



**Telegraph Landing
Board of Directors Meeting
Thursday, November 3, 2011**

BOARD MEMBERS PRESENT: President: William Halprin
Vice President: Karen Hartquist
Secretary: Kathy James
Director: John Case

ABSENT: Treasurer: Patricia Johnson

PROPERTY MANAGER: Richard Price, CitiScape Management

1. CALL MEETING TO ORDER & ESTABLISH A QUORUM

President William Halprin called the meeting to order at 7:00 PM and noted that a quorum was present

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

Karen Hartquist moved that the minutes of the September meeting be approved, Kathy James seconded and the motion passed 4-0.

3. OPENING HOMEOWNERS' INPUT

A homeowner inquired if anything was being done for Victor Zacca regarding the recovery of a stolen bicycle. The owner was advised that it would be addressed later in the meeting's agenda.

4. TREASURER'S REPORT

- a. Secretary Kathy James, filling in for Treasurer, Pat Johnson noted that the operating expenses were in line with the budget with the exception of water which has increased as a result of the City's increase of 10% which is to cover infrastructure repairs. Kathy also noted there was an increase in cash due to fees, pre-payments, etc.
- b. Kathy James reviewed the accounts receivable aging report and made a motion to send accounts in the overdue columns for 31, 61 and 90 days to collections in accordance with the association's policy. Karen Hartquist seconded and the motion passed 4-0.
- c. **2012 Budget Presentation:**
 - i. Bill Halprin explained that the Budget for the coming year must be

presented to the membership prior to the end of the current calendar year. Any new budget is based on the current one which is reviewed and amended by CitiScape to reflect known increases/decreases in costs. It is then sent to the Finance Committee to determine its potential impact on monthly assessments and to look for areas in which to cut expenses if necessary. The Finance Committee then draws up a draft budget and assessment schedule for presentation by the Board to the membership in an open meeting.

- ii. Kathy James said that the Finance Committee recommendation for 2012 was that monthly assessments and transfer to reserves be the same as in 2011. To do this, some proposed expenses have been cut. The Board will also be holding an Executive Session Meeting to discuss CitiScape request for a fee increase.
- iii. Bill Halprin stated that our reserves are now 52% funded. If transfers to reserves are increased by 2.5% per year for 30 years, we would be 100% funded. He proposed that we start doing the transfer in 2012 rather than waiting until 2013. The total amount would be \$19,160.75 or a simple average of \$8.45 per unit per month. Discussion ensued.
- iv. The budget must be approved in an open meeting no later than November 15 in order to have it to CitiScape for distribution to the membership. Therefore, Bill Halprin moved that the budget be approved subject to a placeholder regarding CitiScape fees and the related issue of whether increased transfer to reserves should begin in 2012 instead of 2013. Karen Hartquist seconded and it passed 3-1. Kathy James dissented to recognize the recommendation of the Finance Committee.

5. COMMITTEE REPORTS

Nancy Spero, Chair of the Rules Committee, reported on its recommendation regarding a change of the Association's 2008 Policy Regarding Holiday Decorations in Common Areas. (*See Attachment*). The consensus of the Board was that it is too close to the holiday season to change the policy, but that it has sufficient flexibility to encompass having festive décor in 2011.

6. PROPERTY MANAGER'S REPORT

- a. **Window Project, Phase 2:** Will be complete by end of next week.
- b. **Bike Security:** Victor Zacca, Security, chased a Telegraph Landing bicycle thief as far as Pier 39 where, with the help of police, the thief was apprehended. Bill Halprin will write a letter to Guardsmark commending Victor. Richard Price, noted that many bicycles are not secured although even having good locks is not a guarantee because chains can be cut, however it is suggested they be secured.
- c. **Building 2 Garage Fobbing Project:** A gate requiring a fob is being installed to block access from the garage to the rest of the building.
- d. **Building Winterization Preparedness:** Residents in Buildings 3 & 4 are reminded to clean the drains & gutters. Everyone should turn on their heaters to

be sure that they work correctly.

7. NEW BUSINESS

None

8. OLD BUSINESS

- a. Garage Cleaning Project:** The logistics are difficult but Richard will have a plan to present to the Board at the next meeting.
- b. Computer for the Security Desk:** The computer will soon be installed. It will first be used for email to residents (to announce waiting packages, etc) and have access to CitiScape's records re emergency info. etc.

9. DECISIONS BY THE BOARD BY UNANIMOUS WRITTEN CONSENT THE LAST REGULAR MEETING: None

10. ADDITIONAL HOMEOWNER INPUT: None

11. NEXT BOARD OF DIRECTOR'S MEETING

The next Board of Directors meeting is scheduled for Tuesday, November 22 in the Club Room at 7:00 PM.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:43 PM.

Respectfully submitted by CitiScape Management:

Approved by the Board

Date approved by the Board

ATTACHMENTS:

TL Rules Committee Report Christmas Decorations October 2011.Rules.CommRept.Final.pdf
(separately attached)