

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION  
MINUTES OF 12/11/18 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, December 11, 2018 at 7:03 p.m., in the EBV Clubhouse. Present were Eric Stilan, President (by phone); Matt Johnson, Treasurer; Michelle Siegel, Secretary, Michael Ball, Member-at-Large, and Michelle New, Property Manager (Walsh PM). The meeting was originally scheduled for December 5, 2018 on the regular date and time; however, our Property Manager had a family emergency and notified the Board in the late afternoon, which caused the Board to have to cancel the meeting, since the Property Manager is needed for providing information and updates and answering questions at the meeting. The Board provided notice to the HOA of the cancellation, and subsequent rescheduled meeting date/time.

Homeowners present: Jennifer Lee; Suzie Towns; Forrest Gee; Ryan Oberbeck; A. Robin Orden; Oscar Velasquez; Jovan Calvin; Evita Calvin.

1. Open Forum (please limit to 2 minutes)

- Ryan Oberbeck. Common area around 96 EBD is overgrown. Has photos. Alerting us to that. Weeds also.
- Robin Orden. 3 questions/comments on budget. BOD says it's on the agenda.
- #51 and #52 spots at parking carport—light is out. Romiro is going to check.
- Globe missing at parking spot; concrete workers removed bumper stop. 108 Temescal Circle.
- Bottom step is loose near 108 Temescal Circle. Michelle New states that Romiro will tighten the bolts.
- Light at 117 Temescal Circle is out.
- Are we going to have a special assessment? Homeowner expresses that they are not in favor of a special assessment.
- Homeowner asks about vehicles being stored here.

2. Approval of Minutes and Out of Meeting Consents: Minutes from March, April, and May are still pending finalization for review by Board of Directors. (Michelle Siegel, Board Secretary, was recovering from surgery and unable to attend those Board meeting; another Board member took notes.)

A motion was made, seconded, and passed:

RESOLVED to approve the October 24, 2018 regular meeting minutes of the Board meeting; and, the October 24, 2018 executive Board meeting minutes.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. November financials will be done by end of week.

B. Collections

- i. One account in collections: 76088.
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment. Note: There is a balance of approx. \$4,068 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. Walsh PM will follow up with the homeowner. Hopes to hear back before the close of the year.

C. 2019 Budget & Reserve Study

- i. Question from homeowner about reserves; homeowner states that it appears that the percent of reserves funded is going down, and that the budget is predicting that the reserves are going down. Homeowner says in the By Laws, year-end report should be submitted no later than 120 days from the end of the close of the fiscal year. Michelle New answers that the CPA provides that, and it is posted on the website. Homeowner says let homeowners know where the document is available for the homeowners.
- ii. An error was discovered in the 2019 budget that was distributed to homeowners. The error was that the reserve contribution was not properly divided into equal and variable expenses. That error affected the dues calculations. The Board regrets this error. The corrected budget is:
  - a. The total reserve contribution for 2019 is: \$135,125. Of that amount:
    - The equal reserve contribution for 2019 is: \$101,344
    - The variable reserve contribution for 2019 is: \$33,781
    - The corrected regular assessment (dues) is:

Model Type	2018 Monthly Dues	2019 Monthly Dues	\$ Change	% Change
Models A and B	\$397.01	\$417.00	\$20.00	5.0%
Model C	\$429.23	\$446.62	\$17.39	4.1%
Model D	\$434.78	\$451.72	\$16.94	3.9%
Model E	\$458.11	\$473.17	\$15.06	3.3%

A motion was made, seconded, and passed:

RESOLVED to approve the 2019 budget.

Michael Ball objects to the 2019 budget. He abstains from voting.

#### 4. Committee Reports

##### A. Architectural Committee: Updates, Requests, and Proposals

- i. Storage Closet Doors –2018 Project. Committee had compiled a list of 2017 year's 20 doors that were to be installed in 2017. GB Group had been severely backlogged on scheduling throughout 2018 for 2018 work. Work for 2017 occurred in December 2017 and January 2018. 98% was completed as of June 2018 Board meeting. GB Group will hold the price per door; they cannot do the work in 2018. Can start in January 2019 if we approve it.

A motion was made, seconded, and passed:

RESOLVED to approve the bid from GB Group to replace 7 damaged storage closet doors and door framing at a cost not to exceed \$1,400 per door based on specification to be provided.

- ii. Applications

- a. Unit 133 Temescal Circle submitted an architectural application to install a Ring Video Doorbell. Wants to install the Ring Video Doorbell at their front door area.

A motion was made, seconded and passed:

RESOLVED to approve the architectural change application December 3, 2018, by 133 Temescal Circle, for installation of a Ring Video Doorbell; to be installed in the door jamb per vendor recommendation.

