

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION  
MINUTES OF 08/30/17 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, August 30, 2017, at 7:08 p.m., in the EBV Clubhouse. Present were Ellen Naghavi, President; Eric Stilan, Vice President; Matt Johnson, Treasurer; Michelle Siegel, Secretary; and Michelle New, Property Manager (Walsh PM).

Homeowners present: Roger Tan, Stephanie Barbour, Baruch Golden, Barbara Birch

1. Open Forum (please limit to 2 minutes)

- Sandbags need to be moved away from the siding of the back of the Clubhouse. Michelle New will ask Romiro to move the sandbags.

2. Approval of Minutes and Out of Meeting Consents:

A motion was made, seconded and passed:

RESOLVED to approve the July 26, 2017 regular minutes of the Board.

A motion was made, seconded and passed:

RESOLVED to approve the July 29, 2017; August 19, 2017; and August 26, 2017 budget meeting minutes.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. Two invoices rejected—Above All work was not done in common area; was done in a bathroom at units 22/24. If it turns out to be a common area issue, the HOA will pay for it. Pending more information. GB Group needs to complete work on window in office before invoice will be paid. Other invoices approved using Strongroom.
- ii. Strongroom is not sending emails to Board to announce invoices are ready for review.

B. 2017 FY End Tax & Review CPA Proposal

A motion was made, seconded and passed:

RESOLVED to approve Levy, Erlanger & Company, CPAs proposal to conduct a year-end review of our finances and to prepare and file the HOA taxes at a cost not to exceed \$1,700.

C. Collections

- i. One account in collections: 76088. Allied will have a payment plan in next 30 to 60 days.
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment.
- iii. Allied Report – account 000760097-1 received payment 52 of 52 of foreclosed debt. (52 payments of \$100 each). This small claims judgement is now satisfied.

4. Committee Reports

A. Architectural

- i. Storage Closet Doors – 2017 Project. Committee has compiled a list of this year's 20 doors that will be installed in 2017. We will continue in 2018 and 2019, and will install up to 10 doors at a time.

A motion was made, seconded and passed:

RESOLVED to approve GB Group's proposal #EB 59875 V2 to replace 20 storage closet doors at a cost not to exceed \$23,645.31.

## B. Landscape

### i. Committee Appointment

- a. Elle Lathrop, Member-at-Large, expressed interest in joining the Landscape Committee.

A motion was made, seconded and passed:

RESOLVED to approve of appointing Elle Lathrop as a member of the Landscape Committee.

### ii. Trees and Landscape Proposals

- a. Paver removal at old mail station location in front of unit 135, building 32 is complete.
  - b. Paver repairs for unit 93/95 were worked on but not completed to satisfaction.
  - c. Jensen Landscape provided an irrigation diagnostic report. We do not have 2017 funds for the work recommended. Landscape Committee will walk property with Jensen to clarify the recommendations they are making and plan for work in 2018.
  - d. 2018 Tree Trimming. Traverso Tree service provided a bid dated August 9, 2017. The bid is very low and doesn't include much work. Four redwoods were previously bid on in March 2017—approx \$11,600 each plus about \$600 per tree for Jensen to remove the stumps. Conclusive details to follow.
  - e. Concrete impacted by trees was discussed (inspection and tree listing for quotes). 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. Landscape Committee to provide list of trees to be removed—so vendors can provide bids; map of locations; recommended replacement trees and or/shrubs, and when during the year the best time to replant would be.
- ### iii. 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. Walsh PM to provide Jensen with Aragon's report.
- ### iv. Drainage Clearing and Map – Aragon Commercial Landscaping
- a. We received their report and documentation from Aragon. We are asking them about their suggestions for removing the roots.
  - v. Unauthorized Tree Plantings. Observed and reported behind building 34 (units 118/120). Board asked Landscape Committee to ask Jensen to remove the trees.
- ### vi. Leaf Blower Use.
- After discussing with Jensen Landscape, it's not cost effective to eliminate current use of leaf blowers.
- ### vii. ECCL Redwoods behind Clubhouse nearest 53<sup>rd</sup> 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 contacted the City of Emeryville and hopes to hear back by Tuesday, September 5.
- ### viii. Landscape fabric installation request on fence behind Clubhouse.
- Pending quote from Jensen, since December. Walsh PM to ask Romiro for a quote.
- ### ix. Owner Requests – none tonight.

