

**EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION
MINUTES OF 8/29/18 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, August 29, 2018 at 7:02 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: Kim Kurata

1. Open Forum (please limit to 2 minutes)

- Suggestion by Board Member to include a “Message from the Board,” on the website. Newsletter doesn’t do that. It would provide a quick update.
- Homeowner asks about website feedback.
 - Board explained it will be launched on September 1, so ongoing feedback is welcome.
 - Public meeting to be held later in September.

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

A motion was made, seconded and passed:

RESOLVED to approve the July 25, 2018 regular 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 during her medical absence. Mary has not completed this yet.
- ii. Naming of CDs changed and Michelle New of WPM still doesn’t know why.
- iii. Need onsite reserve study.

A motion was made, seconded and passed:

RESOLVED to approve SMA Reserves’ proposal dated March 20, 2018 for a, “Level 2 Reserve Study Update with On-Site Visual Inspection,” to be completed with a two-week rush turnaround, in the amount not to exceed \$1,800.00.

- iv. Plan to talk to insurance company to ask them to provide cost and coverage details 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. This was pending until August. Michelle New talked to John at Brady Insurance on August 29, 2018. We cannot get the numbers until 30 or 60 days before the current policy expires.
- v. Revenue expenses reports. Lots of areas reporting zero for the monthly tally. Management this month is zero. We pay that monthly. Irrigation has nothing in it, but we have been spending money on this. The Board asks Michelle New, if this is being kept up to date. Michelle New says she’ll see if Mary can assist tomorrow and see what August details are based on. We’ve been having this conversation for three months now.
- vi. Invoices seem like they aren’t getting through to us. The Board asks Michelle New to follow up.
- vii. Actual assessments question. Michelle New to follow up.
- viii. There is an additional landscaping line item. We do not budget for that. What is that? Michelle N. to see what was put in there previously and will follow up.

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 February 28, 2018 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 \$4,028 unpaid. Likely not to be closed out as paid in full. Leave on, do not write off at this time.

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. Work for 2017 occurred in December 2017 and January 2018. 98% was completed as of June Board meeting.
 - a. 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 was to provide a bid in August, since the work will be scheduled for the late season. CRS hasn’t provided the proposal yet.
 - b. August 10, GB Group submitted a bid. But, we don’t have the full price for all remaining doors to see if it’s cheaper to do all at once. Pending this bid.
 - c. Custom Interiors Doors did a walkthrough also. They have not yet provided a proposal.
 - d. The Board needs to decide whether to replace all of them, or not. Will decide once receive bids.

B. Landscape Committee: Updates, Requests, and Proposals

- i. Met with Jensen. Showed us the kind of report they can generate. More clarity to be requested at next walk-through.
- ii. Pavers on west side of EBD near 53rd Street – approved and completed.
- iii. Irrigation Report and Recommendations – completed.
- 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. Still pending.
 - b. Matt is currently researching arborists who can come up with a plan for this. By the August Board meeting, more recommendations were to be available. Still pending.
- v. Redwood stumps.
 - a. Approved at July 25, 2018 Board Meeting. Completed. Stumps were chipped and are like blocks of wood. They are to consolidate so fewer parking spaces are blocked.
- vi. Swale/drainage problems
 - a. Problems with swale draining. No word back from Larry at Jensen on swale additional information.
 - 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. 105/107/109/11 TC plantings.
 - a. Had been approved but is not complete. It’s pending approval. The initial replanting didn’t go as planned and Jensen was to replant that area first before we decided to move ahead.
- viii. Juniper Stumps
 - a. Was approved about two months ago for Jensen to remove. Landscape Committee is going to request an update from Jensen.
- ix. Aphids are an issue. Landscape Committee will research if we’ve discussed in the past with Jensen. To be followed up on.

C. Security/Communications: Updates, Requests, and Proposals

- i. Website
 - a. September 1, 2018 it will be launched for the community with a simple password. In October, we’ll switch to a more secure log in, and require homeowners to provide information such as vehicle license plates, emails, phone, and contact info. That info will not be on the website, but will be used to update management records.
- ii. Banners. Pending completion of messaging for that. Cost is about \$12 to \$20 each. This is an ongoing project.

[A directive was made by the Board to Eric Stilen to buy banners at a cost not to exceed \\$100, as needed, and to allow the Board to review the text of the banners prior to ordering.](#)
- iii. Eric is going to work on homeowner handbook and reorganize it. Would be in escrow package as well as on website. Michelle New talked about value of Welcoming Committee.

D. Electric Vehicle (EV) Committee: Updates, Requests, and Proposals

- i. Eric to meet with PG&E when they are able to schedule an appointment regarding new electrical drop.

