

**Telegraph Landing
Board of Directors Meeting
Tuesday, June 29, 2010**

MINUTES

BOARD MEMBERS PRESENT: Vice President: Karen Hartquist
Treasurer: Patricia Johnson
Secretary: Jasper Schad
Assistant Treasurer: William Halprin

PROPERTY MANAGER: Richard Price, CitiScape Management

1. CALL MEETING TO ORDER & ESTABLISH A QUORUM

Vice President Karen Hartquist called the meeting to order at 7:01 PM and noted that President Kathi Barnes was on vacation but that a quorum was present.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

Karen Hartquist made one correction to the May minutes. They were then approved, as amended, 4 to 0.

3. OPENING HOMEOWNERS' INPUT

There were no opening homeowners' inputs

4. TREASURER'S REPORT

Treasurer Pat Johnson reported that expenditures are \$1500.00 over budget, despite expenses for gas having decreased. Bill Halprin asked what the line item "Extraordinary Expense" was for. It is a small fund to cover unplanned expenses, such as water leaks. Bill noted that without the excess funds in that account, operating expenses would actually be over \$20,000 over budget.

Pat Johnson reviewed the accounts receivable aging report and made a motion to send accounts in the overdue columns for 31, 61 and 91 days to collections in accordance with the Association's policy. Bill Halprin seconded, and the motion passed 4-0

5. COMMITTEE REPORTS

Marilyn Nichols, Chair of the Energy and Sustainability Committee, updated the Board on the Committee's activities since the previous meeting. Its main focus has been to reduce PG&E costs.

Committee member, Barry Shiller, discussed PG&E's rate schedules with an attorney who specializes in that field and advised him that separate metering would be the best option. After reviewing wiring in the various buildings, Richard Price and Terri Quile recommended securing bids for separate metering. To do so however, would require written specifications, at a costs of \$400.00, which the Committee asked the Board to approve. The

Committee also asked permission to meet with the PUC in order to obtain a definitive ruling on the appropriateness of our current rate schedule before meeting with PG&E.

The Committee is also investigating alternative energy sources, including fuel cells and solar panels on the roofs of buildings 1 and 2. The latter requires getting specification of roof strength, which should be available from Ferrari & Moe.

In the discussion that followed, Bill Halprin emphasized that TL is committed to projects during the next 5 years that total about \$1,700,000. He, therefore, questioned whether the Association should take on another costly project at this time. Jasper Schad believed that it would be prudent to know what savings might accrue from sub-metering by establishing what rate schedules would apply and how much such metering might cost and that \$400 was not much to pay to obtain an estimate of the cost to install separate meters. Jasper moved approval of the \$400, Karen Hartquist seconded the motion and it passed 3-1.

Richard Price went on to briefly describe another option that has been used at other CitiScape locations. Called Intellimeter, it is a sub-metering system that places clamps on the electrical feeds into individual units. Electrical usage is then metered, read by an outside service, which also bills individual units. This would be cheaper than PG&E individual metering, perhaps somewhere around \$89,000 for all units. An overall reduction in energy costs is assumed, as individual homeowners would likely decrease their usage voluntarily knowing that they will if pay for all the electricity they use in their units.

6. PROPERTY MANAGER'S REPORT

EDC: This new program is working well, requiring only minor adjustments. By next Board meeting, management expects to have preliminary cost-reduction data. Residents who have water temperature problems should contact Richard.

Fobs for Garage Egress: The building 1 installation has been completed. Building 2 still remains to be secured. Management continues to seek a solution that will secure the building while being compliant with the city's ordinances.

Window and Carpet cleaning. Only a few windows needed to be cleaned or re-cleaned. There were no problems with the carpet cleaning. Super Clean, however, reported that some carpets in buildings 3 and 4 show heavy wear and may need to be replaced.

Bulky Item Collection: This year's pickup of unwanted bulky items went off without a hitch. This program will be continued each year.

Preventive Repairs: Management is evaluating prospective repair projects in response to the Board's request, and will be presented to the Board at the July Board meeting.

Sky Blue Heart: A homeowner offered to donate this piece of sculpture to Telegraph Landing. Management presented the offer to the Landscape Committee for its recommendations. The Committee recommended accepting the piece and suggested several possible locations where it could be placed. The donor arranged for it to be delivered to the courtyard. The vast majority of residents who have viewed the sculpture have responded positively. However, several members at the meeting expressed opposition to *Blue Sky Heart*. The Board directed management to conduct a door drop survey to allow all residents to express their opinion about the piece.

7. NEW BUSINESS

Lobby Maintenance: Richard Price presented bid to clean and reseal the floor (\$310), to replace worn lamp shades (\$90), and to sand and repaint the washroom (\$200), for a total not to exceed \$600. Jasper Schad moved acceptance, Karen Hartquist seconded, and the motion passed 4–0.

Fire Extinguisher and Extinguisher Boxes: Richard Price presented a proposal to add a new fire extinguisher and two boxes for the roof tops on buildings 1 and 2 at a cost of approximately \$200. Bill Halprin moved approval, Jasper Schad seconded, and the motion passed 4 – 0.

Chubb Insurance Investigation Fee: The Association’s insurance carrier presented a bill in the amount of \$2,015.60 to cover the cost of investigating the October 2, 2006 water intrusion. Although the Association did not file a claim following the successful resolution of a dispute with the owner of the unit, it is still responsible for the cost of the investigation. A member volunteered to review this bill.

8. OLD BUSINESS

Window Replacement Project: Based on the report by McGinnis Chen Associates, a number of windows should be replaced. The work has been divided into three phases:

1. Units 106 and 606 in building 2 can begin as soon as bids are secured and approved.
2. Units 705, 605, 707 and 608 in building 2, to begin in the spring of 2011.
3. Units 206 in building 1 and 30 in building 4, to begin at a later date.

Bill Halprin proposed proceeding on phase 1, Jasper Schad seconded, and the motion passed 4–0.

Courtyard Membrane Project – The ad hoc membrane committee has met twice to review and discuss the report from Concrete Science. The committee is in the process of reviewing options outlined in the report with a view toward presenting its analysis and recommendations at next month’s Board meeting. It is important to move ahead rapidly in order to complete the most urgent work before the next rainy season, but also to assure that the work is done properly and at a reasonable cost by qualified contractors.

9. DECISIONS BY THE BOARD BY UNANIMOUS WRITTEN CONSENT THE LAST REGULAR MEETING

The Board approved a new 5 year contract with Comcast in order to take advantage of a limited-time saving of \$4,750.

10. Executive Sessions

The Board met on June 1, 2010, to review a proposed contract and conduct an architectural violation hearing.

The Board met on June 17, 2010, to review litigation matters.

11. ADDITIONAL HOMEOWNER INPUT

A resident asked how e-mail messages are best handled. Richard Price suggested sending messages to him. He will either take care of them himself or forward them to the Board, as necessary.

NEXT BOARD OF DIRECTOR'S MEETING

The next Board of Directors meeting is scheduled for Tuesday, July, 27, 2010, in the Club Room at 7:00 PM.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:25 PM.

Respectfully submitted by CitiScape Management:

Approved by the Board

Date approved by the Board