

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 10/24/18 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 October 24, 2018 at 7:06 p.m., in the EBV Clubhouse. Present were Eric Stilan, President; Matt Johnson, Treasurer; Michelle Siegel, Secretary, Michael Ball, Member-at-Large, and Michelle New, Property Manager (Walsh PM).

Homeowners present: None

1. Open Forum (please limit to 2 minutes)

- Homeowner (who is also a Board member) asked if there's a first aid kit in the Clubhouse.
- Eric Stilan reported that he will create a form on the EBV website for use for filling out an Architectural Change Application.
- Michelle New informed the Board that we cannot use e-signatures to sign out-of-meeting consents.

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.

A motion was made, seconded, and passed:

RESOLVED to approve the September 26, 2018 regular meeting minutes of the Board meeting; and, the September 26, 2018 executive Board meeting minutes.

An out of meeting motion proposal was made, seconded (signed by all board members), and passed via out of meeting consent:

RESOLVED through an Out-of-Meeting Motion, Proposal, and Consent, dated October 10, 2018, to approve the earthquake insurance renewal proposal dated October 5, 2018 by John L. Brady Services, Inc. in an amount of \$70,448.

An out of meeting motion proposal was made, seconded (signed by all board members), and passed via out of meeting consent:

RESOLVED through an Out-of-Meeting Motion, Proposal, and Consent, dated October 17, 2018, to approve the architectural application, dated September 29, 2018, by 58 Emery Bay Drive, for installation of a Ring Video Doorbell in the wood front door frame at no cost to the HOA; and, to approve the architectural application dated September 28, 2018, by 153 Emery Bay Drive, for installation of a Ring Video Doorbell in the wood front door frame at no cost to the HOA.

An out of meeting motion proposal was made, seconded (signed by all board members), and passed via out of meeting consent:

RESOLVED through an Out-of-Meeting Motion, Proposal, and Consent, dated October 17, 2018, to approve the architectural application dated October 5, 2018, by 59 Emery Bay Drive, for installation of a Ring Video Camera above the rear patio slider, at no cost to the HOA.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. CDs have been consolidated. Two \$50K CDs were put into one \$100K CD.
- ii. On the revenue expense statement - actual assessments question. Michelle New to follow up.
- iii. There is an additional landscaping line item. We do not budget for that. What is that? Michelle New said last year this line item was a "catchall." Matt still asks what we spent \$1,750 on. Michelle New will see what happens when re-runs report, and Matt asks her to find the invoices that are associated with that.
- iv. \$440K in operating budget. Matt recommends to roll over \$120K into reserves.

A motion was made, seconded, and passed:

RESOLVED to roll over by check \$120,000 from the operating budget account, into cash in the reserve account.

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 \$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 \$2,850. Walsh PM will call the homeowner, and homeowner will receive a letter based on communication in the phone call.

C. Budget Committee Progress

- i. Operating budget nearly completed.

D. 2019 Budget & Reserve Study

- i. SMA Draft Reserve Study provided. We are paying more into the reserves this year. Michael would abstain if we were to vote on the Reserve Study. We're allowed to work on a draft and submit, if we state we are working on a draft reserve study for the budgeting purposes, and we have a window in which to alter the Reserve Study. We submit Owner's Summary with the budget to owners. If it takes until January and there are changes to it, we are legally required to send the disclosure page out to homeowners. December, January, and February we would be able to have more time to meet with SMA. Matt will change numbers in Reserve Study. At issue is much lower estimate in original Reserve Study for cost of replacement/repair of common area asphalt and cement work than vendor quotes are showing.

