

**Telegraph Landing
Board of Directors Meeting
Wednesday, August 16, 2006**

APPROVED

MINUTES

BOARD MEMBERS PRESENT:

Nancy Spero	President
Morton Beebe	Vice President
Barry Shiller	Treasurer
Marilyn Nichols	Secretary
(Vacant)	Director

CITISCAPE PROPERTY MANAGEMENT:

Chris Corey	Sr. Property Manager
Lori Epstein	Property Manager

1. CALL MEETING TO ORDER & ESTABLISH A QUORUM

Ms. Spero called the meeting to order at 6:30 PM and noted that there was a quorum present.

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Ms. Nichols moved to approve the minutes of the June 27th, 2006 Executive Session and July 19, 2006 Board of Directors meetings. Mr. Beebe seconded, and the motion passed unanimously.

3. OPENING HOMEOWNERS' INPUT

A homeowner from Building 2 was troubled that the lobby decor was never finished. The homeowner volunteered to research some art after asking for other volunteers from Building 2, and then put the work of art to a vote. The Board will put the item on the next agenda, and encouraged the homeowner to begin researching, so that action can be taken at the next meeting

4. TREASURER'S REPORT

Mr. Shiller presented the July 2006 financials which are also posted on the Association website. Net Operating Revenue, due to late charges, is still running high. Expenses YTD are \$56,000 under budget. All in all the budget is in good shape, and cash flow is good due to early payment of assessment fees.

5. OLD BUSINESS

- a. Mr. Beebe reported on current construction projects. Windows in Building #1 are finally underway, they look good and air-pressure tests will take place a couple of weeks after installation. The work is on schedule. Take caution on the rooftop, there are cables and wires all over as installation continues. Building 2 now has scaffolding on the east side for cleaning and painting. Much of the deck-work on Building 4 has been completed. There was an incident with the use of a hibachi grill on a partially renovated deck, so the Rules Committee will investigate prohibitions on grills and report back at the next meeting.

- b. Mr. Corey reported on the security consultant's evaluation with respect to the present on-site guard services, Allied Barton, and provided the members with a summary of the many deficiencies and areas of concern noted by the consultant. The summary included the consultant's recommendation for replacement of the present service. Mr. Corey further noted his ongoing disappointment with an unsatisfactory level of responsiveness from the security provider's management to his numerous inquiries and requests for improved communications and support for the guards assigned to the property. Following a complete review of alternative services available, Mr. Corey recommended to the board that Guardsmark be retained to replace the current provider. Guardsmark's operational philosophy is expected to provide a much-improved match for Telegraph Landing's needs. Additionally, Mr. Corey advised that Guardsmark has agreed to consider for employment, any on-site guard currently assigned to Telegraph Landing, provided the applicant successfully completes Guardsmark's established screening process and qualifies under its hiring policies. Under the service agreement with Allied Barton, the Association will be responsible for paying \$2,000.00 to Allied Barton per employee hired by the successor security provider. In response to a member question, Mr. Corey advised that Guardsmark employees are members of the same union local as the Allied Barton employees, and in some cases, Guardsmark corporate policy with respect to employee benefits exceeds Allied Barton's. Guards not hired by Guardsmark will be reassigned into other Allied Barton locations and will not lose their jobs or union standing.

6. PROPERTY MANAGER'S REPORT

- a. Mr. Corey introduced Lori Eppstein as the property manager who will be succeeding him at Telegraph Landing. Ms. Eppstein recently joined CitiScape from another property management firm. As the former president of a homeowners association, Ms. Eppstein's experience and background will provide, in Mr. Corey's opinion, an excellent match for the Telegraph Landing community. Mr. Corey will be working closely with the new manager for a few weeks to ensure a smooth transition.
- b. Mr. Corey provided an update on questions raised at the last meeting concerning a proposal by Urban Farmer to upgrade the courtyard irrigation system from a sprinkler model to drip system, and, install automatic timers to ensure a more consistent and less wasteful watering program. A homeowner suggested investigating Gardeners Guild from San Rafael for a competitive bid. The issue was tabled and Mr. Corey will pursue a second proposal from the Gardeners Guild. The board will make a decision via written action by unanimous consent, so as not to delay resolve until the next meeting.
- c. Mr. Corey provided the board with Notice of Lien for a delinquent member account, requiring approval by the directors. Ms. Spero moved to authorize the notice of a lien against a delinquent homeowner and read the following resolution into the record:

WHEREAS, it is the fiduciary responsibility of the Board of Directors to collect all assessments for the maintenance and replacement of common area property in a timely fashion, and

WHEREAS, the association must comply with requirements of 1367 and 1367.1 of the Civil Code when collecting delinquent assessments;

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IT APPEARING that the owners of assessor's parcel number/account number: 00178-3-0492 is delinquent in the payment of assessments and attendant charges pursuant to the Association's Governing Documents and California Civil Codes;

IT ALSO APPEARING that Pro Solutions sent delinquent owners a Notice of Intent to Lien pursuant to the applicable Civil Codes and said Governing Documents, and they have not responded to said notice;

IT IS RESOLVED that Pro Solutions is authorized to cause to record a Notice of Lien Assessment (Lien) against the delinquent owner's unit;

IT IS FURTHER RESOLVED that the majority of this Board of Directors has approved of the Resolution and the minutes of this meeting will reflect the vote herein.