## C. Security / Communications

### i. Updates, Requests and Proposals

- a. A directive was issued to Michelle New to put another reminder in the newsletter to lock unit doors, car doors, and to take possessions out of cars, etc., to discourage theft and break-ins. A motorcycle had been recently stolen at EBV.
- b. Elle is working on updating the Homeowner Handbook. Eric is to work on drafting a flyer or multiple flyers on a few topics for distribution at each unit's front door on recycle center use, etc., basic things to know in HOA community.
- c. Discussion again of developing policy to have owners notify management of new renters, or be fined. Walsh PM to draft for review at next meeting.

- d. Eric found better solution to our existing mailbox flyer holders. He will email board with the ideas.
- 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. Guest rack installation quotes and cement pads. Bike Storage Committee to get quotes refined.
- F. Clubhouse Interior Committee
    - i. Reached out to four architects. Two recommended from GB Group; two recommended from an architect who is familiar with HOA work needs that Stephanie Barbour knew. All four conducted site visits and walked through the clubhouse and property. All were presented consistent lists of anticipated needs, and consistent questions. All four are competent. There are two top contenders. Proposals for 3 architects will be in by Tuesday, September 5; Don Danmeier will submit proposal in about two weeks.
    - ii. September 11, 2017 would be the latest date of receiving the last proposal.
    - iii. We asked each person to provide high level costs on our wish list, so we could plan for 2018 budget. Board told Committee tonight that September 22 is ok for receiving these numbers.
    - iv. Committee will meet with board to review recommendation of choice of architect.
    - v. Committee will meet on another date shortly thereafter to present data on high-level, estimated costs for the work on our wish-list.
    - vi. Board noted that it's important for HOA to get the copies of the electronic files the architect creates.
    - vii. Baruch Golden said 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 had a broken P2 parcel box and a broken P1 parcel box on the mailboxes by 81 Emery Bay Drive. One had a broken spring so the door would not stay closed when it was unlocked. The other had a latch that did not close. Board authorized W. Roberts Enterprises at the last meeting. Willie Mailbox met with the carrier and confirmed that the repairs are completed as of today, 8/30/17.
      - 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. Still waiting to hear options.
    - iii. Structural Issues Buildings 34/41 - tabled
      - a. Alameda County Flood Control Findings. Info on City storm drains. Alameda County Flood Control finished the inspection of underground culvert. They found no offsets or damage within the underground culvert that runs the length of the property. They report that this is an inspection done every 5 to 7 years and that they also will need the landscapers to leave the area at the far corner (53<sup>rd</sup> Street), at the rear, left corner of the Clubhouse area, accessible. With this question being answered, we at least can rule out if the soil issues are being caused by damages of the underground area. We are awaiting letter and/or report summarizing.
      - b. Soils engineer proposals. Researching hiring soils engineer to design re-grading of soil and possibly install French drains. Moran Engineering not interested in the work. Michelle Siegel also reached out to Joe Gray Engineering and a site visit occurred August 7, 2017. Joe Gray provided info about ways to improve drainage including connecting drain pipes to the downspouts that are attached to the rain gutters, and running these pipes underground and to the street, so water drains to the street, not next to the unit; moving soil away from the buildings; installing landscape fabric and stones around areas where there are drainage

grates in the landscaping; keeping all grates clean and clear of debris. He also talked about measuring interiors of units that are moving periodically to keep track of it. Michelle Siegel to ask vendor if pricing can be honored through 2018, and that board is budgeting for work to proceed in 2018.

