

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION  
MINUTES OF 7/25/18 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, July 25, 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: Kermit Lewis, A. Robin Orden

1. Open Forum (please limit to 2 minutes)

- Homeowner in Unit 2. Bricks in front are a hazard. Tree branches in the back are touching the ground; says people can break into his home or be hidden behind his unit and do anything. Water ponding in the back of Unit 2. Expressed concern about people walking past his unit from the side yard.
  - A Board member informed the homeowner that the Board had approved a proposal to replace the bricks with concrete in that area.
- Homeowner expressed that she sent an email to Michelle New on July 8 as a follow up about the window washing. Didn't hear back. Board answers further questions: Homeowners are responsible for the window washing. Advised that any window cleaners carry general liability, so if they have an accident, they have coverage.
- Homeowner requested power washing for the bird droppings on the pavement.
- Homeowner asked about buying extra trash pickup bags. Walsh PM to investigate.
- Homeowner noticed there are dead crows on the property by units 26/28. Asked Walsh PM about pickup by Jensen Landscape. Walsh will also contact animal control to find out about their available services.
- Nuisance horn honking at 9 or 10 PM.
- Tree needing trimming on west side of Temescal Circle, near carport.
- Homeowners are not allowed to garden outside, put growth material around the trees. Two homeowners seen adding fertilizer to trees.
- A Board member asked that homeowners be reminded in the HOA newsletter that they are not allowed to garden in the community area (common area).
- Dogs off leash. People are not obeying the CC&Rs. Some people are afraid of dogs; someone almost hit a dog not on a leash. It is a fineable offense. Needs to be posted in mailbox sign holders, and in newsletter.

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

A motion was made, seconded and passed:

RESOLVED to approve the June 27, 2018 regular and executive meeting minutes of the Board meeting.

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. Mary is covering for Debbie at Walsh PM. She has not completed this yet.
- ii. Naming of CDs changed and Michelle New of WPM still 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. Pending until August.

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 and subsequent meetings. 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 at the beginning of June 2018. Working to see if they can do a lump sum or to come up with a monthly payment plan. \$8,553.23 is current balance; approximately \$3,000 is fees.
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment. Note: There is a balance of \$2,850 unpaid. Likely not be closed out as paid in full. Leave on, do not write off at this time.

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% was completed as of June Board meeting. Michelle New was to report back by July Board meeting about completion status of whole project. Unfortunately, Michelle has gotten no responses from the vendor. Then, we can begin to identify 10 doors needing repair for 2018. Michelle New to begin work on that list. Michelle New to get list done by August 29. A homeowner who was asked to check their storage door after it was repaired did not do so; now, seven months later, they are saying something is wrong. They are now at the end of the list of those awaiting door repair/replacement, and will need to wait for their repair in order.
  - 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. CRS is to provide a bid in August, since the work will be scheduled for the late season. Michael Ball will research a few other vendors locally as well who specialize in door work.
- B. Landscape
- i. Approved Projects – awaiting completion (general committee update) No updates on stump grinding and redoing plantings in front of one of the four-plexes—105 through 111.
  - ii. Open Proposals—no proposals approved in May were moved forward with by the vendor.
  - iii. Pavers on west side of EBD near 53<sup>rd</sup> Street – approved and pending completion. They were to start within ten days of July 10. Not done. **See page 10 of agenda.**
  - iv. Irrigation Report and Recommendations
    - a. LC Committee met with Jensen on July 10, 2018. Board to discuss with Jensen for them to return to reporting and fixing irrigation issues under regular service contract going forward, and all new issues flagged by them as needed in a proposal to prevent backlog of repairs.

A motion was made, seconded and passed:

RESOLVED to approve Jensen Landscape’s proposal dated July 9, 2018 for irrigation repairs throughout Emery Bay Village at Controllers A, B, C, and D in the amount of \$13,930.00, contingent upon Jensen completing all that is listed in the proposal and any additional breaks noted now and through 30 days after work is completed.

- v. 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. Still pending.
  - b. Matt is currently researching arborists who can come up with a plan for this. By the August Board meeting, more recommendations will be available.
- vi. Redwood stumps.

A motion was made, seconded and passed:

RESOLVED to approve Jensen’s proposal dated July 11, 2018 for redwood stump removal and spreading of chipped redwood stumps in the amount not to exceed \$2,150.00.

