

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 9/26/18 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, September 26, 2018 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: Leah Esturas-Pierson; Jean Bellard; Stephanie Barbour; Gillian Beleher; Tom Mock; Luisa Armijo; Baruch Golden

1. Open Forum (please limit to 2 minutes)

- Ring video doorbells – Those who want them need to complete an Architectural Change Request form submission for installation, first
 - Print photo from video – 6 needed to post on the mailboxes—put EPD police number—Michelle S. to do
 - This was emailed out—if you want to be on the list email Michelle New mnew@walshpm.com
- Homeowner mentioned broken storm door, bike locked to garbage enclosure, and rug left outside of garbage enclosure at Unit 151
- Homeowner mentioned furniture at garbage enclosure of Unit 149. Has been there since about September 1.
- Gillian at 51 EBD. Faces toward Pixar. Said she was told to remove her motion detecting light she installed without first submitting an architectural change request form, at her back porch back in 1990s. Also mentions the crows. She said she heard Pixar is using a sonic alarm causing crows to leave Pixar. Sycamor trees are above roof line. Mentions interest in having them trimmed to the roofline.
- Homeowner asks if we are looking at community cameras. Eric addressed the question. Cost prohibitive. Discusses the gate issue—need to have room for two vehicles to pull in.
- Changing doorbells to have cameras. Eric says fill out Architectural Change Request form. Put in make and model. Install on wood trim, not on the siding. Cannot go on door itself. Homeowner asks for Board to put out guidelines. Eric also recommends the alarm you put on your window that makes a loud noise if the glass breaks.

2. Approval of Minutes and Out of Meeting Consents: [Minutes from March, April, and May are still pending finalization for review by BOD.](#)

[A motion was made, seconded and passed:](#)

[RESOLVED to approve the August 25, 2018 General Board Meeting minutes; the August 29, 2018 regular meeting minutes of the Board meeting; and the September 15, 2018 Budget Committee Meeting minutes.](#)

3. Financial Report:

A. Statement Review/Treasurer Report

- i. CDs maturity dates are very close to one another; they should be staggered to mature quarterly, not all at the same time. Debbie at Walsh PM is working on it for October statements, since has to close the current month for it to show. CD Accounts 10105 and 10106 coming due in January Matt instructed Michelle New to renew 10105 for 12 months, renew 10106 for 6 months. 10103 should be 12 month CD, and 10104 and 10107 should be renewed for 3 months; and then, after the 3 months are up, for 12 months.
- ii. Matt asked Michelle New about invoices. Seems like invoices are missing and have been for several months. Are things backed up?
- iii. Naming of CDs changed and Michelle New of WPM still doesn't know why.
- iv. Actual assessments question. Michelle New to follow up.
- v. There is an additional landscaping line item. We do not budget for that. What is that? Michelle New to see what was put in there previously and will follow up—pending.

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.

C. Budget Committee Progress

- i. Operating budget nearly completed. Trying to get an idea about the utility cost changes from Walsh PM. PG&E looking like a 5% increase. WM no increase. EBMUD uncertain about the rate increase for 2019.

- ii. Still waiting for the reserve study. Walsh should have numbers by Friday, 9/28. Earthquake Insurance will need an Out of Meeting Consent. Either short term renewal, or keep it on the same cycle. May cost more if do short term only in March. They will not do it on an 18 month. Two separate policies.
- iii. Annualized month-to-month income expense report needed—asked for it again. Walsh PM says by end of next week.

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. . CRS was to provide a bid in August 2018, since the work will 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 them, 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.

