

**APPROVED**

**Telegraph Landing  
Board of Directors Meeting  
Tuesday, December 5, 2006**

**DRAFT MINUTES**

**BOARD MEMBERS PRESENT:** President: Nancy Spero  
Vice President: Morton Beebe  
Treasurer: Barry Shiller  
Secretary: Marilyn Nichols  
Director at Large: Karen Keese

**PROPERTY MANAGER:** Lori Eppstein  
CITISCAPE MANAGEMENT  
Antoinette DeHaas  
CITISCAPE MANAGEMENT

**1. CALL MEETING TO ORDER & ESTABLISH A QUORUM**

With a quorum of directors present, President Nancy Spero called the meeting to order at 7:00 PM.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

A motion was made and carried to approve the minutes for the October 24, 2006, meeting of the Board. The minutes will be available on the Telegraph Landing web site.

**3. Q & A WITH GUARDSMARK**

Guardsmark representatives Luis Estrera, Derek Bowman and Victor Zacca discussed recent improvements with the guard team and security at Telegraph Landing.

**4. TREASURER'S REPORT**

Barry Shiller gave the treasurer's report with a year-end round-up. He reported an incorrect figure in the recent reserve study mailer. The report estimated the 2006 homeowner payments to Reserves to be about \$2.4 million. The correct figure would be about \$1.9 million. He has asked the association's financial manager to send a letter explaining that.

**5. OLD BUSINESS**

**A. Carlisle Security Report:**

The Board members presented their thoughts on the value of the Carlisle report, which will be made available to owners for viewing after signing a confidentiality agreement.

**B. Construction Report:**

- Mort Beebe gave a report on the status of exterior sealing/painting and scaffolding removal.
- The Association established an owner construction clean-up feedback link on the TL Web site.
- A motion was made and carried to approve \$4,000 for the retrofit of doorlock assemblies on roofs for buildings three and four.

**C. Report on Status of On-site Office:**

- Lori Eppstein gave a report on efforts to establish an on-site office for the new assistant property manager after the HOA lease on the courtyard commercial space expires Jan. 31, 2007. Current options are using the Alpha building either where it presently is or behind the lobby building, renewing the lease on the commercial space, or setting up office space in part of the club room. Other options were presented and must be investigated.

**D. Renewal of Comcast Bulk Rate:**

Following a presentation of two satellite proposals, a motion was made and carried to accept the Comcast service contract subject to legal review.

**E. Landscape Architect Proposals:**

The Board further discussed the hiring of a landscape architect to develop a plan for the central courtyard. The Board agreed to potentially retain an architect's services following reference checks.

**F Actions by unanimous written consent since the last meeting:**

The Board approved \$3,000 to repair the patio to building membrane, made necessary because of dry rot repair at the base of Building 4, Unit #15. The owner paid another \$3,000 to complete the work necessary at the patio-to-building interface, made necessary because of the homeowners remodeling. The Board also approved the paint/sealant for the inside and outside of the perimeter walls for approximately \$37,000.

**6. PROPERTY MANAGER'S REPORT**

- Following a presentation of two proposals, a motion was made and carried to approve a garage gate maintenance contract with Bay Cities Automatic Gates, subject to legal review.
- A motion was made and carried to approve an emergency generator maintenance contract with ElectroMotion., subject to legal review.
- A motion was made and carried to approve the purchase of a lobby carpet runner and two outdoor doormats for the front and back of the lobby. The total was \$1,006.50.
- The Board reviewed a bid for lighting along Chestnut Street. The Board agreed they would not act on it until the next meeting in order to add lighting along Sansome Street to the proposal.
- The Board discussed proposals to repair and paint the wooden fences facing the courtyard and agreed to make a decision by unanimous written consent following the meeting.
- The Board discussed the merits of a community free hauling day and tabled the discussion until more was learned about the program and alternatives.
- Lori presented a quote for a new treadmill, but recommended that the Board defer purchasing a new one since the current broken treadmill, a home model, was scheduled for repair.

**7. NEW BUSINESS**

Nancy Spero gave an update on the planning for the annual meeting and Board of Directors election set for Tuesday, April 17, 2007. The Board approved the "date of record" for the election to be the date which the inspector of elections causes the ballots to be printed and the "close date" on balloting to be Friday, April 13, 2007. The Board also reappointed Linnea Juarez of Condominium Financial Management Inc. to serve as our Inspector of

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Elections, and the current members of the Nominations Committee: Jasper Schad, Nancy Spero, and Steve Weiner.

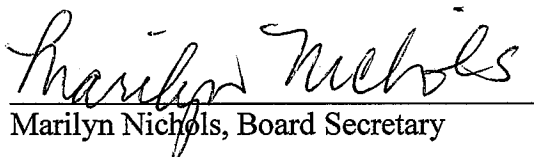
**8. COMMITTEE REPORTS**

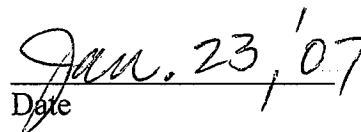
- Lisa Gross, Chair of the Emergency Preparedness Committee, gave a presentation on the Emergency Planning Committee's investigation of defibrillators and recommendation that the Association not purchase and install defibrillators at Telegraph Landing. She presented an informational packet about defibrillators prepared by Committee member Kathy Barnes, which the committee recommended be made available to owners. The committee also recommended that it organize a get-to-know-your-neighbor event to increase efficiency by localizing emergency preparedness.
- The Board accepted the committee's recommendations and thanked Lisa and the entire committee for their hard work and commitment to making Telegraph Landing more prepared for emergencies.

**9. NEXT TWO BOARD OF DIRECTORS MEETINGS:**

January 23, 2007 and February 27, 2007

The meeting adjourned at 9:45 p.m.

  
Marilyn Nichols, Board Secretary

  
Date