

Regular Business Meeting Minutes June 26, 2019

Call to order: 7 PM

1. Open forum

- a. Homeowners in attendance: Matt Johnson, Jennifer Lee

2. Open Board Positions:

Michelle Siegel gave her resignation from the Board. The Board and HOA extend their thanks for her years of service. The Board currently has (2) positions open. Any interest homeowner is asked to contact either Walsh Management or a Board Member.

3. Approval of Meeting Minutes and Any Out of Meeting Consents

4. Financial Report:

a. Statement Review/Treasurer Report

- i. Walsh did not provide Board packet before meeting for 2nd month. NO review of our Operating Inc/Exp stmt, no Balance Sheet for either our operating or reserve accounts could be done prior to this meeting.
- ii. Bill payment issues: Walsh's processing of invoices and payment of invoices is seriously flawed. Board met with Ed Walsh on March 1, 2019 to discuss some extreme issues. To date the Board has not seen corrective action. Most prominent of the issues:
 - a. Waste Mgmt bills that show nonpayment back to Dec 2018. Late fees have been assessed for each month in 2019. The Board has demanded immediate correction of this issue and that the HOA would not pay any of the late fees. The late fees are the responsibility of Walsh Property Mgmt.
 - b. Numerous vendors had invoices 3-4 months old. We demanded that these be paid immediately. This included some of our best vendors:
 - a. Above All Plumbing
 - b. Our C.P.A.
 - c. Reed Brothers
 - d. Commercial Gutter Cleaning
 - e. And others
 - c. Our Worker's Comp insurance was over 30 days past due.
 - d. Walsh Property Mgmt was past due over 3 months. They could not even pay themselves.
- iii. Two CD's are coming due within the next 60 days.
 - a. \$100,000 on July 24th
 - b. \$100,000 on August 15th

b. Collections

- i. Discussed in Executive Session

c. Reserve Study proposals

- i. (4) Companies provided quotes
- ii. Analysis and recommendation will be made in July meeting

d. Budget process will start in early August.

- i. Compiling annual inc/exp for 2012-2018

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- ii. Compiling reserve study review of projects over next 5 years
- e. Signature Cards
 - i. Signed. Still need to provide signatory I.D. for record

5. Committee Reports:

a. **Architectural Committee**

Board wishes to acknowledge and thank Kim Kurata & Susan Strasburger. Their assistance in researching and reviewing architectural issues has greatly assisted in the reestablishment of our architectural standards. We highly recommend others to volunteer and assist in this committee.

- i. Researching:
 - a. Solar Panels
 - b. Exterior Electrical Panel upgrades
- ii. New Projects for Research:
 - a. High Speed Internet access for clubhouse

b. **Landscape Committee:**

- i. Approved Irrigation repairs of \$7,570 have been completed.
- ii. Approved tree work by Traverso of \$6,875 is 95% complete. Due to a misunderstanding by the Landscape Committee the Redwood trimming along 53rd Street was not what they had wanted. Traverso stepped up and did the additional work at no charge. This left some shrub/small tree work for completion at a latter date. The 53rd Street redwood area has now been trimmed up and back to
 - a. Allow the shrubs and small maple trees to get light, and
 - b. Remove limbs growing through or laying on the fence.
- iii. The majority of 'hard pruned' shrubs and small trees are seeing substantial re-growth. This is a positive and encouraging sign of the health of our landscaping. By this time next year we should see our trees and shrubs back to their intended designed scale perspective at the time they were originally planted. Due to these positive current results the Committee plans another 'hard pruning' in late Fall which will reset the bar for shrub and small tree size going forward. All these size specifications are spelled out in the EBV landscape specifications.
- iv. Unit 26 replant was to be completed today, June 26th
- v. Michael Baefsky will be on site soon for his second walk through this year. Pest control history for the last couple of years has been shared with Michael. We wish to minimize any aphid issues this year for effected homeowners.

c. **Security / Communications:**

Security:

- i. Crime in Emeryville is up +20% compared to 2018. We urge homeowners to volunteer for the Security Committee to make our community safe.

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Currently the committee has one active member, our President Eric Stilan. Please reach out to Eric by volunteering.

- ii. See Communications below. The website is a key component in our community security plan.

Communications:

- iii. August will be the one year anniversary for our new website going live. Our President Eric Stilan is the only active member. WE NEED INDIVIDUALS for work with our website. We have gathered our historical documents. We need assistance in reviewing and uploading these documents. This is our history!! Many of these documents were never available before, such as the original architectural drawings for our buildings. We need assistance in building out our annual calendar on the website. We know there are knowledgeable and competent web individuals in the community.
 - iv. We are ending service with our prior website company WestHost will be suspending our account in the next 10 days. This is the webhost/site prior to our current website. They hold our web address: WWW.EmerybayVillage.com. For \$12/year they will hold and maintain that domain name for us. Eric has backed up all information that was on that site, so there is no loss of data.
- d. Electric Vehicle Committee: Updates, Requests, and Proposals
 - i. **Eric to Write Update**
 - e. Clubhouse interior Committee: Proposals and general updates
 - i. The Board voted to remove this item from the Monthly Agenda. The Committee is still an active committee. No updates have been provided in over a year. This committee can be added back at a future date should they produce a board approved plan of action.

