



TELEGRAPH LANDING NORTH ASSOCIATION
SAN FRANCISCO

**MINUTES OF MEETING
BOARD OF DIRECTORS**

WEDNESDAY, NOVEMBER 16, 2005

Members present –

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

CitiScape Property Management Group, LLC present –

Chris Corey	Senior Property Manager
-------------	-------------------------

1. CALL TO ORDER & ESTABLISH A QUORUM

President Nancy Spero called the meeting to order at 6:45 PM and noted that a quorum was present.

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

The minutes of the October 26, 2005 Board of Directors and Executive Session meetings were approved.

3. HOMEOWNERS' FORUM

A homeowner expressed concern that the trashcans on the Building #2 rooftop are not emptied frequently enough. The property manager indicated he would report the issue to the janitorial company.

4. TREASURER'S REPORT

Treasurer Barbara Charlton presented the October Treasurer's Report. The net operating revenue budget variance of -\$24,152 is pretty good considering that the Association did not collect all the budgeted costs.

Administration cost increases are due to the need for mailing of CC&R's, material related to the Assessment, and legal fees. Both mailing and legal fees should be substantially reduced next year. Administration is the only area in which there is a significant increase, leaving a year-to-date net income of \$47,219. There have been reductions in repair and maintenance items because many of these are being encompassed in the current capital repair projects.

5. OLD BUSINESS

Morton Beebe reported that the scaffolding on the rear of Building #3 is down and the building looks beautiful. Exterior walls are nearly complete, but there is still some waterproofing to be done. Solarium window installation will take approximately nine weeks, in order to ensure sufficient quality control.

A homeowner asked about painting a portion of the building's trim a certain color. Mort Beebe reported that past boards had voted against it. Another homeowner asked about the trim outside her kitchen window, which appears to have never been caulked or painted. Mort Beebe agreed to investigate and follow up with the affected owner.

Barry Shiller spoke on the option of paying the equivalent of the six years of special assessment payments as one payment in the first year. A schedule of this option will be mailed to homeowners. Barry noted it would be beneficial if some homeowners accepted this option and paid the equivalent amount in 2006. Linnea Juarez at Condominium Financial Management needs to know by January 25, 2006, which homeowners will accept this option. Homeowners who are already getting their monthly assessments automatically withdrawn and who do not want their special assessment payment deducted via automatic withdrawal should contact CFM, also by January 25, 2006. There will be a \$75.00 fee to make any changes to the billing method after January 25.

Now that the roofs of building #3 are being completed, it is time to remind the homeowners of our rules for protecting the association's investment and our safety. The doors on the building #3 rooftop are owned and maintained by the association. They are fire rated and cannot be altered by installing pet access doors. The door and hardware is fire code compliant and also cannot be altered. The surfaces on the roofs are also owned and maintained by the association. A homeowner is responsible for causing any damage to those surfaces.

The current Rules indicate no more than 400 pounds per 25 square foot are allowed on the roof decks. This would probably affect some planters; so proper weight requirements need to be confirmed. A homeowner stated that an engineer could give a rating for the weight per square foot for the roof. Barry Shiller added that Ferrari & Moe should be consulted. Several homeowners observed that the Rules are very old and should be revised.

Nothing is allowed on the perimeter parapet walls, or parapet walls adjacent to solarium windows or lower level decks. A homeowner encouraged Nancy Spero to write this up for the next issue of the Telegraph.

6. PROPERTY MANAGER'S REPORT

Chris Corey introduced a southern California utility analysis firm that examines past gas, electric, water/sewer and trash collection expenditures and determines the most favorable rate structures available during the review period, usually resulting in a substantial refund. The vendor performs the analysis on a contingency basis, charging a 50% commission on any refund, and 50% of any future savings for a one-year period. Barbara Charlton asked about the company's track record and client list. Chris Corey referred to their marketing materials listing residential and commercial customers, and that his own experience through CitiScape has been favorable. Barry Shiller was concerned that although rebates are given, oftentimes the city or municipality will re-check and then charge back the rebate with interest. A homeowner expressed concerns over the 50% commission rate and wondered if there could not be a step-down of commission at certain saving levels. The company's website is www.utilitycostmanagement.com. Chris Corey suggested the Board appoint an ad hoc committee of directors to formulate questions and evaluate the pros and cons of utilizing the company's services. Marilyn Nichols and Barry Shiller agreed to investigate the company further and converse with company representatives.

Chris Corey presented a proposal to the Board in the amount of \$3,645 to strip and refinish all exterior brass fixtures, including the door and window frames in the main lobby, handrails and all door handles. This work will include application

of a protective coating that will negate the need to polish these surfaces for approximately 10-12 months. Considering that currently one-third to one-half of a cleaning person's time is spent maintaining the brass fixtures at a yearly cost of \$10,000, Barry Shiller moved to accept the proposal to refinish the exterior brass fixtures. Marilyn Nichols seconded and the motion passed unanimously.