- vii. Tree pest care. Jensen’s proposal doesn’t include specification sheets for what they are going to use. We are not sure they understand what we allow and do not allow. There has been no monthly or annual service on the tree pest care.
- viii. Swale/drainage problems
  - a. Problems with swale draining. On June 28, Matt met with Lamar from Jensen to discuss issues.
  - b. Board discussed the idea of having Jensen replace the whole drain pipe from 47<sup>th</sup> Street to Building 1. The problem is that trees can become unstable if roots are cut. Traverso said don’t cut the roots there.
- ix. Gutter and siding repair at 55 EBD.
  - a. 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 supposed to have a bid at the July Board meeting. They didn’t get it prepared. They are to get it to Michelle New as a rush within a few days.
- x. Website
  - a. Targeting July 29, 2018 for BOD review of the website to check issues; feedback has been incorporated from the survey.
  - b. Launch into community by early August 2018.
- xi. Discussion of draft rental policy to have owners notify management of new renters, and notify renters of CC&Rs, etc., or be fined. Finalized language. Notification to be included in the newsletter. Then, owners will have a 30-day comment period.

- xii. Banner plans discussed – different reminders for community.
- C. Electric Vehicle (EV) Committee Updates, Requests, and Proposals
  - i. Eric to meet with PG&E regarding new electrical drop. \$2,500.
- D. Bicycle Storage Committee Updates, Requests, and Proposals
  - i. Rack delivery and installation is complete.
  - ii. Guest bike rack use policy. Use policy would be in writing in the CC&Rs. Discussed text and prepared final draft. Notification to be included in the newsletter. Then, owners will have a 30-day comment period.
  - iii. Signs at Bike Racks. Discussed 72-hour rule, and use at risk. Eric to draft text and send to Michelle S. Michelle S. to order signs.
  - iv. Received a key from Turtle Hill to use for the bike rack bolts so they can be periodically tightened.
- E. Clubhouse Interior Committee Proposals and General Updates
  - i. Status. Plan to send a brief bike survey on interest using SurveyMonkey. Michelle and Stephanie to send link to Eric to do email blast. Pending.
- 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. 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 still 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 July 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. Michelle N. found various distributors who have these kits. She will email costs to Board.
    - 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. 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 July Board meeting. Pending since February Board meeting for start date for approved work. No dates yet, but we are on their radar. 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 was recommended by Walsh PM 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 sent a sample policy. Usually ask for photos of the damage; and a followup photo in 6 months. Since we don't have very many individuals asking about this, we do not need to proceed.
      - d. Building 34 door replacement. Unit 143 front door issue. Owner says no issues opening/closing door presently. Door specialty company may be able to address this, should it arise again.
    - 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 (AAP) quoted on all camera inspections and final filings and will complete the process start to finish. The 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. There are 15 units that have not yet been done. Michelle New does not know when they were last here or when they will return.

- 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. We have a quote for service from R&S Erection of Richmond, Inc.

A motion was made, seconded and passed:

RESOLVED to approve R&S Erection of Richmond, Inc's proposal dated July 18, 2018 for repair of recycling center gate, post, and latch, including touch up with black spray paint, at a cost not to exceed \$902.37.

- vi. Concrete Repairs
  - a. All work is pending. Concrete impacted by trees (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. 47<sup>th</sup> 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. Quote coming within next week.
- viii. LED Bulbs Installation – complete
  - a. Except for one parking space, #64. Handyman said that there wasn't enough room to do the work. Board said that the vehicle was parked with adequate space behind it. Handyman is to return and do the work. Michelle New to follow up.
- ix. Site visit and documentation by WPM. Pending June 29<sup>th</sup> visit. No written report provided yet! Michelle says she'll email an Excel spreadsheet in about a week. It'll show visit done after 4<sup>th</sup> of July, and the visit at the end of July she is going to do. Different tabs for each month.
- x. Window washing for units being scheduled– deadline for signups including payment was 7/16/18. 12 owners participated. Walsh will forward the list to AllPro, then get the date, and notify homeowners including instructions.

#### 6. New Business

- a. Meeting schedule due to holidays (October, November, December)
  - October falls on Halloween. Schedule meeting the week prior to Halloween—October 24 instead.
  - December 5 is a combined meeting, covering November-December.
  - Sept 7,8,9, and 10 Michelle New out. Out October 25 through 30.
- c. The Board report from attending the ECHO Conference held in June 2018 was deferred until the July Board meeting. Pending. Matt is preparing a spreadsheet of new vendors for services.

#### 7. Management Report

- Total price for fiscal year end review and taxes is \$1,750 by Levy & Ehrlinger.

A motion was made, seconded and passed:

RESOLVED to approve Levy, Erlander & Company CPAs' engagement letter dated July 9, 2018 for the EBV HOA fiscal year end review and taxes, at a cost not to exceed \$1,750.

#### 8. Hearings (None invited)

The meeting adjourned at 9:38 p.m.

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

APPROVED

August 29, 2018 *Michelle Siegel*

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Michelle Siegel, Secretary