

**Telegraph Landing  
Board of Directors Meeting  
Tuesday, April 24th, 2007**

**MINUTES**

**BOARD MEMBERS PRESENT:** President: Nancy Spero  
Vice President: Morton Beebe  
Treasurer: Barry Shiller  
Member at Large: Karen Keese

**BOARD MEMBERS ABSENT:** Secretary: Marilyn Nichols

**PROPERTY MANAGER:** Mark Moreno  
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**

In the next few days, the Board will review the March 27th minutes and approve by unanimous written consent.

**3. OPENING HOMEOWNERS' INPUT**

A homeowner is still waiting for painting underneath the balconies on Building #1. Barry Shiller will look into this.

A homeowner expressed concern about steps to improve security, particularly the planter near the garage entrance. He also reported that the police are waiting for the Association's security vendor, Gallagher, to enhance photos which may assist in a burglary investigation.

**4. TREASURER'S REPORT**

Barry Shiller presented the preliminary March 2007 financials. Revenue is ahead of budget by almost \$11,000 due to fees and interests. Some individual line items were over budget: there was a \$12,200 charge for installing probes to investigate the condition of the concrete slab and reinforcing rebar covering the garage, and tax charges were \$3,000 over budget, but other items bring overall expenses below budget. Reserve account balance is at \$1.26 million, and the association's liquidity is good.

There is a new state law that tightens up reporting on reserve studies. In the next budget period, the Association will have to report any projects recommended by the study that are pushed out or not implemented. Other

changes to how the Board can set funding levels and impose fees will require a regularly functioning financial committee.

## **5. OLD BUSINESS**

- a. There will be a Special Members' Meeting on May 9th, 6:30 PM in the Club Room regarding proposed new rules on construction, moves, deliveries, flooring and the gym. All relevant documents are on the web and this meeting will be an opportunity to ask questions of the Rules Committee which drafted these proposed rules and to discuss any concerns.
- b. The Association is still waiting for estimates on the Gallagher-recommended security camera on Montgomery and a panning camera at the garage entry. Citiscape is also looking into getting all security cameras viewable by the members or residents via the internet. The cost should not be significant. There are other security proposals pending, including a joint patrol with other complexes, and protocols to make sure that security patrols the grounds regularly. President Nancy Spero encouraged members interested in security to serve on the new Security Committee.
- c. The Emergency Preparedness Committee and the Fire Department helped the Association develop a facilities emergency plan specific to Telegraph Hill, including important numbers, how to use equipment, evacuation protocols and other important information in case of an emergency. The Board will review. If it is ready for approval, the Board can do so by unanimous written consent. Morton Beebe suggested that the front desk keep a key to every unit in case of emergency. Nancy Spero was unsure if that was possible.
- d. The Association has about 500 blueprints, in deteriorating condition, pertaining to the construction of Telegraph Landing in the mid-1970s taking up a lot of space. Mark reports that costs to scan them into electronic documents will be about \$1 a sheet. Barry Shiller moved to get them scanned at Association expense, Nancy Spero seconded, and the motion passed unanimously.
- e. Mark reported on bids to install storage partition walls in electrical rooms. Low bid came in at around \$23,000. The expense is due to fireproof metal walls as well as making sure the sprinklering is integrated into any newly-made rooms. A homeowner suggested wire cages. Mark will review and return to a future meeting with further information.

## **6. PROPERTY MANAGER'S REPORT**

- a. The Board and membership discussed patio furniture for the roofs, some homeowners are looking into the furniture, but there are no proposals. Another homeowner suggested waiting on furniture until the landscape

architect finishes the plans.

- b. Mark is collecting bids for window washing and should have them ready for the May meeting.
- c. Per new state law, for a towing company to tow cars from common areas, there must be a contract between the Association and the towing company. The Association's attorney drafted a contract with Pacific Tow (formerly Stateline) and the Board found the draft fair and balanced. A homeowner asked if it was their responsibility to call the tow truck if a car was improperly parked in the owner's space--Mark replied that yes, it is incumbent on the homeowner. The front desk staff can only ask for the towing of autos from common areas. Barry Shiller moved to sign the contract, Morton Beebe seconded and the motion passed unanimously.
- d. Mark Moreno reported that several units in Building #1 had smoke order for the past few months. The HVAC vendor found a 2 foot, 2 inch-wide crack in the fireplace in a specific unit. The HVAC contractor will investigate further to determine if the problem is more extensive.

## **7. NEW BUSINESS**

- a. Morton Beebe announced an End of Construction Party, Sunday April 29, 11AM - 2PM on the roof of building one. There will be refreshments from Il Fornaio and jazz music -- perhaps bring a folding chair. Weather should be perfect, so please come!
- b. Morton reported on local area projects with the Port Authority, like creating cruise-ship standard piers. It turns out that Pier 27 could be retrofitted for \$8 million (money that the Port has), the other piers that are over 100 years old would cost over \$100 million. This may take away parking spaces and could generate parking and traffic issues.
- c. Nancy Spero spoke of the draft governance policies, a framework for how the Association generally functions. The introductory sentence is: "The mission of the HOA is to preserve and protect property and enhance property values at Telegraph Landing." Some suggestions for polishing the language were made. The community will discuss further at a future meeting. It will come before the Board for adoption at a future Board meeting.

## **8. COMMITTEE REPORTS**

There were no committee reports

## **9. NO DECISIONS BY THE BOARD BY UNANIMOUS WRITTEN CONSENT SINCE THE LAST REGULAR MEETING**

**10. ADDITIONAL INPUTS FROM MEMBERS**

A homeowner wondered about using propane tanks on the decks. There are conflicting rules from different city agencies. The deciding factor may be whether the tank can be taken to its intended location without being moved through a building. Barry Shiller recommended that the rules committee come up with some common-sense rules.

In response to a question, Mark Moreno is working with Telegraph Landing exclusively, 5 days a week. Antoinette will continue with her duties 3 days a week

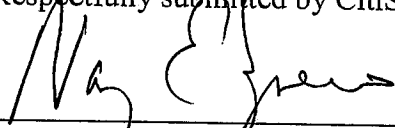
**11. SET DATE OF NEXT MEETING & ADJOURNMENT**

The next two meetings of the Board of Directors are scheduled for May 14 and May 22.

**12. ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:45 p.m.

Respectfully submitted by CitiScape Management:

  
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Approved by the Board

5-22-07  
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Date approved by the Board