

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 2/28/18 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, February 28, 2018 at 7:06 PM., in the EBV Clubhouse. Present were Eric Stilan, President; Elle Lathrop, Vice President; Matt Johnson, Treasurer; and Michelle New, Property Manager (Walsh PM). Michelle Siegel, Secretary was absent due to illness.

Homeowners present: Ellen Naghavi and Michael Ball

CTO: 19:06

1. Open Forum (please limit to 2 minutes)

- Michael Ball: finding information about reserve studies is difficult. Michael requests more transparency. We need to make people feel accomplishment. We don't need architect to replace kitchen or cabinets. Michael supports the bike storage
- Ellen Naghavi: Web should be private before we put more data online.

2. Approval of Minutes and Out of Meeting Consents:

A motion was made, seconded and passed:

RESOLVED to approve the January 31, 2018 regular and executive minutes of the Board.

A motion was made, seconded and passed:

RESOLVED to approve the February 17, 2018 budget meeting minutes.

A motion was made, seconded and passed:

RESOLVED to approve the February 17, 2018 executive meeting minutes of the Board.

3. Financial Report:

A. Statement Review/Treasurer Report

- i. Disbursements were included in board packet—we don't regularly need these.
- ii. In the balance sheet for December 2017, we do not show all the various CDs listed. It will be in the next balance sheet. Michelle New was asked to add all the CDs to future balance sheets.
- iii. Track interest deposits going into reserve account.

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 will revisit this at the February 28, 2018 meeting. Owners failed to follow through with Allied for a payment plan. This may go to foreclosure; they have another 6 to 8 months to work it out.
- ii. 76107—homeowner is current in regular assessments and is paying off the special assessment. We will get an update before March meeting.

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. Issue at Unit 64 EBD door; needs to be fixed. 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. As of 02/28/2018 there are still issues with the storage closet doors Ellen wants to walk through with GBG.
- ii. 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.

B. Landscape

i. Trees & Landscape Proposals

- a. Rick is no longer with Jensen. We are now working with Jacob and Raul.

- b. The landscape committee will have a meeting with Jensen landscape.
 - a. Paver repairs for unit 93/95. Were worked on but not completed to satisfaction. Pending. Meeting was planned with Jensen at the first Tuesday in November (November 7, 2017). Notes pending. As of 02/28/2018 Ellen will bring it up again with Raul from Jensen.
 - b. Results of walk with Jensen regarding irrigation and recommendations. 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 pending. Meeting with Jensen Landscape managers for two hours on February 6, 2018 to discuss. As of 02/28/2018 Jensen will do a new irrigation report.
 - c. 2018 Tree Trimming. Traverso Tree service provided a bid dated August 9, 2017. The bid was very low and didn't include much work. Four redwoods were previously bid on in March 2017—approx. \$11,600 each plus about \$600 per tree for Jensen to remove the stumps. Landscape Committee was to meet with Traverso again to get more information and clarification. Landscape Committee received the bid. It totals \$33,530, but some estimates are informational only, and do not apply to trees to be addressed in 2018. Landscape Committee has highlighted trees needing most work, and would like to approve the bid at an amount not to exceed \$23,000. Pending corrected scope of work. Services scheduled for February. As of 02/28/2018 Traverso made a few mistakes, 44 EBD they over trimmed the bush and redwood stumps were not all removed.
 - d. 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. LC committee will meet February 2 to work on the list.
 - e. New plantings at select locations (Units 46 through 52 and Units 105 through 111). Corrective measures. Proposals approved at October 25, 2017 meeting. Work was NOT fully completed yet by Jensen. New plantings chosen because landscaping committee thought that the original plantings were not that healthy, and were very straggly looking, so they wanted to replace them. Jensen gave recommendations about what would thrive there. The 15 gallon plants were planned to be planted. There was supposed to be a mix of the two plantings there. What was installed was incorrect. They planted two shrubs on each side; were supposed to plant three. They are incorrectly spaced. And there are supposed to be two different kinds of plants and a mix of those types. Mulching and dirt was to be done differently. Committee will discuss with the manager. Committee specifically asked for plants that will fill in nicely. (Discussed during Open Forum.) As of 02/28/2018 the plantings in front of 105 – 111 are still pending repair by Jensen. The work in front of 46 – 53 TC was not done. Ellen has asked for concrete bid to replace pavers in front of 2 EBD. There is a squashed gutter and damaged siding at 55 EBD, apparently caused by Traverso's tree work.
- ii. Drainage Repair Swale– Jensen Landscape Service (Buildings 3 through 6)
 - a. Swale is to mitigate flooding issues at this area. Jensen needed to know that storm drain is clear (storm drain is County of Alameda property) before work on the swale proceeds. Michelle New was to contact County of Alameda to verify that the storm drain is clear behind Building 2 and let the Board know as soon as she finds out. At last, County of Alameda has confirmed that it is clear, and Jensen has been notified that all is reported as clear.
A motion was made, seconded and passed:
RESOLVED to approve Jensen proposal to install swale at an amount not to exceed \$9,504.00.

