

Liquid Sugar Owners Association

BOARD MEETING MINUTES

March 6, 2009

Draft

Board of Directors present:

Steve Lefkovits	President
Nina Irani	Secretary/Treasurer
Jeff Shaw	Vice President

Also present is Trevor Milledge, CCAM, of Association Communications, Inc., Homeowner Association Management.

CALL TO ORDER

President Steve Lefkovits, at the Aquarius Café 65th street Emeryville, calls the meeting to order at 12:02 P.M.

UNFINISHED BUSINESS

- 8-07-2: CAB Loan – CLOSED ITEM.
- 2-08-1: Housekeeping – Service will take place 3-9-09 due to incimate weather. Scheduling and follow procedures were discussed. Management was directed to create a vendor performance tracking matrix. OPEN ITEM.
- 2-08-3: Realty Comm. agreement – The Board confirmed that the agreement was previously approved during executive session; **it was moved to ratify the decision of approving the contract with Realty Comm. Partners, seconded, one abstains.** OPEN ITEM.

NEW BUSINESS

- 5-08-1: Fire System Inspection – Results of the fire system inspection were discussed. The Emeryville Fire Department is on record as having approved the removal of the smoke detectors underneath the windows in all hallways. CLOSED ITEM.
- 5-08-2: Management oversight of vendors – The Board asked management to schedule regular walkthroughs on Thursdays, the service day for the landscapers. Management will keep track of vendors performance and comments to be used during contract renewal reviews. OPEN ITEM.

ACTION ITEMS

To Do's: Create vendor tracking matrix, schedule regular walkthrough with Del Conte landscaping. Email the vendor tracking matrix and updated to do list to the Board when complete. Get window cleaning bids. Call USPS for package box key. Newsletter: New website email list.

Meeting schedule: Meeting to be held the first Friday of every month at Noon at the Café Aquarius 65th street. Membership meetings will be May 28 (Budget Meeting), July 30, November 26 (Annual meeting)

ADJOURNMENT

A motion is made, duly seconded and it is therefore unanimously resolved to adjourn the meeting at 1:14 PM.

Respectfully submitted,

Nina Irani, Secretary for
Liquid Sugar Owners Association Board of Directors