



TELEGRAPH LANDING NORTH ASSOCIATION
SAN FRANCISCO

MINUTES OF EXECUTIVE SESSION
BOARD OF DIRECTORS

TUESDAY, JUNE 27, 2006

Members present –

Nancy Spero	President
Morton Beebe	Vice President
Marilyn Nichols	Secretary
Barry Shiller	Director

CitiScape Property Management Group, LLC present –

Chris Corey	Senior Property Manager
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1. CALL TO ORDER

President Nancy Spero called the meeting to order at 6:30 P.M.

2. REVISED ELECTION RULES

Attorney Ann Rankin recommended additional revisions to the Telegraph Landing Elections Procedures, subsequent to the version which was adopted at the June 15, 2006, meeting. Nancy Spero moved for approval of the revised Procedures. It was seconded by Barry Shiller and carried unanimously by the board. This version will be posted on the website and distributed as required by law.

3. HEARING FOR A HOMEOWNER REQUEST FOR A LATE FEE WAIVER

A homeowner requested reimbursement of \$1,516.05, which represents a total of the late charges which accrued on his account from June 2005 to April 2006. Specifically, there was a monthly late charge of either \$86.16 or \$94.06 almost every month, plus the February 16, 2006, late charge of \$1,018.86, pertaining to the special assessment payment which was due on February 1.

He stated that the reasons for the Association to reimburse these fees are: he has brought his account current in June 2006, the late fees were incurred due to "a series of misunderstandings" which were clarified at a prior Executive Session on April 11, 2006, and it would be unfair for other homeowners to profit from penalties assessed upon one homeowner.

The Board took the matter under submission and notified the homeowner by mail the following week that the Association will not reimburse him, as requested. While the directors are pleased that he has brought his account current, and hope that that is maintained, this is not a sufficient reason to reimburse past late fees. Late fees are not a significant portion of our association's income and it is

not part of our budget expectations. The late fees are a motivator to our members to pay their accounts on a timely basis. Because our association has considerable monthly expenses (for utilities, management services, security and janitorial staff, maintenance, gardening/landscaping, garbage pick up, etc.), we rely upon the timely payment by all members of their monthly and special assessments so that we can pay our bills. The homeowner's misunderstandings are not a basis for the Association to reimburse him.

REQUEST FOR REIMBURSEMENT FOR WINDOW REPLACEMENT

The same homeowner has withdrawn his request that the Association reimburse him for the replacement of his bedroom windows which replacement he has completed.

3. THIRD PARTY CONTRACT RECOMMENDATIONS FROM CONSULTANT

Mr. Kenneth T. Carlisle, the consultant who is assessing Telegraph Landing security, briefed the board on the progress of his overall assessment and his recommendations concerning a security service provider. At the prior direction of the Board, Mr. Carlisle prioritized the evaluation of the incumbent security service provider, Allied Barton, over the other elements of his security evaluation because of the current and prior property managers' views that Allied Barton has not been responsive and has not been providing adequate security services.

Mr. Carlisle presented a written and oral report on the performance of Allied Barton at Telegraph Landing, concluding that it has been unsatisfactory. He recommended that the Board terminate Allied Barton services, retain Guardsmark to be its security services provider, and in addition retain San Francisco Patrol Special Police, a separately chartered law enforcement group that works under the supervision of the San Francisco Police Department. It provides night time patrol and on-call response for TL security staff and can deal with criminal activity and make arrests. The cost for the SF Patrol Special Police is about \$300 per month. The Board questioned Mr. Carlisle and engaged him in a discussion of his observations, conclusions and recommendations.

Mr. Carlisle introduced representatives of Guardsmark, Robert T. Jensen, Derrick D. Bowman, and Luis L. Estrera, who made a presentation about their company and services. They engaged in a discussion with the Board about providing security services for Telegraph Landing.

After they left, Mr. Carlisle and the property manager, Chris Corey, told the Board that the cost for Guardsmark services would be comparable and similar to that of the current provider. After further consultation with Mr. Carlisle and Mr. Corey, the Board moved, seconded and approved the termination of Allied Barton, the engagement of Guardsmark, subject to legal review by the Association's attorney, Ann Rankin, of the Guardsmark contract, and the negotiation of satisfactory contractual terms.

The Board also moved, seconded and approved the engagement of the San Francisco Patrol Special Police, subject to legal review by the Association's attorney, Ann Rankin, and the negotiation of satisfactory contractual terms.

4. ADJOURNMENT: 10:30 P.M.

APPROVED BY THE BOARD:

Secretary _____ **Date** _____