Ellen says John from Traverso needs to be out at the start of the project

 - b. Jensen reported that the partially clogged pipe behind building 2 (94-96 EBD) cannot be cleared and must be replaced. They will provide us with a bid to replace the pipe. Michelle New to follow up with Jensen to get that bid. Still hasn't gotten that from Jensen. As of 02/28/2018 no proposal has been received. Matt to follow up.
 - iii. ECCL Redwoods behind Clubhouse nearest 53rd Street. The Landscape Committee contacted ECCL and City regarding their redwoods and the dry areas in the corner behind the Clubhouse on ECCL property. The irrigation on ECCL's side is no longer working. Traverso noted those trees are all right for now. Landscape Committee is concerned about these trees dying and falling onto our property. Michelle New contacted the City of Emeryville. They are having trees assessed in early 2018. They will let Walsh PM

know the results of the assessment. This is still pending. At the 02/28/2018 meeting this was tabled till March.

- iv. Landscape fabric installation request on fence behind Clubhouse. Pending quote from Jensen, since December 2016. Walsh PM asked Ramiro for a quote. Material and zip ties purchased; pending installation by Romiro. As of 02/28/2018 this work is not complete. Ramiro has said he cannot work in the rain or on soft ground.
- v. Discussion of service needs. Contract renewal in April. The landscape committee has identified problems with Jensen's work. Issues will be discussed during an upcoming meeting scheduled with Jensen. If issues cannot be satisfactorily resolved, we should consider changing landscape companies. As of 02/28/2018 Jensen has made personnel changes and the landscape committee is working with the new staff. The committee recommends not renewing the contract and going month to month until we are confident.
- vi. Arborist three-year plan and tag/map program.
 - a. Mapping by A-Plus Trees, and selection of redwoods to remove. Walsh PM also Recommends Cleary Bros., run by Matt Berry. Michelle New to get a bid from both. Maximum is 3-year recommendation; —don't go further out than that. Michelle New to email contact info to Matt so he can talk with them, as well. As of 02/28/2018 a formal proposal from Cleary is still pending. We want proposals for replacement trees. If we use A+ they own the data, only they can do the work.

C. Security / Communications

i. Updates, Requests and Proposals

- a. Eric is to work on drafting a flyer or multiple flyers on a few topics for distribution at each unit's front door on recycle center use, etc., basic things to know in HOA community. Pending.
- b. 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 02/28/2018 meeting the draft policy will be sent out to the board for comments next week.
- c. Sign holders at mailboxes. Eric is going to install replacements for damaged ones. At the 02/28/2018 meeting Eric noted that there were few damaged or missing sign holders and he will replace them when he put out the gutter messages.
- d. New signs for the recycling area—additional banners to be ordered. At the 02/28/2018 meeting Eric reported that new banners have been purchased and we now have traffic cones.

D. Electric Vehicle (EV) Committee

i. Updates, Requests and Proposals

- a. Eric is getting a second quote on cost to run the electrical conduit. Pending. As of 02/28/2018 Eric get a bid from PG&E for new a drop. Eric will also get updated bid from the electrician.
- b. Eric also asking about whether to get a panel, or if we need a sub-panel. Need to figure out what tier we are on, on the panel. The sub-panel could have its own account in order to get Tier 2 or 3, or EV rate. We can get a new panel on a new account with PG&E. It would be separate from all the other billing. We can run conduit for less than original conduit plans, by putting it closer. . Eric will also get updated bid from the electrician.
- c. 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.
- d. Eric has educational meetings about EV planned for 2018. This will be scheduled after we know when the EV station is coming.
- e. PG&E will credit our bill for over charge because we were on a residential plan, instead of business plan.

