

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 09/27/17 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, September 27, 2017, at 7:02 p.m., in the EBV Clubhouse. Present were Ellen Naghavi, President; Eric Stilan, Vice President; Matt Johnson, Treasurer; Michelle Siegel, Secretary; Elle Lathrop, Member-at-Large, and Michelle New, Property Manager (Walsh PM).

Homeowners present: A. Robin Orden; Stephanie Barbour

1. Open Forum (please limit to 2 minutes)

- Newsletter missing info about who's on the board. Suggestion to add this.
- Recommendation to write a column in the newsletter about what the board is doing.
- In the newsletter, highlight periodically the recycling procedures and remind people to clean up around their trash containers.
- Complaint about noise and odor caused by the large number of crows. The Board asked Michelle New to check with the City of Emeryville and Alameda County for suggestions about what to do about this.
- What is current ratio of owner occupied vs. renters? Michelle New estimates there are 35 to 40 offsite owners.

2. Approval of Minutes and Out of Meeting Consents:

A motion was made, seconded and passed:

RESOLVED to approve the August 30, 2017 regular and executive minutes of the Board.

A motion was made, seconded and passed:

RESOLVED to approve the September 9, 2017; and September 23, 2017 budget meeting minutes.

A motion was made, seconded and passed:

RESOLVED to approve the September 10, 2017 special meeting minutes.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. Matt asks about fact that only four invoices appeared for review in Strongroom. Michelle New says more are coming. Matt asked Michelle New to get the invoices in earlier.
- ii. Matt rejected the GB Group invoice. Address is incorrect on the invoice. Michelle New to request GB Group to correct this.
- iii. Castro Valley invoice question about what it is for specifically for. Request to put address of repairs locations on invoice.
- iv. Balance sheet question. The old Bank of Alameda appeared on the balance sheet. That account should have been closed long ago.
- v. Next CD coming due October 20, 2017. Matt directed Michelle New to renew it with a CD with a one-year term.

B. Collections

- i. One account in collections: 76088. Allied will have a payment plan in next 30 days.
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment. Walsh PM is looking into asking the homeowners if they are willing to do a balloon payment.

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. Work pending.

B. Landscape

i. Trees & Landscape Proposals

- a. Paver repairs for unit 93/95 were worked on but not completed to satisfaction. Pending.
- b. 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. Pending.
- c. Landscape application by 39 Emery Bay Drive. Approved by Board pending pricing.

A motion was made, seconded and passed:

RESOLVED to approve landscape application for 39 Emery Bay Drive provided there is no cost to the association.

- d. Landscape application by 26 Emery Bay Drive. Approved by Board.

A motion was made, seconded and passed:

RESOLVED to approve landscape application for 26 Emery Bay Drive to remove dead shrubs and replace with recommended shrubs from Jensen within existing landscaping budget.

- e. 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. Landscape Committee meeting with Traverso again to get more information and clarification.
- f. 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.
- ii. Drainage Repair Swale– Jensen Landscape Service (Buildings 3 through 6)
 - a. Jensen gave 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 provided Jensen with Aragon's report. Board has questions on their determination of pricing for this work. Landscape committee to follow up with Jensen.
- iii. Drainage Clearing and Map – Aragon Commercial Landscaping
 - a. We received their report and documentation from Aragon. We asked them for their suggestions for removing the roots. They declined to do the work, and recommended talking with a plumbing service.
 - b. Jensen hasn't yet responded about hand rotarying through the roots. They should be able to provide an hourly rate on this work. Walsh PM to follow up.
- iv. Unauthorized Tree Plantings. Observed and reported behind building 34 (units 118/120). Jensen to remove the trees. Need to be reminded again.
- v. 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 contacted the City of Emeryville. She missed their call today, and will call them back.
- vi. Landscape fabric installation request on fence behind Clubhouse. Pending quote from Jensen, since December 2016. Walsh PM asked Romiro for a quote. Romiro cannot do the work. Walsh PM to look online for landscape fabric and/or clips and loop.

- vii. Lynn Turner resigned from the Landscape Committee. The Board thanks Lynn for her work on the committee.

C. Security / Communications

- i. Updates, Requests and Proposals
 - a. 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.
 - b. Discussion of draft policy to have owners notify management of new renters, and notify renters of CC&Rs, etc., or be fined. See Management Report (Item 9 A.) below.
 - c. 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 was discussed at budget meeting on August 19, 2017. Purchase is less expensive over time. Getting a second quote on cost to run the electrical conduit.

E. Bicycle Storage Committee

- i. Guest rack locations/installation quotes. Turtle Hill provided updated quote for bike racks and their installation into the cement pads.

A motion was made, seconded and passed:

RESOLVED to approve the September 14, 2017 quote #1644 by Turtle Hill Inc. to provide "Downtown" powder coat black bike racks and associated hardware for their installation, and to install into cement a total of 13 bike racks, at a cost not to exceed \$3,900, pending confirmation that Turtle Hill has adequate insurance and license.

