

**Telegraph Landing
Board of Directors Meeting
Tuesday, January 23, 2007**

MINUTES

BOARD MEMBERS PRESENT: President: Nancy Spero
 Treasurer: Barry Shiller
 Secretary: Marilyn Nichols
 Member-at-Large: Karen Keese

BOARD MEMBERS ABSENT: Vice President: Morton Beebe

PROPERTY MANAGER: Lori Eppstein
CITISCAPE MANAGEMENT

1. CALL MEETING TO ORDER & ESTABLISH A QUORUM

President Nancy 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

Director Karen Keese moved to approve the minutes of the December 4th, 2006, Board of Directors meetings. Marilyn Nichols seconded, and the motion passed unanimously.

3. OPENING HOMEOWNERS' INPUT

- An owner asked about the refurbishment of elevators and the fact that moving pads in elevators sometimes stay up overnight, whether the balcony edges would be painted, and inquired about a plan to cover irrigation hoses. Barry Shiller said that elevator refurbishment is a matter the Association will be pursuing, all window work should be done in three weeks, and then an individual painter will come in to do the remaining balcony work.
- An owner reported that the landscapers haven't topped the trees on Chestnut Street and have not reduced the foliage to where it was when they moved in. The Property Manager said the trees trimming the trees from the top would stunt their proper development, but she would investigate the standard non-topping trimming process.
- An owner asked if the Board was aware that the units damaged from water left running on the 9th floor of building #1 three weeks ago still haven't gotten any response from the responsible owner's insurance company. Lori noted that management, as a courtesy, arranged and managed the widespread drying effort and also put each affected homeowner in touch with the 1-903 insurance adjuster. However, third-party liability claims are owner-to-owner issues, not Association business. Nonetheless, Lori will make a courtesy call to try and expedite service and will facilitate the transfer of information to the adjuster and owners where appropriate or requested.
- An owner inquired about weather stripping for her windows. With the power washing, she experienced considerable leakage. Barry said he will refocus his energy on the issue and will report back.

- An owner asked about resolving the matters on the Building #2 punchlist. Barry said a final walk-through with Saarman, Ferrari & Moe and Alpha is still pending.

4. TREASURER'S REPORT

- Treasurer Barry Shiller presented the preliminary December 2006 financials which also detailed yearly expenses. Net Operating Revenue for 2006, mostly due to late charges and move-in/move-out fees was \$27,000 above budget. Individual line item expenses were reviewed and are available on the Association website.
- Barry also presented a pie-chart of how the monthly assessments fund is broken-down, this is also available on the Association Web site.
- Barry presented a summary of the 2005 Reserve Study Update (completed in 2006), a professional analysis of probable Association maintenance expenses for 30 years. Some particular notes: Ferrari & Moe is comfortable with putting off main courtyard membrane by four years, as long as the Association tests annually to make sure work is not needed sooner. This testing involves probes put into the concrete to detect acidity/baseness (which can affect metal reinforcement). Roof repair for Buildings 1&2 has also been put off for two years similarly, based upon currently known information analyzed by Ferrari Moe. The report contains a financial plan for the next 30 years, which contained a recommendation to annually increase the amounts going into the reserve fund to cover annual inflation increases of approximately 3.5%.
- Barry recommended growing the transfer to reserves by 3 or 4 percent per year to avoid future special assessments.

5. OLD BUSINESS

- In Mort Beebe's absence, Barry gave the Construction Report. He noted that the work on the courtyard facing wooden fences should be completed by next week. Building #1 windows still have three weeks of work left. An old leak situation persists on the top of Building #2. Replacement locks for roof doors on buildings three and four are on order.
- Lori reported on checking references for the landscape designer, Tammy Key of Garden Spaces (www.gardenspacesinc.com). Key works for several homeowner associations and individual homeowners, and all references were positive as to her product and work-process. Lori estimates that Key's price for designing the courtyard would be \$8,600 less 10% - 20%. An owner said that landscaping is badly needed on the area outside of the gymnasium. Another owner asked that landscaping be designed for the area on Lombard Street, just outside the Club Room. Another area requested to be included was to the right of the driveway entrance upon entry. The general sense of the members at the meeting was the landscape designer should design for all of these areas.
- Directors and members noted that plants should be sensible, non-exotic, low maintenance, fit the Association's budget, and the landscaper should work with plants already in place. Nancy Spero moved to have the Property Manager investigate if the landscaper would give a plan for the whole property, and thereupon agreeing to the contract. Barry seconded the motion with some reservations, the motion carried unanimously although subject to final pricing approval and legal review.
- Lori is considering the Association's options for a permanent on-site management office.

6. PROPERTY MANAGER'S REPORT

- Lori presented a proposal from Heatherington for quarterly HVAC service at \$300/quarter. A proposal from Allied is \$1,100 per quarter to service the roof fans. She is waiting for another proposal since the first two are so far apart, and to learn more.
- Lori recommends having the front desk phone roll-over to a cell phone that the guards will carry while making rounds. Nancy said it was within the property manager's authority to do this.
- Lori suggested that the Architectural and Rules Committees review their rules concerning construction. Eli Frank, the chair of the Rules Committee, reported that both those committees have been working for several months on revisions to the rules regarding construction and that they will soon be forwarded to Lori, the Board and homeowners for review and public comment.

7. NEW BUSINESS

- Nominations are still open for election of two directors at the April 17th, 2007 annual membership meeting.
- Lori distributed proposals for the plumbing repair for Units 39 & 40 in Building #3. The upper unit has a sewer smell from the bathtub drain and the repair work necessitated work in the lower unit. The owner of the lower unit presented the Board with new information. Nancy stated that the new information requires the Board to take some time to review it and the directors agreed to consider this matter further at a special open meeting on January 29th, 6:30 P.M.
- Nancy suggested a proposal for governance policies to be put into a document for guidance of directors, members, and management. This approximately 3-page document would elucidate responsibilities and relationships. The directors said this was a good idea and approved her proceeding with drafting such a document for their and the members' consideration.
- Some homeowners would like the key lock on the two gym doors be replaced with the standard key-fob system. Nancy moved to install a fob-system at the gym and the rear door of the gym leading to the southwest courtyard. Barry seconded, and the motion passed 4 to 1.
- Regarding policy and procedures for parking violations in the garage, Lori reported that there are new state rules. She presented a summary of those rules to the Board, there was considerable discussion regarding the interpretation of the rules. The directors asked Lori to get garage parking signs compliant with the new laws. Residents should still take the responsibility to call the tow-company if their space is improperly occupied.
- Eli Frank, the chair of the Rules Committee, requested getting further information from the Association's engineer from the 1980s regarding roof weight limits for planters. There will be an expense to get the info. Another member, Kathy Jewett, said she might have the information from the original specifications and offered to provide it, so the issue was tabled.
- He also asked for the Board's approval of his applying to the Fire Department for permission to have a propane tank on his patio for a BBQ. A discussion ensued as to what standards the Fire Department had regarding propane tanks at residences. Lori will try to get something in writing from the annual high-rise Inspector David Planka.

8. COMMITTEE REPORTS

There were no committee reports.

9. ADDITIONAL INPUTS FROM MEMBERS

There were no additional inputs from members.

10. SET DATE OF NEXT MEETING & ADJOURNMENT

The next two meetings of the Board of Directors is scheduled for February 27 and March 27. There being no further business to come before the Board, the meeting adjourned at 9:15 p.m.

Respectfully submitted by CitiScape Management:

Harilyn Y. Nichols
Approved by the Board
Sec'y

2-27-07
Date approved by the Board