B. Landscape Committee: Updates, Requests, and Proposals

- i. Got a maintenance report from Jensen using info from walkthroughs. Michael will review it. It appears helpful. Michael sent original RFQ to Jensen to review with them. Meeting planned for 9/27/18.
- 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 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. Matt is currently researching arborists who can come up with a plan for this. By the August Board meeting, more recommendations were to be available. Still pending. Won’t be able to work on it until November. Traverso is an arborist we are meeting with in October. Maybe they can also recommend additional staff.
- iii. Swale/drainage problems
 - a. Problems with swale draining. No word back from Larry at Jensen on swale additional information.
 - b. Board discussed the idea of having Jensen replace the whole drain pipe from 47th Street to Building 1. The problem is that trees can become unstable if roots are cut. Traverso said don’t cut the roots there.
- 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 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 of what was to be done. Wrong plants, wrong number of plants, in the wrong location, and at the wrong spacing.
- v. Redwood stumps.
 - a. Approved at July 25, 2018 Board Meeting. Completed. Stumps were chipped and are like blocks of wood. They are to consolidate so fewer parking spaces are blocked.
- vi. Juniper Stumps
 - a. Was approved about two months ago for Jensen to remove. Landscape Committee is going to request an update from Jensen.
- vii. Aphids are an issue. Landscape Committee will research if we’ve discussed in the past with Jensen. We have the Material Safety Data Sheets (MSDS’) now.
- viii. Applications
 - a. Several have been sitting for a long while. A request was submitted a year ago for camillias, and was approved. Was to work with Rick 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. Lynne also had a Landscape Change Request that was approved, and was at her own expense—but, she has not implemented it. 129 Temescal submitted an application and it’s with the LS committee, regarding removing two large shrubs next to their building.
- ix. Appointments—interested in joining
 - a. Rasika Kapoor, 129 Temescal Circle
 - b. Luisa Armijo, 56 EBD

- C. Security/Communications: Updates, Requests, and Proposals
 - i. Website
 - a. Will launch this weekend. In October, we'll switch to a more secure log in, and require homeowners to provide information such as vehicle license plates, emails, phone, and contact info. That info will not be on the website, but will be used to update management records.
 - ii. New banners being ordered by Eric, in accordance with directive issued in August 2018.
 - D. Electric Vehicle (EV) Committee: Updates, Requests, and Proposals
 - i. Eric met with PG&E regarding new electrical drop. More info to follow.
 - E. Clubhouse Interior Committee: Updates, Requests, and Proposals
 - i. Brief bike survey on interest using SurveyMonkey went out today. Due back Oct. 11.
 - ii. Looking at other alternatives for exterior bike storage. Turtle Hill provided information.
5. Unfinished Business
- A. Open and tabled items (informational/underway projects)
 - i. Mailboxes
 - a. Background: Board member got springs for mailboxes. Matt and Michael will install them Saturday. Broken P1 followup.; no reponse to forms submitted by Wash PM to USPS.
 - 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.
 - 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.
 - 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.
 - v. Concrete Repairs
 - a. All work is pending receipt of contractor quotes. 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, and when during the year the best time to replant would be. Board recommends walkthrough with an arborist and with Traverso.
 - b. Walsh PM to submit RFQ to American Asphalt; Track Asphalt & Paving; Pacific Paving by end of this week. Date of response requested is October 17th.
 - 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 to be developed by Black Diamond to include concrete repairs. Quote received. Questions to be sent to Michael by Matt regarding the proposal.
 - b. Board would like to get two more quotes. For asphalt and concrete.
 - c. Homeowner mentions that speed bumps need to be shaved down.
 - vii. LED Bulbs Installation –done
 - a. Elle notes that 36, 84, and 81 are out.
 - viii. 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. Michelle New to send a PDF by October 10th. Sept 13 was last site visit. Sept 28 is final one this month.
 - ix. Power washing schedule—Friday, Sept 28. Board asked for power washing vendors for ongoing work. Late spring; seasonal.
 - x. Guest Bike Rack Use Policy and Adoption
A motion was made, seconded and passed:
RESOLVED to approve the Guest Bike Rack Use Policy.
 - xi. Unit Rental Policy
A motion was made, seconded and passed:
RESOLVED to approve the Guest Bike Rack Use Policy.
 - xii. Vendor List/ECHO Conference Summary -- pending
6. New Business
- A. Legislation update. Balcony amendment for condo associations has been stricken; applies only to apartments.
 - B. Alternative to sewer lateral line pipe replacement. Specialized Pipe Technologies (SPT) provides this service.
 - C. Crow issues – inquiry into bird abatement firm. Company is called Squeeky Clean. Will ask re: sonic boom.
 - D. City of Emeryville Letter – Michelle New to respond—if any BMR units are occupied, rented, or unoccupied.
7. Management Report
8. Hearings (none invited)

The meeting adjourned at 9:07 p.m.

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

APPROVED
October 24, 2018

Signed by Michelle Siegel

Michelle Siegel, Secretary