

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 01/30/19 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, January 30, 2019 at 7:01 p.m., in the EBV Clubhouse. Present were Eric Stilan, President; Elle Lathrop, Vice President; Matt Johnson, Treasurer; Michelle Siegel, Secretary, Michael Ball, Member-at-Large, and Michelle New, Property Manager (Walsh PM).

Homeowners present: Tim Haggerty; Leela and Hareesh Thati; Stephanie Barbour

1. Open Forum (please limit to 2 minutes)

- Speed bumps too high. Board encouraged homeowner to research costs for standalone project by a vendor allowed to work at HOAs and present it to Board. Otherwise, the plan is to fix when the major asphalt and cement project moves ahead.
- Homeowner asks about HOA installing gates at entries to EBV. Board replies about costs, and info from Emeryville Police Department on effectiveness.
- Landscaping request approved in September 2017. Wasn't completed. Had asked to remove a bush that was a security issue, and put something back in its place. Was to be done within general landscaping budget. Day lillies, camilias were to be placed there. Wants something done. Board recommends that Jacob of Jensen knows about this and is willing to honor it. Homeowner says the request was approved. Board will work with homeowner to move this forward.

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. 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.)

A motion was made, seconded, and passed:

RESOLVED to approve the December 11, 2018 regular and executive meeting minutes of the Board meeting; and, the December 29, 2018 regular Board meeting minutes.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. 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.
- ii. Directive issued to check Clubhouse mailbox with every site visit by Walsh PM.
- iii. Many invoices were not submitted for payment, some since July 2018. Why the delay? Do we now have all the delayed invoices? Michelle New stated that two Jensen invoices are pending now. She is checking to see if previously submitted.
- iv. A few invoices were missed; some were not put back into the correct listing of expenses in Strong Room.
- v. Michael asks how July invoices were not tracked until now. Walsh PM now puts all invoices in centralized location and scans all on one date now, to correct the issue of missing the invoices.
- vi. What about delayed invoices from Walsh PM? Balance forward has no description of what it is for, and doesn't add up. We need an explanation of what the balance forward is for.

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. \$3,364 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.
- iii. Monitoring 76015 and 76086. They have an outstanding balance; \$943 for one; \$804 for the other.

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 could not do the work in 2018. Per Jan. 22, 2019 email from Michelle New, she will bring schedule and list of doors to this meeting (January 30, 2019). Michelle New did not do this. Revised list to be emailed tomorrow by Michelle New. Add Unit 51 per request by the homeowner. Discussion of checking the door to see what the issue is at Unit 51.

A motion was made, seconded and passed:

RESOLVED to approve the bid from GB Group dated October 26, 2018 to replace up to ten storage unit doors in an amount not to exceed \$14,800, and to follow the architectural specifications for EBV Storage Closet Doors that is included in the packet for today's board meeting, beginning work by mid-February and then to install the new storage unit doors within the first two weeks of March 2019. Final door list to be provided by Walsh PM with approval of the Board.

