

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 05/31/17 REGULAR MEETING OF BOARD OF DIRECTORS**

A regular meeting of the Board of Directors of the Emery Bay Village Homeowners Association was called to order on Wednesday, May 31, 2017, at 7:01 p.m., in the EBV Clubhouse. Present were Ellen Naghavi, President; Matt Johnson, Treasurer; Michelle Siegel, Secretary; and Michelle New, Property Manager (Walsh PM).

Homeowners present: Stan Michaels; Michael Ball

1. Run-off Election – Ballot Counting

Michelle New counted that 58 total ballots were mailed in and/or deposited in mailbox at Clubhouse. 1 was invalid.
3 ballots were blank and these count for quorum.
Michael Ball received 20 votes.
Elizabeth Lathrop received 34 votes.

2. Open Forum

Homeowner mentions EBMUD is having a public meeting about potential raise in rates. Mentions possibility that rates at EBV may also increase in the future.

3. Formal Appointment of Board Member

A. Elizabeth Lathrop – Member at Large

A motion was made, seconded and passed:

RESOLVED to approve appointment of Elizabeth (Elle) Lathrop in the position of Member at Large on the Board of Emery Bay Village HOA.

4. Approval of Minutes and Out of Meeting Consents:

A motion was made, seconded and passed:

RESOLVED to approve the April 26, 2017 regular minutes, annual meeting minutes, and executive minutes of the Board.

A motion was made, seconded and passed:

RESOLVED to approve the May 20, 2017 Budget/Finance Committee minutes.

Several juniper trees outgrown their location. They are now leaning on carports, potentially causing damage and interfering with maintenance of the carports. They need to be removed immediately to allow carport maintenance to proceed.

It is moved that Traverso Tree Service's May 9, 2017 estimate to remove the junipers that are interfering with carport maintenance at a cost not to exceed \$1850 be approved.

RESOLVED that through an Out-of-Meeting Motion, Proposal, and Consent, dated May 10, 2017, Traverso Tree Service estimate of May 9, 2017 is approved.

5. Financial Report:

A. Statement Review/Treasurer Report

i. No new news.

B. CPA Response to Review of Budget Calculations

- i. CPA came up with higher dues breakout. CPA sent Matt information about his calculations. CPA was to check our budget against what is stated in the CCRs. CPA didn't actually appear to have done that. We wanted the CPA to see if the variable and fixed expenses were broken out correctly.
- ii. Matt Johnson heard back from CPA and CPA wants to keep his calculations set up the way he did them.

C. Collections

- i. One account in collections: 76088
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment.
- iii. Allied Report – account 000760097-1 received payment 49 of 52 of foreclosed debt. (52 payments of \$100 each).

D. Strongroom – Vendor/HOA Expenses Payment System

- i. Strongroom will be in place by the next meeting of the board.

6. Committee Reports

A. Architectural

- i. Storage Closet Doors – 2017 Project. Continuing to compile a list of this year’s 20 doors that will be installed this year.
- ii. 127 asks to have her door adjusted—GB Group can look to see if they can adjust it.

B. Landscape

- i. Trees and Landscape Proposals
 - a. None this month.
- ii. Drainage Repair – Jensen (Buildings 3 through 6)
 - a. Jensen is giving us an updated proposal for the swale due to the tree issues and due to the extended length of the swale. Jensen also advised not to use root barriers since they are rarely successful. This is pending Aragon’s verifying that the drainage is clear from the end of the swale to the street.
- iii. Drainage Clearing and Map – Aragon Commercial Landscaping
 - a. Waiting for them to do the walk-through site visit for it. They are scheduled for mid-June.
- iv. Sandbags are still in place and they need to be removed and stored behind the EBV Clubhouse.
- v. Unit 93 Pavers Fix – Ellen is to talk with Jensen to repair so pavers are even.

C. Security / Communications

- i. Updates, Requests and Proposals
 - a. Michelle New had been directed by the Board to reach out to the owner of the truck with a large bike rack on the back of his truck—and to ask to add more reflective tape on it. Eric took photos of the license plate number so Michelle New could figure out whose it is. Michelle New said that the license plate is not registered with the Association. The Board will look into putting a note on the windshield.
 - b. A directive was issued to Michelle New to put reminders in the newsletter to lock unit doors, car doors, and to take possessions out of cars, etc.

