

**Telegraph Landing
Board of Directors Meeting
Tuesday, April 28, 2009**

DRAFT MINUTES

BOARD MEMBERS PRESENT: President: Kathi Barnes
Vice President: Karen Hartquist
Treasurer: Patricia Johnson
Assistant Treasurer: Bill Halprin
Secretary: Jasper Schad

PROPERTY MANAGER: Mark Moreno: CitiScape Management

1. CALL MEETING TO ORDER AND ESTABLISH A QUORUM

President Kathi Barnes called the meeting to order at 7:35 PM and noted the presence of a quorum.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the March meeting were approved unanimously.

3. OPENING HOMEOWNERS' INPUT

A homeowner suggested repairing the saunas and volunteered to help. The Board asked Management to review the matter.

4. TREASURER'S REPORT

Patricia Johnson presented current financials, and reported that the Association has fully transitioned from Condominium Financial Management to CitiScape. There were some complications during the switchover, in one case showing an overage in the utility budget, which will eventually be corrected. Patricia will meet with CitiScape this week to straighten things out. The full financial report is available on the Association website.

5. COMMITTEE REPORTS

Litigation: Chubb has paid some attorney fees for the lawsuit. Kathi reiterated that the Board cannot reveal more about the pending lawsuit.

Elevator Cabs: Karen Hartquist reported that the Committee, after reviewing proposals by several contractors, recommends Unique. She presented samples of cab interiors, which will be available in the lobby for the membership to examine. The Committee recommends Fritz tile for the floor. In general, specifications are determined by the ADA and other codes. For example, the current mirrors violate code and will be taken out. The committee also recommends replacing the padding. The ceilings may be lowered slightly in the new cabs.

Landscaping: Beverly Sutton reported that the Landscape Committee is working closely with the new contractor, Gardeners' Guild. The contractor will replace seasonal plantings more frequently, three times a year. The next change is scheduled for this Friday. Beverly concluded by noting that the new gardening contract results in an overall saving.

Roof 2 Garden Group: Joanne Finberg reported that the group has spent about \$200 over the last six months, mostly for fertilizer. The group requests that its mandate be extended another six months. It plans to focus on drought-resistant plants. Jasper noted that he would like to see some sort of storage for tools and supplies to improve the appearance of the area. The Board unanimously granted the group an additional six months to continue its work.

6. MANAGER'S REPORT

- a. Jasper, Mark and Terri visited The Brannan complex, which has a trash compactor in operation similar to the one the Association is considering. Jasper reported that the machine was very quiet and that newer models are even more so. And by reducing the number of weekly pickups, a compactor would reduce noise pollution. Furthermore, there is virtually no odor. Mark is working on a final quote and will explore whether the compactor will affect labor costs.
- b. The Elevator modernization project is proceeding on schedule. Elevator 8 in building 4 is complete but awaiting inspection and certification early next week. Work will resume very soon in buildings 1 & 2.
- c. Window washing is tentatively scheduled for the week of May 18 and may take up to ten days to complete. Alert Building Services will then return to clean any windows that were missed or to correct any that were not properly washed. The scheduled make-up days will be publicized in advance. A homeowner in building 2 noted that the contractors did not clean half of her windows last year. Mark will work with her to get her windows cleaned.
- d. Management met with Guardsmark staff to review procedural guidelines and site policy. The question of the use of laptops while on duty was broached. Some guards use them, at slow times. The Association and management have not yet decided whether or not to ban laptops. A frequently raised issue relates to calling the police. Mark noted that among other duties, guards observe and report inappropriate behavior and activities; they should not summons the police unless there is immediate danger to life or limb (i.e. an assault). In governing rules violation cases, for example involving noisy behavior, homeowners should call the police themselves if the behavior is chronic and/or intolerable.
- e. Mark reminded the ownership that toilet seals are failing (some have not been replaced in 30 years), and homeowners should have them checked if they have not recently been replaced. He inquired of Restoration Management the cost of performing thermal image readings in all unit bathrooms (behind toilet walls). The contractor has bid the service for

- f. \$1,700. Although this maintenance issue is a homeowner responsibility, the proposed testing could significantly reduce the number of water intrusions and subsequent damage to adjacent units. For that reason, Jasper moved to accept the bid, Bill Halprin seconded, and the motion passed unanimously.

7. OLD BUSINESS

- a. Mark reported on the proposed McGinnis & Chen window study. A major concern centers on the fact that despite the many window problems, replacing all of them at the same time would likely result in a special assessment. Management and the Board are looking for ways to avoid placing such a burden on homeowners. Only a comprehensive study, such as McGinnis & Chen propose, can reveal the full extent of the problems, how best to proceed and how to minimize the cost. At the conclusion of its study, McGinnis & Chen will present a plan to resolve existing and anticipated problems. Of critical importance is the need to determine which windows need immediate repair or replacement. The completed plan should be incorporated into the Association's reserve study. As a number of issues have not yet been fully worked out, the Board agreed to table the issue until McGinnis & Chen presents its final version of the contract.
- b. Jasper moved to approve the Gotelli drainpipe replacement project, so long as the total replacement cost does not exceed \$40,000. If that is not acceptable to Gotelli, the matter will come back to the Board. Bill seconded, and the motion passed unanimously.
- c. Mark introduced a change in the accounting notification policy for delinquent homeowner accounts. This policy change would necessitate that the procedure for obtaining Board approval of collection proceedings against delinquent accounts would be expedited from 90 days to 30 days. Homeowners in arrears would be notified in 30 days and declared delinquent at 60 days. The language in the proposal was not entirely clear. Therefore, Board asked the Treasurer to work with CitiScape accounting to clear up the wording. For the present, Karen moved to notify delinquent homeowners after 30 days, Jasper seconded, and the motion passed unanimously.
- d. The Board selected its 2009-2010 officers. Bill Halprin was named Assistant Treasurer; all other Board Members retained their existing titles.

8. NEXT BOARD OF DIRECTOR'S MEETING

The next Board of Directors meeting is scheduled for May 26, in the Club Room, at 7:30 PM.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:30 PM.

Respectfully submitted by CitiScape Management:

Approved by the Board

Date