- ii. Applications
- B. Landscape Committee: Updates, Requests, and Proposals
 - i. Update and general info; discussion of vendor performance.
 - 1. Raoul the site supervisor is no longer with this account. Jacob is now back on the account.
 - 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 was recently hired to replace the retiring McNeil as arborist to EBV. The first walkthrough with EBV and Traverso is being scheduled..
 - iii. Applications
 - 1. Two have been pending for a long while.
 - a. Unit 26: 2017 approved request still not done due to staff changes at Jensen and new on-site rep. Board instructs Michael Ball to approach Jensen to get resolved.
 - b. Unit 129: requested removal of very large shrubs, now trees, near their unit. These were removed in December by Traverso during annual tree trimming.
 - iv. Tree Trimming
 - 1. Annual tree trimming away from buildings was completed in Dec.
 - 2. (5) trees on Temescal were removed but stumps remain due to time. Traverso provided two options:
 - a. Immediately. Stumps are surrounded by curbing. Traverso can grind the visible portion of the stump but cannot get the roots without damaging curbs. OR
 - b. Traverso can return during asphalt/concrete project and remove the stumps and roots.
 - c. Cost is the same for either option. The board discussed this, and decided that stumpwork will be done at the time we do the concrete and asphalt work.
 - v. Juniper Stump Removal – invoice to be changed. Michelle New contacted Daisy at Jensen re: invoice mistake. Michelle New said Daisy would get back to her with an answer. They sent Michelle New the wrong invoice again. We're still waiting for the corrected invoice.
 - vi. Irrigation Concerns—Owner of Unit 91 is concerned with oversaturation near Units 81,89, and 91. Owner of Unit 91 asked regarding a dampness issue near the 89/91 garbage enclosure she reported to Walsh in August 2018. This was the first the Board had heard of this report. Michael to contact Jensen to see about sprinklers in the area.
 - vii. Pest Management Issue for landscaping. Backstory: overdue for inspection of trees and shrubs for pests. A motion was made, seconded and passed:
RESOLVED to approve a Board member to get a bid from Baefsky for an amount not to exceed \$750 to complete pest management inspection of landscaping; with inspection to be completed as quickly as possible.
- C. Security/Communications: Updates, Requests, and Proposals
 - i. Website
 - 1. Launched. In February 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 be on the website, but will be used to update management records. Eric making adjustments to layout on website.
 - ii. Eric working on specifications for Ring Video Doorbells by February 1, 2019.
 - iii. Beginning in March, 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; 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. Guest Bike Storage
 - i. Guest bike rack signs. Installed and completed.
 - F. Clubhouse Interior Committee: Updates, Requests, and Proposals
 - i. Looking at other alternatives for exterior bike storage.
 - ii. 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.
 - iii. Sound dampening system installation would also improve being able to hear and meet in the Clubhouse.
5. Unfinished Business
- A. Open and tabled items (informational/underway projects)
 - i. Mailboxes

Broken P1 follow-up; no response to forms submitted by Walsh PM to USPS. Michelle New to go in person. She met with Postmaster January 10th, 2019. She showed them what needs to happen. Post office says it's not their fault. They say we need to repair it. Not to exceed \$500 to get it fixed. Michelle New to contact Reed Bros to see if they can do this.
 - 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 was to begin improving drainage issues at areas impacted by structural issues, and 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.
 - 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 had discussed possibility of using AME again for the building level measurements, which they had previously done for us. Michelle is expecting a proposal from AME including their costs and availability. AME will get us a bid for re-measuring.
 - d. Building 34 door replacement. Unit 143 front door issue with sticking, not opening/closing easily, is now controlled. About \$1,200 cost to repair and has been completed. Putting in a new door wouldn't fix the symptoms.
 - iii. Clubhouse Repair Project – pending report. Will be done by March.
 - 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. We had hoped to get at least half done by November 2018. No progress made by Michelle New. Per email Jan. 16, 2019 from Walsh PM, still waiting to hear back from AAP. Now, Michelle New reported that she is missing footage! 4 more buildings need to be done, in addition to the 17 or the footage needs to be provided. Discussion of new game plan for this project.
 - v. Concrete Repairs and Asphalt Repaving Work
 - a. All work is now pending review of quotes by Board.
 - 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.
 - 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.
- vi. Site visit and documentation by WPM. Pending June 29, 2018 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 2018 that she was going to do, and would have different tabs for each month. Still pending. At tonight's meeting, Michelle New says reports aren't working the way she wanted to. Board asks her to just email us with site visit dates and things noticed, including photos.
- vii. Annual Meeting.
 - a. Ballots arriving Saturday, February 1, 2019 at the latest.
- viii. Storm Drain Cleaning. Completed.
- ix. 113/115 Plumbing Leak (neighbor to neighbor issue)
- x. 89 Moisture Issue (moved to Executive Meeting to complete discussion)
- xi. 81/83 Plumbing Issue. Resolved. Although: unable to pinpoint which unit was the source.

6. New Business

- A. Speed bump issue; email from homeowner. Discussed in Open Forum.
- B. Obstructed walkways/common areas. Pending.
- C. No Smoking Ordinance. Went into effect on January 1, 2019. Email blast, and on website.
- D. Carport Damage.
A motion was made, seconded and passed:
RESOLVED to approve the bid from GB Group dated January 25, 2019 at a cost not to exceed \$1,000 to repair carport damage at ParkingSpace 34.

7. Management Report

8. Hearings

The meeting adjourned at 9:11 p.m.

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

APPROVED

February 27, 2019

Signed by Michelle Siegel

Michelle Siegel, Secretary