D. Electric Vehicle (EV) Committee

- i. Updates, Requests and Proposals
 - a. Matt said he received answers from Brady Insurance Co. that our building insurance would cover the EV stations.

E. Bicycle Storage Committee

- i. Guest rack locations. Board will recheck proposed locations.
- ii. Pending quotes for cement work to install bike racks.
- iii. Otherwise no other news for now.

F. Clubhouse Interior Committee

- i. No new news.

7. Unfinished Business

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

- i. Mailboxes
 - a. We have a broken P2 parcel box and a broken P1 parcel box on the mailboxes by 81 Emery Bay Drive. The post office was to check it out in September 2016 and have not yet. No sign of activity from post office. Walsh PM to follow up with post office, again. Walsh PM used online complaint form and got no response. Michelle New sent a letter to the post office but no response. Michelle New is going to go in person to the post office.
 - b. Matt is writing a report on the mailbox project.
- ii. Painting
 - a. #64, Signature Painting did a repair, but not as instructed. We have been watching it to see if the door paint bubbles again. A directive was issued to Michelle New to release final payment to Signature.
- iii. Landings – project completed – pending info about “slickness” from GB Group. Michelle New is waiting for the findings from GB Group. Marketing contact at GB Group is in touch with production scheduler and we are still waiting for them to address this issue.
- iv. Structural Issues Buildings 34/41 - tabled
 - a. Info on City storm drains - Walsh PM has been trying to reach Alameda County Flood Control District, and has finally heard back from them. When asked ACFCD if they have used cameras to view the pipes, they said no, they had not. Michelle New has asked them to speed up the next camera inspection. She is waiting to see if they can get approval early for this video inspection work. Michelle New will follow up in three weeks if she doesn't hear back. Eric Stilan noted that he thinks work is going on right now to investigate the drains.
 - b. Researching hiring soils engineer to design re-grading of soil and possibly install French drains. Alan Kropp provided name of Moran Engineering. Michelle New inquired with Moran Engineering to see if they can provide services. Contact has been made. Waiting to hear back.
 - c. Flood zone area –Alameda County inspected underground culvert – we are awaiting report.
 - d. The Board needs to look at the threshold for reimbursements for interior repairs caused by soil issues. The Board will wait to hear back from Alameda County before doing any work at Building 14.
- v. Clubhouse Repair Project
 - a. The structural repair is complete. Matt Johnson is putting together a report on the project.
- vi. Clubhouse: Window Flashing, Window in Office and Drain Cover, RFPs to Replace All Windows
 - a. Pending GB Group to schedule work on replacing the two Clubhouse office windows and at that time they will repair the drain cover.
 - b. Michelle New waiting to hear back from RFPs on cost of changing out all windows.
- vii. Lateral Line Inspections – work in progress.
 - a. EBMUD met with Wash Property Management a few months ago. 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. Quotes are still coming in from vendors that are EBMUD approved for providing certification of lateral lines. Back in April, Michelle New said that up to three vendors were coming out in same week to view our site.
 - d. Above All Plumbing provided an updated quote in time and materials. But we need it shown as fixed cost for Phase I. Still working on getting firm figures.
 - e. Walsh PM sent City info about budgeting for this project.
 - f. Walsh PM gave bid packages to vendors at CACM conference January 26, 2017. Work in progress.
 - g. Camera bids were to be provided by May. Now looking at June.