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. Work for 2017 occurred in December 2017 and January 2018. 98% was completed as of June 2018 Board meeting.
 - a. Discount pricing available from Community Reconstruction Solutions (CRS) for work done in late season 2018. CRS was to provide a bid in August 2018, since the work would be scheduled for the late season. They still don't have a bid to us. About the same cost as GB Group's.
 - b. August 10, 2018, GB Group submitted a bid. But, we don't have the full price for all remaining doors to see if it's cheaper to do all at once. Pending this bid.
 - c. Custom Interiors Doors did a walkthrough, also. They have not yet provided a proposal.
 - d. The Board needs to decide whether to replace all of the doors, or not. Will decide once receive bids.
 - e. Michael will look at list from Ellen, and see if there is a community-wide issue or not. Michael was not able to get it.
 - f. There are 7 that need to be done. Michelle New to call Dan at GB Group to find out if there will be a change in price if we increase from 7 doors to 10 doors. Michelle New is to ask to get on GB Group's schedule.

ii. Applications

- a. Unit 48 and Unit 38 have submitted architectural applications to install Ring Video Doorbells. Both want to install the Ring Video Doorbells on their front doors where their doorbell and peep hole are.
[A motion was made, seconded and passed: RESOLVED to approve both architectural change applications – the architectural application dated October 5, 2018, by 48 Emery Bay Drive, for installation of a Ring Video Doorbell; and, to approve the architectural application, dated October 3, 2018, by 38 Emery Bay Drive – with the condition that the Ring Video Doorbells are not installed on the door, but are installed in the door jamb per vendor recommendation.](#)

B. Landscape Committee: Updates, Requests, and Proposals

- i. Update and general info; discussion of vendor performance and leaf collection.
- 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 we use A+ they own the data, only they can do the work. Still pending.
 - b. Traverso submitted a bid for services as a contract arborist. Michael will request formal quote for services, and ask for us to retain map and data rights to mapping.
- iii. Swale/drainage problems
 - a. We will see how well this project will work, when it rains more. Invoice paid.
- iv. 105/107/109/11 TC plantings.
 - a. Had been approved but is not complete. It's pending approval. The initial replanting didn't go as planned and Jensen was to replant that area first before we decided to move ahead. We approved an updated bid to fix it up. Invoice as of now is not payable because they never did the additional work. Work doesn't match original bid or what approved bid had described was to be done. Wrong plants, wrong number of plants, in the wrong location, and at the wrong spacing. Still hasn't been fixed.
- v. Juniper Stumps
 - a. All are gone now, except for one. 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.

- vi. Applications
 - a. Two have been sitting 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 LS Committee, regarding removing two large shrubs next to their building.
 - vii. Tree Trimming
 - a. Which to choose? Day rate or line item pricing? \$3,500 per day.
[A motion was made, seconded, and passed:](#)
[RESOLVED to approve Traverso's day rate of \\$3,500 per day, and to schedule two days of tree trimming, plus one day of other tree work, throughout EBV, at a cost not to exceed \\$10,500, based on their proposal dated October 8, 2018.](#)
- C. Security/Communications: Updates, Requests, and Proposals
- i. Website
 - a. Launched. In November, 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 be on the website, but will be used to update management records. Eric making adjustments to layout on website. When there is a unit sale, Walsh PM will notify Eric so he can update the website to remove the old owners.
- D. Electric Vehicle (EV) Committee: Updates, Requests, and Proposals
- i. Eric met with PG&E regarding new electrical drop. More info to follow. Running off the panel from the Clubhouse may be less expensive. Looking at small vendor to give us a bid to install.
- E. Guest Bike Storage
- i. Guest bike rack signs. Cost is \$18.90 each.
[A directive was made by the Board to Michelle Siegel to buy the guest bike rack signage at a cost not to exceed \\$310.](#)
- F. Clubhouse Interior Committee: Updates, Requests, and Proposals
- i. Brief bike survey – responses are in. Summary report provided by Committee.
 - ii. Looking at other alternatives for exterior bike storage.
5. Unfinished Business
- A. Open and tabled items (informational/underway projects)
- i. Mailboxes
 - a. Broken P1 follow-up; no response to forms submitted by Walsh PM to USPS. Michelle New to go in person.
 - ii. Structural Issues Buildings 34/41 and 14– ongoing; hiring soils engineer to design re-grading of soil and redirection of water.
 - a. Pending start date for approved work. Soils engineer proposal by Joe Gray for services in 2018 to begin improving drainage issues at areas impacted by structural issues was approved in September 2017. Michelle New is to reach out to him to do a bid to re-measure the interior slope at units at Buildings 40 and 41, and Building 14. Walsh PM followed up with Joe Gray but has not yet gotten the proposal as of the August Board meeting. Pending since February 2018 Board meeting for start date for approved work. No dates yet, but we are on their radar.
 - b. Cost to do new building level measurements is not changing. Asked Joe Gray to change the date on the proposal and updates to do evaluations and to set a firm start date. Might have one more unit (110) pending photos, and may need measurements done.
 - c. Board discussed possibility of using AME again for the building level measurements. Michelle is expecting a proposal from AME including their costs and availability. Michelle also contacting Greenwood and Moore, who does engineering work and also supervisory type work.
 - d. Building 34 door replacement. Unit 143 front door issue; sticking again. Door specialty company may be able to address this. Custom Interiors is to provide a cost. GB Group is back up and running and this is an outstanding proposal for us. Michelle let Unit 143 know that GB Group is coming out to measure and will redo the door and door frame.
 - iii. Clubhouse Repair Project
 - a. The structural repair is complete. Matt Johnson is putting together a report on the project.
 - iv. Lateral Line Inspections – work in progress. Approved, 69% completed.(42 buildings total, 29 complete.)
 - 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. No extension is allowed. 2021 is deadline.