6. Unfinished Business: Open and tabled items (informational/underway projects)

- a. 2019 Storage Room Door Project
 - i. Work was completed.
 - ii. Michelle New/Walsh Mgmt did final walk through with GB Group.
 - iii. Invoice was paid
- b. Mailboxes

Project was delayed due to Late Payment issues with past invoices by Walsh Property Mgmt. This issue has been resolved. Reed provided Walsh assistance with our P2 parcel lockers as follows:

 - a. Provided inside contact person at Emeryville Post Office,
 - b. Post Office contact entered a Work Order for June 27th at 11:00 A.M.
 - c. Reed will coordinate with Post Office on service
- c. Structural Issues – Settling of buildings – 34/41/14.
 - i. May 29th Meeting Minutes stated that the Board was to contact Grey.
 - ii. Work in progress

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- d. Lateral Line Inspections:
 - i. Inspection progress:
 - a. (42) lines require camera inspection
 - b. (28) verified video camera inspections done
 - c. (6) Require cleanout installations before camera inspections can be done.
 - d. (8) waiting for video verification or must be camera inspected

A move to STRIKE the motion dated 5/29/2019 related to an NOT TO EXCEED amount of \$9,000 for this work. A quote from Above All Plumbing was not received in a timely manner. The Board second and approved.

A Motion is made to accept a bid from Above All Plumbing, dated June 19, 2019 in the amount of \$5,400.00 to install cleanouts on (6) lateral sewer lines. These will be installed on buildings 14/15/8/26/31/36. The Board second and approved.

- ii. Verified we have in excess of 1,000 feet of Personal Lateral Sewer Lines (LSL). Per EBMUD ordinance we MUST have the new LSL installed, tested and Certificates of passing pressure test done and filed by July 12, 2021.
 - iii. This project could cost in excess of \$500,000
- e. Concrete and Asphalt work:
 - i. Original bid to do all concrete repairs and resurface all asphalt streets came in at \$467,632.00
 - ii. Due to Lateral Sewer Line Project, estimated at +/- \$500,000 we must delay this project or split into two phases.
 - iii. If split into two phases
 - a. Concrete work – as soon as possible – Cost: \$ 269,812.00
 - b. Asphalt work – after Lateral Sewer Lines are installed. The streets must be opened up for the lateral sewer line replacements.
 - iv. Project will be reviewed by Finance Committee during the 2020 Budget Process beginning in early August.
 - v. When project is ready for recommendation, the following concrete items will be added:
 - a. Wheel stop choice,
 - b. Unit 100 – replacement of entrance stair step
 - c. 47th Street Gate – concrete lifted causing gate to scrap at some point.
- f. Schedule of important dates for July
 - i. Review of Projects Proposed for 2020
 - a. Landscaping
 - b. Lateral Sewer Line Replacement
 - c. Concrete & Asphalt replacement
 - ii. 2020 Budget Process organization
- g. Unit 92 - Plumbing back up
 - i. `ServPro Report & Invoice provided for remediation service provided.

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Motion was made to pay ServPro Invoice dated June 7th, 2019 (ServPro Project File # 12533) in the amount of \$4,864.48 UPON receipt of all ServPro signed documents. Documents provided were unsigned.

- ii. The next stage is the repairs associated with the affected areas. The Board is getting clarification from Walsh Mgmt regarding how this proceeds forward and who the responsible parties are.

7. New Business:

- a. Waste Management complaint update
 - i. Email dated June 20th 2019 Waste Management and The City of Emeryville regarding garbage overflow issues at EBV. A garbage overflow issue relates to garbage cans and garbage enclosure areas having excess garbage. It also relates to recyclables being put into garbage cans.
 - ii. Michelle New is in discussions regarding options/solutions:
 - a. Current 32 gallon can costs \$19.50 each per month
 - b. 96 gallon can for every two units at \$58.49 each per month
 - a. That is an increase of \$1,091.44 per month in service cost or \$13,097.28 annually.
 - b. Board feels not a solution due to size and weight.
 - c. Add an additional recycling center in the community
 - a. Michelle New will discuss with the City to see if they can offer any financial assistance to expand our recycling options inside our community.
 - b. Current recycling center cost under \$20,000 to build.

8. Management Report

- a. None

9. Hearings: These may be held in executive session upon request of the owner present.

10. Adjournment to Executive session (Litigation/Contracts/Disciplinary/Personnel Matters/Delinquent Accounts)

Executive Session – after the adjournment of the regular meeting.

Collection/delinquent accounts and Violation/member disciplinary actions: