

**Telegraph Landing  
Board of Directors Meeting  
Wednesday, January 18, 2005**

**MINUTES**

**BOARD MEMBERS PRESENT:**      President:                      Nancy Spero  
   Vice President:              Morton Beebe  
   Treasurer:                      Barry Shiller  
   Deputy Treasurer:          Barbara Charlton  
   Secretary:                      Marilyn Nichols

**PROPERTY MANAGER:**              Chris Corey  
   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**

The minutes of the November 16, 2005 Board of Directors meeting were approved.

**3.      OPENING HOMEOWNERS' INPUT**

A member asked about a better cable package. Morton Beebe reported that Comcast would not agree to any bulk package changes but will work with individual homeowners.

A member requested the board freeze all actions until after the elections because he was disturbed with the direction the association is taking.

A member reported that the ventilation ducts in the common hallway of the 152 Lombard building which had been making unusually loud noise and blowing cold air were no longer doing so. The property manager advised the fans were temporarily shut-off pending investigation and repair.

A member reported on where to acquire replacement mirrors for the original medicine cabinets installed in units. She will publish the information in the newsletter.

A member complained that the shopping carts are often left on stairwell landings and in the corridors and asked if the janitorial staff could bring them back to the garage level. The property manager will advise staff accordingly.

**4.      TREASURER'S REPORT**

Treasurer Barbara Charlton presented the November Treasurer's Report. The net operating revenue budget variance of -\$27,901 is partially offset by a decrease in expenses, so net income was \$67,387.

As of January 1, 2006, there is a new state law concerning delinquency collections. Before a lien is placed, it must come before the board in open session, amongst other requirements. The board must create a payment plan policy, and contact Association attorney Ann Rankin to advise. There will also need to be a "meet and confer" board member to interface with any delinquent members during the collection process. Once the lien is placed, there must be an alternative resolution process

available. The Association attorney is evaluating current policies to see if they are in compliance. Barbara Charlton presented the Delinquency Control Policy written by Linnea Juarez of CFM to conform with the new law and moved that it be approved. Morton Beebe seconded the motion, which passed unanimously.

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

Property Manager Chris Corey submitted and recommended a proposal by The Carlisle Group to perform an independent assessment of the Telegraph Landing complex and its security programs, for the purpose of evaluating the effectiveness of the systems currently in place, and making specific professional recommendations for correcting any deficiencies. Mr. Ken Carlisle, a principal of The Carlisle Group appeared and the meeting and addressed board member and homeowner questions concerning his firm's background and the services offered. Mr. Carlisle is the former Director of Security for The Signal Companies southern California and started contracting independently in 1987. Carlisle's evaluation considers many factors including crime environment, access control, surveillance, personnel, etc. and makes a risk assessment, including cost estimates that can be provided to any contractor for implementation. A member asked if the report would be distributed to members. Chris suggested that dissemination of the report would not be advisable as it is a sensitive operation document. Nancy Spero spoke of a former homeowner who brought in friends who stole from other members pointing up the need for limited access. Barry Shiller moved to accept the Carlisle Group's services, Marilyn Nichols seconded, and the motion passed unanimously.

Chris presented a proposal to replace all emergency exit sign electrical fixtures with new energy-efficient LED fixtures. The cost of the changeover for all four building is \$13,500. Energy savings are expected to recoup costs in five years. In addition, rebate programs occasionally offered by Pacific Gas & Electric will be pursued to recover some of the cost of the new fixtures however, it is difficult to rely on the success of that option due to the arduous application procedure and the fluidity of the program funds. Barry Shiller moved to grant the major projects committee authority to implement the change pending the installation of one as a pilot. The motion was seconded by Marilyn Nichols and unanimously approved.

An estimated premium for earthquake insurance at Telegraph Landing is \$140-160,000/year, subject to a \$40 million policy limit and 10% deductible. The sense of the membership present was that the insurance is too costly with too little coverage. Chris also reported that the master insurance policy is \$64,000.

Further to previous unsuccessful attempts by Mort Beebe and Chris to reach out to Comcast to negotiate an upgrade in the bulk cable television service package currently provided to the association, Chris advised that he met with representative of EchoStar/Dish Network to discuss its bulk serve options. He reported that initial discussions appear to show both financial and service advantages to the Dish Network option, but more investigation would be needed. Chris proposed that if the board would be amenable to considering a change in the current service provider, he and Mort Beebe could work together on developing a proposal for consideration at a future board meeting. The consensus of the board was that the alternative was worth further investigation.

## **6. OLD BUSINESS**

Morton Beebe gave a status report on 2006 Major Projects. The eighth and ninth floor windows on Building 1 are about to be installed by Saarman. Morton expressed his satisfaction with Alpha's work on Building 3. Scaffolding is tentatively scheduled to go up on Building 4 in May. Building 1's scaffolding is expected to be up until March. Barry Shiller noted that the association is very close to signing a contract with Ferrari-Moe for work on Buildings 2 and 4. They will do an analysis of the windows in Building 2 to see if the problems are similar in nature to those in Building 1.