E. Clubhouse Interior Committee: Updates, Requests, and Proposals

- 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: As of the July Board meeting, still pending location of parts by Walsh PM to replace spring. Michelle New was to see what's part of a whole kit and how much it costs, and if the spring is in that kit. Michelle New found various distributors who have these kits. At tonight's meeting, Michelle New said it'll be about \$600 to \$650 to replace one door and all the hinges, and the install for it, because the one spring is failed. A Board member asked, again, for information about the mailbox manufacturer; will research finding the spring only so we don't have to purchase the whole kit of parts.
- 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 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. Walsh PM followed up with Joe Gray but has not yet gotten the proposal as of the August Board meeting. Pending since February 2018 Board meeting for start date for approved work. No dates yet, but we are on their radar. Potentially September.
 - b. Cost to do new building level measurements is not changing. Asked Joe Gray 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. Building 34 door replacement. Unit 143 front door issue; sticking again. Door specialty company may be able to address this. Custom Interiors is to provide a cost.
- 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, 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. Still waiting for extension date.
 - 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.
- v. Recycle Center Door Repair
 - a. Approved at July 25, 2018 Board meeting. Completed.
- vi. Concrete Repairs
 - a. All work is pending receipt of contractor quotes. Partial list of concrete work items includes:
 - Concrete impacted by trees (inspection and tree listing for quotes). Concrete/asphalt work for parking spaces needs to be coordinated with tree service needs. Replanting would occur based upon recommendation by landscape company, arborist, and/or Traverso. Landscape Committee to review 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. Board recommends walkthrough with an arborist and with Traverso.
 - 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. Will potentially include this repair with scope for other concrete work.
- vii. Asphalt Repaving
 - a. Two-choice proposal to be developed by Black Diamond to include concrete repairs. Quote received. Questions to be sent to Michael by Matt regarding the proposal.
 - b. Board would like to get two more quotes. For asphalt and concrete.
 - c. Homeowner mentions that speed bumps need to be shaved down.
- viii. LED Bulbs Installation – Need to confirm last one was done.
 - a. At this point, Eric will look at it.
- ix. Site visit and documentation by WPM. Pending June 29th visit. No written report provided yet! Michelle said she'd email an Excel spreadsheet in about a week. It'll show visit done after 4th of July, and the visit at the end of July she was going to do. Different tabs for each month. Still pending.
- x. Window washing for units scheduled. Flyers went to members on Monday, August 27 with instructions.

- xi. Gutter and siding repair for 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 were supposed to have a bid at the July Board meeting. They didn't get it prepared. Still don't have it.

A motion was made, seconded and passed:

RESOLVED to approve GB Group's proposal dated August 1, 2018 for repair of the damaged siding and downspout at Unit 55, in the amount not to exceed \$1,387.71, with the caveat that they not only remove but replace the downspout.

A motion was made, seconded and passed:

RESOLVED to forward GB Group's corrected proposal dated August 1, 2018 for repair of the damaged siding and downspout at Unit 55, in the amount of \$1,387.71, to Traverso for their consideration.

- xii. Guest Bike Rack Use Policy
 - a. Use policy would be in writing in the CC&Rs. The draft notification was to be included in the newsletter in early August. This didn't happen. Should happen any day now, per Michelle New; once it's received the owners will have a 30-day comment period.
- xiii. Guest Bike Rack Signage
 - a. Signs at Bike Racks. Eric drafted text and sent to Michelle S. Michelle S. to order signs. Pending.
- xiv. Unit Rental Policy
 - a. Draft rental policy to have owners notify management of new renters, and notify renters of CC&Rs, etc., or be fined. Draft notification to be included in the newsletter. Was supposed to go out in early August. Didn't. Will go out any day now, per Michelle New. Then, owners will have a 30-day comment period.
- xv. Vendor List/ECHO Conference Summary -- pending

6. New Business

A. Power washing due to crows

A motion was made, seconded and passed:

RESOLVED to approve Romiro Casas' proposal (no date) for powerwashing of areas on streets and sidewalks impacted by bird droppings, including coming to EBV HOA the day before to flyer notices on the carports and parking spots so cars will move prior to powerwashing, in the amount not to exceed \$1,500, to be completed as quickly as possible.

B. Gutter Cleaning Scheduled for Winter & Spring

A motion was made, seconded and passed:

RESOLVED to approve Commercial Gutter & Cleaning's proposal dated August 1, 2018 for gutter cleaning services "Option B," for two gutter cleanings to be completed 1) from September through December, and 2) January through April, in an amount not to exceed \$5,400.

7. Management Report

8. Hearings (none invited)

The meeting adjourned at 8:57 p.m.

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

APPROVED

September 26, 2018

(Signed by Michelle Siegel)

Michelle Siegel, Secretary