- ii. Concrete proposals. Bike Storage Committee received final, updated quotes by Jensen Landscape Services for cement pad installation into which bike racks can be installed by Turtle Hill.

A motion was made, seconded and passed:

RESOLVED to approve the September 13, 2017 proposal by Jensen Landscape Services to install concrete pads for bike racks at 6 locations at a cost not to exceed \$4,400.

F. Clubhouse Interior Committee

- i. Proposals. Gunkle Architecture is moving ahead on their work. May be visiting the Clubhouse between now and next week.

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 July meeting. Willie Mailbox met with the carrier and confirmed that the repairs were completed as of 8/30/17. However, it isn't completed, since the spring is still broken. Walsh PM sent correspondence back to W. Roberts Enterprises and is awaiting his reply. Expect him back on Tuesday, October 3.
- ii. Landings – project completed –info about "slickness" from GB Group.
 - a. Michelle New was in contact with GB Group and stressed importance of completion before rainy season. Originally, GB Group thought they might have to apply something on top of the top coat. They looked at the options for fixing this. Adhesive vs. a new top coat with more grit in it. GB Group said that every time a new coating is added, it's going to be a

little different. They have closed the issue by stating that the grit level on the landings is within standard practice.

- iii. Structural Issues Buildings 34/41 - ongoing
 - 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 (53rd 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 still awaiting letter and/or report summarizing.
 - b. Soils engineer proposals. Joe Gray Engineering provided a proposal for services in 2018 to begin improving drainage issues at areas impacted by structural issues.

A motion was made, seconded and passed:

RESOLVED to approve the Agreement for Professional Services by Gray Geotech to use existing PDF plans to create a georeferenced map as a CAD (.dwg) or Google Earth (.kmz) file; to visit EBV and use GPS to mark out areas of apparent problematic drainage; and to provide a letter with concepts for drainage improvements, with said improvements to be on a staged and ongoing basis, beginning with identification of roof downspouts with improper outfall and landscape areas that slope towards buildings, at a cost of \$2,000 for the above scope of work, to take place in 2018.

- c. Interior repair reimbursement policy. The Board needs to look at the threshold for reimbursements for interior repairs caused by soil issues. Board to look at interior repairs after mitigating improvements put in place.
- d. Report from homeowner at 143 Temescal Circle regarding additional cracks and great difficulty opening front door. The Association will offer to pay to have Romiro shave or sand the door. If the homeowner does not accept this they can pay for reinstalling the door with the Association's contractor.
- 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
 - a. GB Group replaced the two Clubhouse office windows; it is completed. Gap that was needing repair has been repaired.
- vi. Lateral Line Inspections – work in progress. Approved, pending schedule.
 - 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. Walsh PM waiting for schedule for work from Above All.
- vii. LED Light Conversion
 - a. 90% complete. New bulbs arrived to replace bulbs broken in shipping; can now complete the project. Walsh PM still to schedule with Romiro to install and notify units whose carports will be impacted. Was to be completed by mid-September, delayed. Pending schedule.
- viii. Carport Repairs
 - a. Waiting still for GB to schedule the work. Will take a lot of notification to residents to move cars on specific dates.
- ix. Proposed Project Forms and RFP Outlines
 - a. We have an outline. We also have a draft events form.
- x. 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. They are unresponsive to our inquiries. Walsh PM has contact ACME Security to address the issue, and they will be at EBV shortly to adjust the door spring and tighten bolts.
- xi. 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.
- xii. Janitorial Bid for Comparison
 - a. Romiro is preparing a proposal for light janitorial work for us. We can compare pricing and availability of services. Pending completion.
- xiii. Clean Up After Your Dog Signs
 - a. Signs were installed throughout EBV and continue to be installed as needed.
- xiv. Paving Options (2018 tentative)
 - a. Tabling asphalt work until 2018—unless can get tree removal project done before rains start. Pending.
- xv. Power Washing Quote
 - a. To address the bird guano. Romiro, our association handyman, has provided a quote.

A motion was made, seconded and passed:

RESOLVED to approve the August 31, 2017 proposal by Romiro Casas for 20 hours of work to power wash the streets and sidewalks that have excessive bird droppings at a cost not to exceed \$1,500.

8. New Business

A. Holiday Meeting Schedule

- i. Because of the holidays, the November and December meetings will instead be merged into one meeting to be held on December 6, instead.

B. Annual Meeting Plans.

- i. Ellen and Eric are planning to renew their commitment to the board.

C. Gutter Cleaning

- i. Commercial Gutter Cleaning will be onsite at EBV between November 6 to 11, 2017 depending on weather. And, again onsite for another cleaning during the week of February 5 to 10, 2018, depending on weather. They will clean the gutters, down spouts, and roof areas of debris.

9. Management Report

- A. Discussion of rental requirements policy. Board to review and discuss further in October.

10. Hearings (Held in Executive Session)

The meeting adjourned at 8:55 p.m.

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

APPROVED

October 25, 2017

(Signed by Michelle Siegel)

Michelle Siegel, Secretary