- b. Above All Plumbing (AAP) work is in progress. AAP was doing about 7 buildings per day on site. Will follow with any needed proposals for repairs. They need to schedule with homeowners so can have interior access. There are 13 buildings that have not yet been done: 4, 5, 8, 9, 10, 11, 12, 14, 15, 29, 30, 31, and 33. Michelle New does not know when they were last here or when they will return. AAP trying to schedule 4 units at a time. Michelle New to contact AAP and get a schedule. Hope to get at least half done by November.
- v. Concrete Repairs
 - a. All work is now pending review of quotes by Board. Partial list of concrete work items includes:
 - Concrete impacted by trees (inspection and tree listing for quotes). Concrete/asphalt work for parking spaces needs to be coordinated with tree service needs. Replanting would occur based upon recommendation by landscape company, arborist, and/or Traverso. Landscape Committee to review list of trees to be removed—so vendors can provide bids; map of locations; recommended replacement trees and or/shrubs, if applicable, and when during the year the best time to replant would be. Board recommends walkthrough with an arborist and with Traverso. Walk through with Traverso done.
 - b. Walsh PM submitted RFQ & got response from American Asphalt and also from Track Asphalt & Paving; Pacific Paving still pending.
 - c. 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.
 - d. 47th 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 29th 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 4th 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. Power washing schedule— At our September meeting, Board asked for Walsh PM to locate power washing vendors to quote for ongoing work. Late spring; seasonal. We received a quote for a one-time visit at close to \$10,000. Too expensive. Discussion of finding alternative vendor.
- ix. Guest Bike Rack Use Policy and Adoption –passed at September meeting. Final policy is now in place.
- x. Unit Rental Policy. Passed at September meeting. Final policy is now in place.

6. New Business

A. Annual meeting. March 12, 2018 is date. Schedule coming from Walsh PM.

B. Storm drain cleaning (seasonal). Annual service. Romiro to provide a quote and date for service.

7. Management Report

8. Hearings (none invited)

The meeting adjourned at 9:26 p.m.

9. Adjournment to Executive Session (Litigation/Contracts/Disciplinary/Personnel Matters/Delinquent Accounts) NO EXECUTIVE SESSION

APPROVED

December 5, 2018

Signed by Michelle Siegel

Michelle Siegel, Secretary