

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 6/27/18 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, June 27, 2018 at 7:05 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: Stephanie Barbour, Ryan Oberbeck

1. Open Forum (please limit to 2 minutes)

- Compost bin stored at 133 Temescal Circle. Owner at that unit, Mulan, requested to not be caretaker anymore. There is a new cart caretaker—Sharon Block; the bin will move to #4 EBD effective July 9. Notes posted with blue tape on the cart and on the siding near the bins. Email blast requested. WPM looking into cost for additional cart(s). Existing carts are filling up to capacity each pickup cycle.

2. Approval of Minutes and Out of Meeting Consents: Prior minutes still pending finalization for review by BOD.

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 at the same time.
- ii. Naming of CDs changed and Michelle New of WPM doesn't know why.
- iii. Talk to insurance company to come in earlier in the year so we have the numbers ahead of budget planning time; we were going to ask if we could extend the existing policy for 1 to 3 months with our existing insurance provider.

B. Collections

- i. One account in collections: 76088. Allied was to have a payment plan in October 2017, but they did not, and they still do not. We revisited this at the 02/28/18 meeting. Owners failed to follow through with Allied for a payment plan. This may go to foreclosure; as of February 28, this account had another 6 to 8 months to work it out. They are currently submitting small payments; a new demand statement was sent three weeks ago. Working to see if they can do a lump sum or to come up with a monthly payment plan. \$8,118.23 is current balance; \$3,000 is fees.
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment.

4. Committee Reports

A. Architectural

- i. Storage Closet Doors – 2017 and 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 occurred in December 2017 and January 2018. 98% done now. Michelle New will report back by next board meeting about completion status of whole project. Then, we can begin to identify 10 doors needing repair for 2018. Michelle New to begin work on that list.
- ii. Discount pricing available from Community Reconstruction Solutions (CRS) for work done in late season. They don't have a bid yet. About the same as GB Group's pricing. Unsure if GB Group can do the work in October 2018. Every proposal is three weeks out.

B. Landscape

- i. Open Proposals—no proposals approved in May were moved forward with by the vendor. Stump grinding and redoing plantings in front of one of the four-plexes—105 through 111.
- ii. Pavers on west side of EBD near 53rd Street

A motion was made, seconded and passed:

RESOLVED to approve Jensen Landscape's revised proposal dated March 27, 2018 for paver removal and concrete installation to remove hazardous pavers, remove impeding pine tree roots, and install new concrete to connect to existing walkway in the amount of \$5,860.00

iii. Irrigation and recommendations.

- a. Results of walk with Jensen regarding irrigation and recommendations was discussed. Landscape Committee stated at September 2017 meeting they were to walk property with Jensen to clarify the

recommendations they are making and plan for work in 2018. Details were pending as of February Board meeting. The meeting with Jensen Landscape managers was held for two hours on February 6, 2018. As of 02/28/2018 Jensen was to do a new irrigation report. As of today's meeting, the report has not been provided. LC Committee is meeting with Jensen on July 10th.

- iv. 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 go 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.
 - b. Matt is currently researching arborists who can come up with a plan for this. By the July Board meeting, more recommendations will be available.
 - v. Redwood stumps. No responses to that from Traverso and Jensen for proposals on removal.
 - vi. Swale/drainage problems
 - a. Problems with swale draining. On June 28, Matt is meeting with Lamar from Jensen to discuss issues.
 - 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.
 - vii. There is a squashed gutter and damaged siding at 55 EBD, apparently caused by Traverso's tree work. GB Group was going to provide a proposal to repair this. CRS is also bidding on this and we should have a bid at the July Board meeting.
- C. Security / Communications Updates, Requests, and Proposals
- i. Website
 - a. Targeting July 13, 2018 for BOD review of the website to check issues; feedback has been incorporated from the survey. Discussion of requirement of passwords for individual homeowners.
 - ii. Discussion of draft rental policy to have owners notify management of new renters, and notify renters of CC&Rs, etc., or be fined. Michelle New to make edits discussed tonight, and format the document. She will re-send to the Board for review one more time. Following the 02/28/18 meeting, the draft policy was sent out to the Board for comments. Pending.
 - iii. Banners (remove from agenda for July)
 - a. New signs for the recycling area—call police for non-emergency issue reporting; using the recycling center; report to management; holiday season theft prevention; composting; fire hazard prevention -- additional banners to be ordered.
- D. Electric Vehicle (EV) Committee Updates, Requests, and Proposals
- i. Eric got a bid from PG&E for a new electrical drop. \$2,500.
- A motion was made, seconded and passed:
RESOLVED to approve PG&E's proposal dated June 15, 2018 for a preliminary design (Engineering Advance) for adding a new service for the EV station at EBV in the amount of \$2,500.00
- ii. Possibly put the EV parking next to the recycling center. That way we won't have to dig under anything; easier to install conduit and units.
 - iii. Eric has educational meetings about EV planned for 2018. This will be scheduled after we know when the EV station is coming.
- E. Bicycle Storage Committee Updates, Requests, and Proposals
- i. Rack delivery and installation. Pending scheduling from Turtle Hill.
 - ii. Michelle New to revise language with Stephanie Barbour for small signs to put on bike racks. Pending installation so we can figure out size and how much info to put in there or add a lawn sign.
 - iii. Use policy would be in writing in the CC&Rs. Abandonment issue. Michelle New to email before next meeting so we can edit before next meeting and adopt at next meeting.
- F. Clubhouse Interior Committee Proposals and General Updates
- i. Plan to send a brief bike survey on interest using SurveyMonkey. Michelle and Stephanie to send link to Eric to do email blast.

