open and tabled items (informational/underway projects)
 - i. Mailboxes
 - Broken P1. Michelle New contacted Reed Bros to come out to EBV to investigate the repair and fix it within the next two weeks at a not to exceed \$500. Friday afternoon, April 26, Michelle New will go to Reed Bros and talk with them to schedule it and see what the final cost is, or if the post office is causing the delays.
 - ii. Structural Issues Buildings 34/41 and 14– ongoing; hiring soils engineer to design re-grading of soil and redirection of water.
 - a. Work was completed by Joe Gray Geotech, and a report is forthcoming within the next week.
 - iii. Lateral Line Inspections – work in progress. Approved, 69% completed.(42 buildings total, 29 complete.)
 - a. Above All Plumbing (AAP) work is in progress. Lateral line inspections are planned for 149 TC; 151 TC; 145 TC; 147 TC; 131 TC; 133 TC; 135 TC; 129 TC; 125 TC; 127 TC; 137 TC; 121 TC; 123 TC; 105 TC; 109 TC; 103 TC; 101 TC. Also, 26 EBD; 28 EBD; 10 EBD; 14 EBD; 6 EBD; 8 EBD; 2 EBD; 4 EBV; 45 EBD; 47 EBD; 49 EBD; 51 EBD; 53 EBD; 55 EBD; 61 EBD; 63 EBD; 84 EBD; 82 EBD; 88 EBD, and 86 EBD.
 - iv. Concrete Repairs and Asphalt Repaving Work
 - a. All work is now pending review of quotes and budgeting/reserve analysis by Board and reserve study company.
 - b. Walsh PM submitted RFQ & got response from American Asphalt and also from Track Asphalt & Paving; Pacific Paving still pending.
 - c. Board member will follow up with Trac when budget information is made more clear with reserve company.
 - d. Concrete Damage at Stairs for 100 EBD – tabled. Unit 100 Emery Bay Drive has damage on the entry steps. Will include this repair with scope for other concrete work.
 - e. 47th Street Gate – concrete lifting. Need section shaved down. Will potentially include this repair with scope for other concrete work.
 - f. Two-choice proposal developed by Black Diamond to include concrete repairs. Quote received.
 - v. Guest bike rack by Unit 153 – removed abandoned bike
6. New Business
- A. Energy Rebate Programs
 - B. Schedule/calendar for important dates –in progress

C. IDR request status – closed

D. Grounds Control

E. Directive issued to Michelle Siegel to purchase projector screen for an amount less than \$100 for use with budget meetings and presentations at the Clubhouse.

7. Management Report

8. Hearings

The meeting adjourned at 8:00 p.m.

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

APPROVED

May 29, 2019

Michelle Siegel

Michelle Siegel, Secretary