Marilyn Nichols seconded the motion, which passed unanimously.

7. NEW BUSINESS

- a. Community forum on the future use of roof tops on Buildings 1 and 2 (No action will be taken at this meeting). Ms. Spero explained that the rooftop gardens have been revitalized during the past several years by the volunteer efforts of several homeowners. Effective June 1, 2006, the new landscaper is willing to take over gardening on the roofs, but several individuals would like to continue gardening. Therefore, homeowner input is requested on how to go forward. The Landscape Committee will be making a proposal to the Board, likely at the October meeting, and would like to have a few hours of consultation with a professional landscape architect. The directors said that was a good idea. There are no plans to get rid of the dog run on Building #2. A homeowner noted that some of the wooden planters on the rooftop are rotting. Several homeowners thought it was a good idea to integrate vegetable gardens with overall landscaping, with some reservations that there might be problems mixing the vegetable garden with the dog run. Eight homeowners present at the meeting expressed interest in adopting a planter for individual gardening. Another homeowner questioned whether individual gardening sacrificed the greater benefit of professionally landscaped and maintained roof gardens. Another homeowner countered that vegetable and herb gardens can be enjoyed by many and do benefit a broader group than just the gardeners. Mr. Corey noted that his primary objective with regard to the street level and roof gardens was to professionalize the overall landscaping and maintenance of the plants, and he is very pleased with the performance of the new landscaping firm. The landscaper is not fully servicing the common area roof terraces in order to accommodate the individuals who have been gardening individually this growing season. By the October board meeting, the Landscape Committee will make a proposal to the Board on roof landscaping and gardening, i.e. what will be done by individuals and what will be done by the professional landscaper. It is anticipated that the Board will adopt a plan or policy about roof gardening to take effect in 2007.
- b. Appointment of members to Nomination Committee: Because no nominees have come forward to fill the Board vacancy, the Board will form a Nominating Committee under ByLaw,4.5. One member of the Committee must be a Board member, and Ms. Spero has volunteered. Jasper Schad and Steve Weiner have also agreed. Mr. Shiller moved to accept their nominations, Ms. Nichols seconded, and the motion passed unanimously.

8. COMMITTEE REPORTS

- a. Architectural Control Committee: A two-story unit in Building 1 wants to infill the floor where there is currently an opening between the bottom and top level. The homeowners went through a rigorous procedure to plan the project, including design by a structural engineer, the homeowner has signed an agreement, to be recorded, where he agrees for himself and his successors to defend and indemnify the Association if there are any problems, and all relevant permits have been given. All work is interior to the unit. The Committee recommends approval of the project. Mr. Beebe moved to accept the recommendation of the Committee, Ms. Spero seconded, and the motion passed unanimously.
- b. Events Committee: This Sunday, August 20, is the potluck courtyard party, the Association will provide drinks and paper products. Volunteers are needed. The Halloween Party will be on October 31st if there is sufficient interest from families with children; trick-or-treating will commence afterward. All families interested in having a Halloween Party at Telegraph Landing should contact the Events Committee Chair Marilyn Breen. Volunteers also are needed for the December 2nd Holiday Party.
- c. Emergency Preparedness Committee has an estimate of \$3,600 for a facility emergency plan. The emergency evacuation plan that was rejected by the Fire Department will also be included. Fire Department auxiliary personnel will complete the plan. Mr. Shiller moved to approve the proposal, Mr. Beebe seconded, and the motion passed unanimously. The Committee is looking into the advisability of having a public defibrillator for the property.
- d. Maintenance Committee has been inspecting the grounds and facilities and informing the Property Manager when maintenance and janitorial issues are noted. The Committee is investigating a homeowner educational forum regarding recycling, energy conservation, and hazardous waste disposal.

9. ADDITIONAL INPUTS FROM MEMBERS

A homeowner is concerned about the elevators. She related an incident over the weekend with someone stuck in an elevator for more than an hour. Eventually the elevator service technician arrived and opened the doors. She questioned why the security staff had not called the Fire Department immediately. At some point, the wife of the person inside the elevator called the Fire Department. Mr. Corey reported that he followed up on Monday morning with the elevator company and the lead security officer. The elevator company advised the call came in at 6:55PM and the elevator technician arrived concurrently with the fire department at 8:00PM. Mr. Corey noted that an appropriate protocol was employed by the security guard, who made immediate contact with the occupant to determine if he was distressed in any way, and contacted the elevator vendor for emergency service. Had the occupant of the non-functional elevator indicated any sign of distress or demanded immediate release, the fire department would have been immediately contacted. The Property Manager and the Board will review the policy and maintenance of the elevator.

10. SET DATE OF NEXT MEETING & ADJOURNMENT

The next two meetings of the Board of Directors are scheduled for Wednesday, September 6th and October 18th, 2006. There being no further business to come before the Board, the meeting adjourned at 9:00 p.m.

APPROVED

Therilyn Y. Nichols
Approved by the Board
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9-6-06
Date approved by the Board

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