5. Unfinished Business

A. Open and tabled items (informational/underway projects)

i. Mailboxes

a. Background: we had a broken P2 parcel box and a broken P1 parcel box on the mailboxes by 81 Emery Bay Drive in 2017. 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 2017 meeting. Willie Mailbox met with the carrier and confirmed that the repairs were completed as of 8/30/17. However, it wasn't completed, since the spring was still broken. Walsh PM sent correspondence back to W. Roberts Enterprises and was awaiting his reply. Michelle New asked him to fix the P1 parcel box on Temescal Circle as well. He did that. The manufacturer doesn't sell just the spring part to fix the mailbox by 81 Emery Bay Drive. Willie is looking for a spring to use to replace the broken one. Pending location of parts to replace spring. As of 02/28/18, the repair of the P1 parcel box near 84 EBD was pending due to issues locating the spring, and repair of the P2 with non-functioning lock near 84 EBD had not been repaired. As of this June Board meeting, still pending location of parts to replace spring. Michelle New will see what's part of a whole kit and how much it costs, and if the spring is in that kit.

ii. Structural Issues Buildings 34/41 and 14—ongoing; hiring soils engineer to design re-grading of soil and redirection of water.

- a. 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. 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. No proposal at the 02/28/18 meeting. No proposal at the June Board meeting. Pending start date for approved work. Potentially August or September.
- b. Cost to do new building level measurements is not changing. Asked him 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. 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. Michelle New to send us a sample policy. No policy was available at the 02/28/18 meeting. Language sent in May 2018 for a sample policy.
- d. Building 34 door replacement. Unit 143 front door issue. Michelle New is getting a quote for door, parts, framing, and labor. As of 02/28/2018 we are still waiting for quote from GBG with correct front door. Still waiting for a quote as of this June Board meeting. Owner says no issues opening/closing door presently.

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, 75% completed.

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. Still waiting for extension date. Above All Plumbing quoted on all camera inspections and final filings and will complete the process start to finish. The work is in progress. Doing about 7 buildings per day on site. Will follow with any needed proposals for repairs. They need to schedule with homeowners.

v. Recycle Center Door Repair

a. Identified all issues. Michael is discussing repairs and getting quotes from a couple of companies. Email forthcoming with more info.

vi. Concrete Repairs

- a. All work is pending getting trees removed. Concrete impacted by trees was discussed (inspection and tree listing for quotes). Concrete/asphalt work for parking spaces needs to be coordinated 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. That list is pending.
- b. 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.
- c. 47th Street Gate – concrete lifting. Need section shaved down. PCS did a good job for us previously.

- vii. Asphalt Repaving
 - a. Two-choice proposal to be developed by Black Diamond to include concrete repairs.
 - viii. LED Bulbs Installation – complete
 - a. Except for one parking space, #64, where owner’s vehicle needs to be moved forward so there’s room for handyman to put in fixture and new LED.
 - ix. Carport Repairs – complete
 - x. PSI Outcome Report for Building 28– complete; no issue, increase circulation by opening window.
 - xi. Site visit and documentation by WPM. Pending June 29th visit.
 - xii. Window washing for units – deadline for signups including payment is 7/16/18. Notice provided in the newsletter.
 - xiii. Building 5 repair due to fire - complete
6. New Business
- a. Trespassing complaint. Urination in the garbage enclosure. Units 18 & 20.
 - b. Utility audit – vendor can get us classified as a bulk service for internet and cable discount and have an easement agreement. Doesn’t look advantageous at this time for our HOA. If we can’t get fiber optics or other improvements, no point. WPM to reply to them.
 - c. The Board report from attending the ECHO Conference held in June 2018 was deferred until the July Board meeting.
 - d. Access gates to EBV. Any efforts on this would have to start with City of Emeryville requirements. Must allow three cars to not be in 53rd Street.
7. Management Report
- Sidewalk at 47th Street.
 - Inside Clubhouse sheetrock has a crack in back wall that had been repaired, going in same shape as before. Repaired about two or three years ago. Could be a break along the patch.
 - Photos from Unit 110 re: cracks.
8. Hearings (No show)

The meeting adjourned at 9:21 p.m.

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

APPROVED
July 25, 2018

Signed by Michelle Siegel

Michelle Siegel, Secretary