Regarding Building 4, Alpha knows the building and did good work on Building 3, but another line of thought is to put it out to bid. The majority of the Major Projects Committee recommended giving the work to Alpha without the bid process. A member expressed concern that Alpha won't have an incentive to cut costs without a bid process. Barbara Charlton noted that the bid process requires spending around \$20,000 on Ferrari-Moe. Another member noted that by avoiding the bid process the overall project will be completed more promptly, and thanked the Major Projects Committee for all their hard work. Four other members encouraged the board to continue with Alpha, and the general sense of the membership was to avoid the bid process.

Barry Shiller asked for permission from the Board to approve the contract with Ferrari-Moe, Buildings 2 and 4. There are technical legal issues regarding third parties and clarifying costs on Building 2 windows, as Barbara Charlton noted that the current contract includes window work in Building 2 that is not certain. Barry moved that the Board permit the signing of the contract for Building 4, only, pending agreement on the particular legal issues. Seconded by Barbara Charlton, the motion passed unanimously. Building 2's contract will be addressed in the future.

The board considered a previously tabled proposal by Utility Cost Management (UCM) to conduct a comprehensive three-year rate audit for gas, electric, water, sewer and trash collection services. Property Manager Chris Corey introduced Chris Wiehl from UCM and read a letter of recommendation from the Property Manager of the Fillmore Center. Mr. Wiehl explained that UCM works with PG&E to correct errors and noted that as of January 1, 2006 there will be increases in electricity rates of 10 - 12%; 20 -30% for gas. They will also review water, garbage and sewer bills and will take a commission only if savings are collected or credited. Barry Shiller asked about insuring that rate changes stick and that PG&E won't turn around and take the savings back. Mr. Wiehl explained that UCM works with the utility's Tariffs and Compliance Department in implementing the changes, so all changes are implemented with PG&E's full oversight. Marilyn Nichols spoke with five other homeowners associations who use UCM. They were all positive; some associations have them come in every year to check their bills. A member asked about getting rebates for elderly and disabled, which is also an available option. UCM's 50% commission applies only to any refunds or credits over the last three years and one year going forward.

Barry Shiller moved that, provided the contract meets the association's legal scrutiny, to accept UCM's services. The motion was seconded by Marilyn Nichols and passed unanimously.

**7. NEW BUSINESS**

Nancy Spero moved to establish Tuesday, April 4, 2006 for the annual members' meeting. Barbara Charlton seconded, and the motion passed unanimously. Notice will be given of place and time.

**8. COMMITTEE REPORTS**

The Nomination Committee, chaired by Florence Harlan, includes members Barbara Charlton, Steve Weiner, JoAnn Rose, and Marilyn Nichols. Ms. Harlan reported that the nomination process is complete and five candidates were nominated. The Committee will meet next week to get information from the nominees and set up candidate forum(s). The nominees are: Morton Beebe, Harold Kluckhohn, David Madden, Barry Shiller, and Nancy Spero.

(Note: Mr. Kluckhohn formally withdrew his candidacy on January 19, 2006)

The Maintenance Committee reported that new signs are going up in the gym, and will work with the Carlisle Group regarding the bike racks.

Beverly reported for the Communications Committee, proposing to move the website to its own address: [www.tlonlinesf.info](http://www.tlonlinesf.info). Marilyn Nichols moved to approve Beverly's Telegraph Landing

website plan. Seconded by Morton Beebe, the motion passed unanimously. The board and membership thanked the webmaster for all her hard work.

Regarding the valves for homeowner drip irrigation lines, Barry Shiller spoke to the relevant city official, Dan DeQue at 415-252-3859, who noted that since the association's faucets are above the drip system, homeowners only need to install the small, inexpensive drip-valves.

Morton Beebe attended an information meeting for the planned project at 1620 Montgomery, and expressed many concerns of Telegraph Landing homeowners, including a garage entrance parallel to Telegraph Landing's that could cause traffic congestion; that the plan is for 94 one-bedroom units instead of fewer two-, three- or four-bedroom units; and the increase lack of street parking. Nancy Spero noted that if homeowners are interested, the board can take a position on the project.

**9. MEMBER CONCERNS**

A member expressed concern about boxes and personal items inappropriately stored in the garage. Chris Corey noted that he has asked the maintenance company to collect all abandoned and improperly stored items from the garage for haul-away. He also indicated that he hopes to improve security surveillance system in the garage area in order to identify those responsible for improper storage so that costs for removing large personal items left or discarded in common areas may be charged back to them.

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

The next meeting of the Board of Directors is scheduled for Wednesday, February 15, 2006. There being no further business to come before the Board, the meeting adjourned at 9:05 p.m.

Approved by the Board:

Secretary \_\_\_\_\_ Date \_\_\_\_\_