- c. Interior repair reimbursement policy. The Board needs to look at the threshold for reimbursements for interior repairs caused by soil issues.
- 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
  - a. GB Group replaced the two Clubhouse office windows; they still need to repair a remaining gap. They repaired the drain cover.
  - b. RFPs to Replace All Windows. Determination of window changes pending with Clubhouse update work.
- vi. Lateral Line Inspections – work in progress.
  - a. Background: EBMUD met with Wash Property Management earlier in 2017. 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. Above All Plumbing provided an updated quote in time and materials. But we need it shown as fixed cost for Phase I. We had been working on getting firm figures.
  - d. \$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.
  - e. As of August 2017, Above All Plumbing plans to have a revised bid for the inspections. This will include an Excel report that will note the conditions they see at the time of inspection; provide bids for any areas that require repairs; and, provide a link to view the footage online. The only unknowns are the units (around 5 of them) that do not have a visible cleanout. In these cases, AAP will first try to locate the cleanout, as it could just be in an odd space; and, if they are unable to locate it, AAP will dig and install a cleanout. In some cases, they would have to lift and rest the unit's toilet to conduct the work. That might require additional time for a return visit if the unit owner is not home to let them in. This is not something they can determine until they begin. An alternative option to their based bid plus time and materials: approve them doing the work with the caveat that any unit that is not easily accessible, or that cannot be completed that same day/time, would then be listed as a separate quote to be presented. This would allow us to get a firm bid on those few units with problematic issues.

A motion was made, seconded and passed:

RESOLVED to approve Above All Plumbing's proposal dated 8/28/17 to perform video inspection on 38 buildings, examine and check overall condition of all sanitary sewers from accessible exterior cleanouts, and supply a written report; and, for additional buildings with no accessible clean outs or clean outs within units, or toilets requiring removal, will be additional costs. Cost does not include anchors, bolts, caulk, or wax seals. All additional costs will be indicated as change orders. All buildings with clean outs will be noted as well as buildings without (for scheduling purposes), at a cost not to exceed \$10,000.

- vii. LED Light Conversion
  - a. 90% complete. New bulbs arrived to replace bulbs broken in shipping; can now complete the project. Walsh PM to schedule with Romiro to install and notify units whose carports will be impacted. To be completed by mid-September.

- viii. Clubhouse Upper Wall Paint & Clean
  - a. Taylor Painting completed the work satisfactorily.
- ix. Carport Repairs
  - a. GB Group provided a proposal for repairing damage, wood rot, and wear at the carports.
  - b. Received cost on structural engineer review of beams at \$4,750.

A motion was made, seconded and passed:

RESOLVED to approve GB Group's scope of services #EB 5167 V2 for carport repairs at carports including beam structural engineering review and calculations at a cost not to exceed \$22,652.

- x. Proposed Project Forms and RFP Outlines
  - a. We have an outline. We also have a draft events form.
- xi. Recycle Center Door Repair
  - a. Morgan Fence (DBA Outdoor Living) said they repaired the door spring so the door closes and locks shut. The work is not done satisfactorily.
- xii. Concrete Repairs (parking area/walkway hazards)--pending
  - a. PCC provided a quote. They delineated what they could and couldn't fix.
  - b. Board walked through and noted trees that need to be removed. Landscape Committee is putting together notes.
  - c. Landscape Committee to get bids on tree removal and recommendations on suitable replacements.
  - d. 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. Service is now on Monday.
  - b. Romiro is also preparing a proposal for light janitorial work for us. We can compare pricing and availability of services.
- xiv. Sound Wall
  - a. Proposal as FYI as a possible option for future work on 47<sup>th</sup> Street border fence.
- xv. Clean Up After Your Dog Signs
  - a. Signs were ordered and will be delivered soon.
- xvi. Roof Inspections
  - a. DC Taylor has explained the reason behind the price increase. The Board has decided to do the next roof inspection in May 2018.
  - b. DC Taylor looked at Unit 151 roof (in March or April 2017), where homeowner did a "self-fix" without notifying Association. DC Taylor was to provide notes from this site visit. Michelle New met with new employee of DC Taylor; she asked about their report from the site visit. They are slowly providing the information, but it may not be forthcoming. They have had change of employees.
- xvii. Paving Options (2018 tentative)
  - a. Tabling asphalt work until 2018—unless can get tree removal project done before rains start. Pending.

## 8. New Business

- A. Window washing (2018). Would happen in April or May.
- B. Power washing hardscape. Discussed quote for service to remove bird guano.
- C. Permits for parking. The idea has been discussed in the past and found to be expensive and not practical.

## 9. Management Report

## 10. Hearings (Held in Executive Session)

The owner of account 76031 attended the regular meeting, apologized, and explained that he had discussed the matter with the tenant and believes the tenant will not repeat the violation.

The meeting adjourned at 11:08 p.m.

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

APPROVED  
September 27, 2017

*Signed by Michelle Siegel*

---

Michelle Siegel, Secretary