

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 02/27/19 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, February 27, 2019 at 7:03 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; Hareesh and Leela Thati; Stephanie Barbour

1. Open Forum (please limit to 2 minutes)

- Interested in storage closet doors timeline.
- A homeowner says thank you.
- Noise complaint by homeowner about neighbor's noisy vehicle at 3, 4 and 5AM.

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 January 30, 2019 regular and executive Board meeting minutes, and the February 16, 2019 Budget/Finance Committee 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. Matt asks again.
- ii. Many invoices were not submitted for payment, some since July 2018. Why the delay? Do we now have all the delayed invoices? Meeting pending with Ed Walsh and Board.
- iii. In January the treasurer stated that a few invoices were missed; some were not put back into the correct listing of expenses in Strong Room. To be discussed at meeting pending with Ed Walsh and Board.

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. It has not been submitted yet, as far as Michelle New knows.
- iii. Monitoring 76015 and 76086. They have an outstanding balance; \$943 for 76015; \$1,348 for 76086. Walsh emailed 76015, and is now recommending Step One in Collections, which is to send Account 76015 and 76086 to collections and file a lien against the accounts.

A motion was made, seconded, and passed:

RESOLVED to send account 76015 and account 76086 to Collections with Allied Trustee Services and to file a lien against the accounts.

C. Annual Meeting Presentation Planning

D. Reserve Study – Working with SMA to Implement Changes in Presentation of Data

- i. Eric and Michael are emailing SMA with questions in general about our needs; and then, on the phone they will discuss it with the vendor. The original person they had planned to meet with is no longer available. We will decide if we are going to switch companies or keep working with SMA.

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. List sent by Michelle New to Board. Meeting happening between Walsh PM and vendor on February 28, and the actual timeline will be provided at that time. Each homeowner whose door will be changed out will be contacted directly by the vendor; Walsh PM will send an email notification about the vendors' dates to be onsite.

An amended motion was made, seconded and passed:

RESOLVED per today's regular meeting update from Walsh PM, GB Group's work on this project will begin approximately in March 2019 and will end by mid-April 2019.

- ii. Applications - None
 - B. Landscape Committee: Updates, Requests, and Proposals
 - i. Update and general info; discussion of vendor performance.
 - (1) The previous Jensen work crew has been switched to a new, two-person crew.
 - 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 arborist walkthrough with EBV is being scheduled.
 - iii. Applications
 - 1. One still pending.
 - a. Unit 26: Michael Ball worked with Jensen to get resolved.
 - iv. Tree Trimming
 - 1. (5) trees on Temescal were removed but stumps remain due to time. Traverso provided two options:
 - a. Board discussed stump removal, and decided that stumpwork will be done at the time we do the concrete and asphalt work.
 - v. Juniper Stump Removal – they will not adjust the invoice; instead, they will remove the stump that they had not originally removed.
 - vi. Irrigation Concerns—At the January meeting, the owner of Unit 91 was 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. At the January meeting was the first the Board had heard of this report. Michael contacted Jensen to see about the sprinkler in the area; sprinklers were tested and a broken lateral line was repaired. The sprinkler in question was turned off.
 - vii. Pest Management Issue for landscaping. The check to pay for this service will be brought on Friday.
 - C. Security/Communications: Updates, Requests, and Proposals
 - i. Website
 - 1. In March 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 uploaded info on specifications for Ring Video Doorbells. He also put in Architectural Change and Landscape Change application forms, as well as the satellite dish info and application form.
 - 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. Clubhouse Interior Committee: Updates, Requests, and Proposals
 - i. Looking at other alternatives for exterior bike storage. No new news on this.
 - 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. Need to analyze what's in reserves and budget after accounting questions are resolved with Walsh PM.
 - iii. Sound dampening system installation would also improve being able to hear and meet in the Clubhouse. Again, need to analyze what's in reserves and the cost of implementing the selected sound dampening solution.
5. Unfinished Business
- A. Open and tabled items (informational/underway projects)
 - i. Mailboxes

Broken P1. Michelle New contacted Reed Bros to come out to EBV to investigate the repair and fix it within the next two weeks at a not to exceed \$500.

- 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.

A motion was made, seconded and passed:

RESOLVED to approve Gray Geotech’s proposal dated February 22, 2019, at a cost not to exceed \$3,000 for floor level measurements of buildings 34, 41, and 14.

- b. AME declined bidding on this work; and Alan Kropp did not respond to inquiries.
- 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. Continued discussion of need for new game plan for Walsh PM’s managing of 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. Pending further review of reserves and budget data.
 - g. Two-choice proposal developed by Black Diamond to include concrete repairs. Quote received.
- vi. Annual Meeting
- vii. Carport damage has been repaired.

6. New Business

- A. Guest bike rack by Unit 153 – removal of abandoned bike requested.

7. Management Report

8. Hearings

The meeting adjourned at 8:27 p.m.

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

APPROVED

March 27, 2019

Michelle Siegel

Michelle Siegel, Secretary