Both steam rooms are presently inoperable in the gym. CommAir has investigated and reports equipment replacement at a cost of \$12,000 is needed. Bill Hetherington was asked to also examine the problem and advises there is a possibility the steam generator may be repairable, however, he would need authorization to expend a few hours of labor to evaluate the equipment and prepare an estimate.

Chris Corey provided the Board with background information from Hetherington Plumbing, a City certified backflow device inspector, documenting plumbing code requirements under Title 17 mandating backflow valve devices on each water source with a private irrigation system. Hetherington also estimates a cost of \$1,200 to repair one unit's irrigation system and bring it up to code. That cost includes acquiring City permits, labor to install the device and compliance with obtaining a City inspection tag. Hetherington stated that these devices must be inspected on an annual basis pursuant with City requirements. Barry Shiller stated he found the same part at Home Depot for \$4.96 that people can install without any need for city inspections. A homeowner noted that installed irrigation projects are entirely private. Barry Shiller proposed to investigate the city codes and make sure that these valves are necessary at TL. He will report back next meeting.

7. NEW BUSINESS

Denise, a representative from Save the Waterfront, a non-profit organization opposed to development of a mall on the waterfront, addressed the board and membership. The development calls for 45 stores, 165,000 sq. ft. of office space, and 400 valet parking spaces that the group believes will negatively affect the neighborhood. Supervisor Peskin is against it. Mills Corporation, a company that has recently seen three of their top executives resign and a stock price-loss of \$3M, is trying to get around the Supervisors fiscal oversight of the development, in order to put a proposition on the ballot. Save the Waterfront's goal is to make sure there is a strong community voice against the Mills Corporation's proposal. Save the Waterfront calls on all those interested to encourage Supervisor Peskin to continue to oppose this project.

Barbara Charlton introduced a new way to disseminate the minutes in order to save a considerable amount in our administrative operating expenses. The usual mailing process is expensive, so the board proposes posting approved minutes on the Telegraph Landing website, and providing a reasonable number at the front desk. In addition, any member who wants the minutes mailed can do so by contacting the Secretary and arranging to pay the reasonable cost of mailing. Barbara Charlton moved for this change, it was seconded by Barry Shiller, and passed unanimously.

There is a change in state law effective January 1, 2006 concerning placement of liens on delinquent accounts. The new process will take longer since before a lien can be placed, it must be brought before the board in an open session for a vote. The collection agency, with permission of the board, can report such a pay or lien letter to the board earlier than required, thereby not delaying the process. Mort Beebe moved to make the change, Marilyn Nichol seconded. The motion passed unanimously. A copy of the revised collection procedure approved by the Board is attached hereto.

A potluck Holiday Party is planned for December 11th from 6:00 P.M. to 9:00 P.M. in the Club Room.

8. COMMITTEE REPORTS

Henry McKenzie, Chairman of the Maintenance and Operations Committee, reported that conservation is a continuing concern. The Committee posted recycling signs and noticed continuing problems with residents failing to flatten boxes before depositing in the recycling bins. The Committee is also looking into how to get rid of all the abandoned bikes in the bike racks. The Board asked the committee to propose a bike registration, storage and abandonment policy.

9. DATE OF NEXT MEETING & ADJOURNMENT

The next meeting of the Board of Directors is scheduled for Wednesday, January 18, 2006.

There being no further business to come before the Board, the meeting adjourned at 8:30 p.m.

Attachment

APPROVED BY THE BOARD:

Secretary _____ Date _____

TELEGRAPH LANDING NORTH ASSOCIATION
COLLECTIONS POLICY

The California State code with regard to collection of delinquent homeowner fees has been changed effective January 1, 2006. The process will now require that delinquent accounts will be brought to the HOA Board prior to the attachment of a lien. The process to be followed at Telegraph Landing North is as follows.

1. CFM will continue to send out a complimentary statement that home owners' fees are due on the first of the month. Charges are considered delinquent after 15 days. Forty-five to sixty (45-60) days after the statement of charges is sent, CFM will notify Pro Solutions that the account has not been paid.
2. Pro Solutions will send a setter of intent (pay or lien letter) telling the home owner that they are now delinquent and they have 30 days to pay. This information will be sent to the Board who will vote in an open session on placing a lien on the property if the home owner has not paid by the end of the 30 days.

The letter of intent will be accompanied by a statement of the home owners' rights.

3. If no payment is made within the 30 days and the Board has approved the action of placing the lien, the lien will be placed.