##### B. Landscape Committee: Updates, Requests, and Proposals

- i. Update and general info; discussion of vendor performance.
  - a. Michael working with Raoul. Raoul not on site all the time; he is a supervisor. Contract does state that supervision is required. They are onsite less than 6 hours, once a week and they are not completing the work. We are observing what they will and will not do.
  - b. When the Landscape Committee is formed, we can work to find a replacement service provider.
  - c. They will start trimming bushes now that leaf dropping has ended.
- ii. Arborist 3-year plan and tag/map programs (Tree listing; tree mapping)
  - a. 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.
  - b. We wanted a forward-looking plan to identify trees that may need removal and/or replacement over next three years.
  - c. We have hired Traverso to assist with this.
- iii. Swale/drainage problems (*Pull off on next agenda*)
  - a. We will see how well this project will work, when it rains more.
- iv. 105/107/109/111 TC plantings.
  - a. Replanted. Done.
- v. Juniper Stumps
  - a. All are gone now, except for one. We're going to leave that stump. Going to ask them to revise the invoice to reduce the cost by one since they had quoted us for removal of five stumps, not the four that they did do. Michelle New to follow up.
- vi. Applications
  - a. Two have been pending for a long while. A request was submitted a year ago for camellias installation, and was approved. Was to work with Rick at Jensen, and was to be paid by the HOA. There is nothing in front of Unit 26. This has not been implemented because of difficulty with vendor. 129 Temescal submitted an application and it's with the Landscape Committee, regarding removing two large shrubs next to their building.
- vii. Tree Trimming Schedule
  - a. We have scheduled for two and a half days of tree trimming, and one additional day of other tree work, both at a day rate. January 7, 2019 is the start of this work.
  - b. On December 29, Board members will walk Temescal along 53<sup>rd</sup> so we can see these trees and re-confirm that those trees are removals, based on the presumption that we are going to do work on concrete and asphalt.

##### C. Security/Communications: Updates, Requests, and Proposals

- i. Website
  - a. Launched. In January 2019, we'll switch to a more secure log in, and require homeowners to provide information such as vehicle license plate numbers, emails, phone, and contact info. That info will not



- d. 47<sup>th</sup> Street Gate – concrete lifting. Need section shaved down. Will potentially include this repair with scope for other concrete work.
  - vi. Asphalt Repaving
    - a. Two-choice proposal developed by Black Diamond to include concrete repairs. Quote received.
  - vii. Site visit and documentation by WPM. Pending June 29<sup>th</sup> visit. No written report provided yet! On August 29, 2018, at August Board meeting, Michelle New said she'd email an Excel spreadsheet in about a week. It was to show visit done after 4<sup>th</sup> of July, and the visit at the end of July that she was going to do, and would have different tabs for each month. Still pending.
  - viii. Annual Meeting: request for those interested in serving to provide names—nomination period is opening; we can do an email blast. Newsletter with corrected budget goes out after this meeting. Michelle New to forward the information about open seats, etc. this week.
  - ix. Power Washing
6. New Business
- A. Storm drain cleaning (seasonal). Annual service. Romiro to provide a quote and date for service. Not to exceed \$1,500.  
 A motion was made, seconded and passed:  
**RESOLVED to approve the storm drain cleaning and raccoon removal services to be completed by the end of 2018 by Romiro Casas Townhouse Maintenance at a cost not to exceed \$1,500.**
  - B. 113/115 Plumbing. Waiting for final report from Above All Plumbing. Michelle New was here for inspection. Leak was not able to be recreated. Nothing suspicious at unit. Perhaps it was an overflow. A trim plate was overtightened; water flooded down from there at the shower area. There is a crack in the tub enclosure; there are cracks in the drain pipe. The entire tub enclosure was recommended for replacement. Plumber did temporary silicone repairs on the crack and around the trim plate. Main report is coming by Monday, December 17. Owner will be reminded about repair need. Owner will be invited to come to January meeting.
  - C. 89 Moisture issue. Homeowner hired forensic remediation specialist to collect samples (A1 Certified Environmental). A leak detection company is trying to pinpoint where the leak is; Michelle New is waiting for the proposal. Hopes to have the bid by the end of the month so we can do an Out of Meeting Consent. A lab measured samples that had been collected; there was visible mold. Everything that had mold was on an outside wall. East Bay Indoor Environmental remediated the unit.
  - D. 81/83 Plumbing. Downstairs unit owner found water in their tub that had overflowed onto their floors. It was the shower line. Root in the line, most likely. Have found other things in the line that shouldn't be in the drain. Date was shortly after Thanksgiving. No ceiling damage. A kind of drain backup. Need to pinpoint what unit is the source. Possibly coming from the street. Waiting for an invoice and a report from Above All Plumbing to try to pinpoint what unit is the source of the issue.
7. Management Report
- A. The deductible for our fiduciary insurance will increase at next renewal.
  - B. Property Manager Michelle New will attend a vendor meeting in two months. She advised that we should prepare requests for proposals, or requests for information, so they can be presented to multiple vendors at once.
8. Hearings (invited, but due to schedule change, will come in January)

The meeting adjourned at 9:29 p.m.

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

APPROVED

January 30, 2019

*Signed by Michelle Siegel*

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Michelle Siegel, Secretary