E. Bicycle Storage Committee

i. Updates, Requests, and Proposals

- a. Concrete installed.
 - b. Status of order of bike racks. Signed proposal sent to vendor; Michelle New to confirm we are all set with single unit bike racks for each location, rather than joined bike racks for the places with multiple racks. Awaiting delivery and installation now. As of 02/28/2018 we are pending receiving racks and walk through with Turtle Hill.
 - c. Development of guest bike rack use policy. Michelle New will send in a draft in Word, we will comment.
- F. Clubhouse Interior Committee
- i. Proposals and General Updates. At the 02/28/2018 meeting no updates were presented. The committee is continuing to refine the project.
 - a. Progress update. Brad Gunkel to meet with City of Emeryville in early December 2017 regarding what would be required as far as number of bathrooms and compliance.
 - b. Visioning sessions. December 10 and December 13. Stephanie Barbour typing up notes from sessions.
 - c. Outcome of Brad's discussion with City of Emeryville discussed at Budget Meeting January 20, 2018.
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 02/28/2018 repair of the P1 parcel box near 84 EBD is pending part available and repair of the P2 with non-functioning lock near 84 EBD has not been repaired.
 - b. Directive issued at October 25, 2017 meeting to Stephanie Barbour to get appropriate label making tape to make instructions on mailboxes for how to use the keys and locks. This is pending. No report at 02/28/2018 meeting
 - ii. Structural Issues Buildings 34/41 – 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 02/28/2018 meeting.
 - b. 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. We have a great sheet rock contractor. GB Group needs to let us know if work is structural or not. Michelle New to send us a sample policy. No policy was available at the 02/28/2018 meeting
 - c. Building 34 door replacement. See 143 TC note above.
 - iii. Clubhouse Repair Project
 - a. The structural repair is complete. Matt Johnson is putting together a report on the project. No report for the 02/28/2018 meeting
 - iv. Lateral Line Inspections – work in progress. Approved, 50% 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. The chosen company to do the work 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. As of 02/28/2018 about Fifteen buildings were still pending. They need to schedule with homeowners.
 - v. LED Light Conversion

- a. 90% complete. New bulbs arrived in August 2017 to replace bulbs broken in shipping, so we could complete the project. Walsh PM still to schedule with Ramiro to install and notify units whose carports will be impacted. Was to be completed by mid-September, delayed. Delayed again in October. Scheduled for December 13, 2017. As of January 31, 2018, only 3 or 4 parking spots left to do. As of 02/28/2018 there were four parking spaced still needing replacement.
- vi. Carport Repairs Schedule
 - a. Waiting still for GB to schedule the work. Will take a lot of notification to residents to move cars on specific dates. As of 02/28/2018 we still do not have a schedule from GBG
- vii. Recycle Center Door Repair – status update
 - a. We need someone to do a welding repair on the recycle center door. RNS, a Richmond firm, can do the work. Pending since December 6, 2017 meeting. Michelle New is getting a proposal from RNS. At the 02/28/2018 meeting it was reported that the repair would be \$550. A proposal will be sent.
- viii. Concrete repairs at parking areas and for walkway hazards. This is still waiting for tree work.
- ix. Paving Options (2018 tentative) (parking area/walkway hazards)—pending.
 - a. PCC provided a quote. They delineated what they could and couldn't fix.
 - b. Board walked through and noted trees that need to be removed. Landscape Committee is putting together notes.
 - c. Landscape Committee to get bids on tree removal and recommendations on suitable replacements as a first step before concrete work can begin.
 - d. 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.
- x. Concrete Damage at Stairs for 100 EBD – tabled. Will include with scope for other concrete work.
 - a. Unit 100 Emery Bay Drive has damage on the entry steps. Will include repair with scope for other concrete work.
- xi. Re-stripe of Clubhouse parking area – was to be done in December 2017 as weather permits.
 - a. Michelle New to tell Romiro to use a No Parking stencil as part of the work on the area next to the disabled parking space. Delayed. Pending. As of 02/28/2018 Michelle New will follow up with Ramiro
- xii. Images and report listing (see management report)
- xiii. Bay Area Property Services (BAPS). Michelle New was going to contact Bay Area Property Services (BAPS) after 1/31/18 board meeting to arrange for services, as needed. At the 02/28/2018 meeting it was confirmed that BAPS can do handyman work.

6. New Business

A. Building 28 PSI Proposal

- i. PSI is scheduling with homeowner.

B. 2018-2019 insurance policy

A motion was made, seconded and passed:

RESOLVED to approve John L Brady insurance renewal proposal February 22, 2018 with Travelers, etc. in the amount of \$29,414.00

A motion was made, seconded and passed:

RESOLVED to decline terrorism insurance.

C. Window washing option

- i. Walsh will manage window cleaning.

D. Annual Meeting plans

- i. The 2018 annual meeting will be on March 28th, at 18:30.
- ii. Elle will organize food.

7. Management Report

- Discussion of ants at 18 EBD. This is a homeowner issue.
- An Executive meeting will be held at 6:00 PM before annual meeting to address violations.

8. Hearings (No show)

The meeting adjourned at 8:38 p.m.

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

APPROVED
March 28, 2018

Matt Johnson, Treasurer