- viii. LED Light Conversion
 - a. Romiro, the EBV general helper, will complete the project. 12 lights left to do. Eric ordered a dozen bulbs to replace bulbs that were broken in the box as well as to have extras onsite if needed. Currently on back order.
- ix. Fire Extinguisher Purchase
 - a. About \$150 per fire extinguisher. Michelle New is meeting with GB Group to get an estimate for the cost to put fire extinguishers in protected cases on the four-plexes. GB Group has been too busy to meet, to date. It's approximately \$250 for the annual inspection costs for these. Fire extinguishers have to be recharged within 5 years.
 - b. The installation of fire extinguishers on the 4-plex units will increase safety at EBV.
 - c. Would have to install them on a freestanding post. Michelle New has requested a proposal for cost of this installation. Would need a concrete foot. Michelle New said Acme can supply; waiting to hear from Statcom with costs.
- x. Clubhouse Upper Wall Paint & Clean
 - a. Sanchez Painting not comfortable with the project because ceiling is too high.
 - b. We can have general painter bleach it down and paint it.
 - c. Taylor Painting provided a bid.
 - d. Taylor Painting is to revise the bid to cover a narrower scope of services—just that section of the Clubhouse.
- xi. Carport Inspections
 - a. GB Group provided a proposal for repairing damage, wood rot, and wear at the carports.
 - b. Waiting to get cost on structural engineer review of beams.
 - c. Board does want to move ahead with these repairs this year, hopefully this summer.
- xii. 37/39 HVAC Issues
 - a. Completed
- xiii. Proposed Project Forms and RFP Outlines
 - a. In process.

8. New Business

A. Roof Inspections

- i. Waiting for DC Taylor to provide estimate for doing roof inspection. Likely to be about \$4,000 or \$5,000.
- ii. DC Taylor looked at Unit 151 roof, where homeowner did a “self-fix” without notifying Association. A letter was sent to the homeowner notifying them that we needed to inspect to be sure it was in compliance, and that any damage or non-compliance fix would be charged to the homeowner. DC Taylor will be providing notes from this site visit. Michelle New to find the notes from the site visit.
- iii. Commercial Gutter Cleaning came back to take care of warranty work at carport area on Temescal and at Unit 26, just off the patio area.

B. Concrete (Parking Areas) Survey

- i. PCC provided a quote. They delineated what they could and couldn't fix.
- ii. Board walked through and noted trees that need to be removed. Landscape Committee is putting together notes.
- iii. Paver to concrete bids. CalVac Paving provided bids, and so did Redline Pavement Solutions.
- iv. Michelle New also asked JS Concrete to bid. Waiting for the bid.
- v. 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.
- vi. Landscape Committee to get bids on tree removal and recommendations on suitable replacements.

C. Paving Opinions

- i. New asphalt company—Redline. They provided a detailed proposal that was in past month's packet. CalVac and Black Diamond also provided proposals.

D. Flood Insurance

- i. The Board discussed the need for flood insurance. There were two questions Matt was waiting to receive answers on from John L. Brady Insurance Co. Answers received.
 - a. Does the insurance cover tsunami events? Yes.
 - b. And, a question about terminology. Regardless of how many units impacted, damage must add up to \$25,000 and there is a 15% deductible per building.
 - c. Board discusses that this is not of value to HOA based on facts at this time. We are not required to have it.

E. FHA Approval

- i. Walsh PM will invoice the HOA for the costs of getting the FHA Certification. This is anticipated to be about \$1,000. Homeowner will receive an invoice for the costs and the HOA will receive payment from the Homeowner for the FHA Certification costs, upon closing of the loan if it's approved, and payment even if the loan is not approved, whether or not the FHA Certification goes through.
- ii. Walsh PM will see if we prequalify and what the restrictions are.

F. Patio Coverings

- i. Ok to use outdoor decorative mats and/or area rugs designed for outdoor use.

G. Recycle Center Door Repair

- i. Morgan Fence (DBA Outdoor Living) has been asked to fix this. The door spring needs to be adjusted so the door closes and locks shut.

9. Management Report

- A. New form to send out once a year. Will be included with newsletter—Notice of address/contact changes. Electronic recipients will get live PDF document to execute and return (with fillable fields).
- B. Unit 139 – removed fence that was attached to drainpipe with zip ties.
- C. Units 22 and 20 – chain was attached to the garbage enclosure. Walsh PM sent letter to request them to remove the chain. We are unsure if this has been done.
- D. Unit 159 – Seasonal decorations have been removed.
- E. Scaffold left behind carport near unit 120 has been removed by Romiro.

10. Hearings (Held in Executive Session)

No hearings.

The meeting adjourned at 9:51 p.m.

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

APPROVED

June 28, 2017

(Signed by Michelle Siegel)

Michelle Siegel, Secretary