

Liquid Sugar Owners Association

BOARD MEETING MINUTES

March 30, 2011

Board of Directors present:

Bo Komar	President
David Perper	VP
Emilio Franchy	Secretary/Treasurer

Also present are two homeowners, Maria Aguayo, CCAM, of Association Communications, Inc., Homeowner Association Management and two representatives from Statcomm, Inc.

CALL TO ORDER

President Bo Komar calls the meeting to order at 7:07 P.M. at the Glashaus Community Room, 65th Street. Just prior to the meeting the Board reviewed the status of the fire protection system with Statcomm.

HOMEOWNERS CONCERNS

New Owners:

1246 Carrington mortgage – will be a rental

306—Unit has a water heater fan running 24/7 causing a vibration in Emilio Franchy's unit. Emilio reports that the fan continues to run 24/7. Management is requested to draft a second courtesy letter and attempt to contact the owner via email and/or phone if contact information is available.

An owner in building A continues to contact Management to request a key to her building. Management has confirmed with Glenview Lock & Key that all residents received a key. In the future, if the owner continues to request a key Management is directed to inform the unit owner that replacement keys are available at their expense.

One owner reports the neighbor above does not have carpet throughout 75% of the unit. Noise concerns were expressed, the owner will reach out to his neighbor once more to preserve the neighborly relationship established prior to requesting Management's assistance.

A request on behalf of a neighbor was expressed by Vice President Perper regarding a future reduction in dues. The Board touched on the topic and will address the request formally during the next budget season.

One owner reports the stairwell lighting above the doors are on 24/7. Management is requested to dispatch the handy man to adjust the timer.

One owner reports that her request for access to the yahoo group was never granted. Management to contact Steve Lefkovits to inquire about any historical knowledge he may have regarding the current yahoo group administrator passwords.

APPROVAL OF THE MINUTES

A motion is made, seconded and carried and it is therefore unanimously resolved to approve of the minutes of January 2011, as written.

Treasurer's Report

Financial Exceptions Report: As of 1/31/2011, the operating balance totals \$71,857 with \$3,269,549 in reserves, and accounts receivable total \$28,499. The Association is tracking \$6,855 under budget. **A motion is made, seconded and carried and it is therefore unanimously resolved to approve the January 31, 2011 financial report.**

A motion is made, seconded and carried and it is therefore unanimously resolved to forward account #204 to collections in compliance with the collections policy.

A motion is made, seconded and carried and it is therefore unanimously resolved to approve the resolution request from ASAP to assign the debt for the following account to personal obligations in compliance with the collections policy: 1279

A motion is made, seconded and carried and it is therefore unanimously resolved to approve the resolution request from ASAP to forward the following account to small claims in two separate actions: APN #049-1541-118-00

NEW BUSINESS

03-11-1: Signage –President Komar presented the Board with a mock up entry way sign which will be fabricated using brushed aluminum. The sign contains the stairwell number and unit addresses and was given a rough quote of \$395 ea. President Komar has agreed to head the signage updating project. Management will contact the Emeryville Fire Department to discuss signage requirements. **A motion is made, seconded and carried and it is therefore unanimously resolved to approve a not to exceed limit of \$2500 to consult a graphic designer to be chosen by President Komar for design finalization. OPEN ITEM.**

03-11-2: Pest Control – **A motion is made, seconded and carried and it is therefore unanimously resolved to approve Management hiring a pest control company for rodent control not to exceed \$200 monthly.** The bate boxes from Terminix where not removed upon service cancellation. OPEN ITEM.

- 03-11-3: Mailbox Options – The Board has agreed to replace the current mailboxes with new boxes with horizontal slots large enough to accommodate legal sized packages and include larger parcel boxes. The boxes should include address numbers. They will remain in the same locations in the tunnels. President Komar will provide a final mailbox option to Management prior to completion of the reconstruction project. OPEN ITEM.

UNFINISHED BUSINESS

- 01-11-1: Janitorial Services— Management is requested to provide a pricing sheet from White Magic to review the current contract and additional services needed which should include additional vacuuming. OPEN ITEM.
- 01-11-3: Courtyard Lighting— All bollard lights are completed. President Komar is working with RA to test out new lighting in the tunnels. The Board reviewed the recently installed flood light in the 65th St. tunnel and was pleased with the lighting provided. OPEN ITEM.
- 01-11-4: Trash Rooms— CLOSED ITEM.
- 01-11-5: Entry Systems— Management is requested to activate an access code for the Emeryville PD and Fire Department. Management is also requested to contact David Price with RA regarding the option for installing entry gates at both entrances. OPEN ITEM.
- 01-11-6: Goal Planning – The Board has proposed an annual social to be catered. This year’s social theme is a “thank you” to RA and the crew members and the HOA members for their patience and support during the reconstruction project. Management to add an article in the upcoming newsletter about their interest and availability for weekday/weekend. For increased meeting attendance Management is requested to place a double sided colored agenda in a plastic page cover on the entry way doors. OPEN ITEM.
- 03-10-01: Statcomm Proposals –Management is requested to provide a draft notice to the Board for review to be issued to the remaining residents in need of annual fire alarm testing. The notice should state that that this is the final attempt to gain unforced access, failure to contact Management within “X” amount of time will result in forced entry as stated in the CC&R’s through the use of a locksmith, all fees incurred including the cost for the additional site visit by Statcomm will be assessed for reimbursement for failure to cooperate. Statcomm to provide a generic notice to Management to incorporate into the notice. OPEN ITEM.

A motion is made, seconded and carried and it is therefore unanimously resolved to approve the proposals from Statcomm for \$5,472.10 to perform the following maintenance repairs.

- 1 water flow switch
 - 1 missing escutcheon
 - 28 missing and faded signs
 - 3 2" dielectric union & up to 6' corroded 2" pipes
 - 1 .5 orifice at inspectors test valve bldg A
 - Clean and replace 12 2.5" gaskets and threads
 - Rotate misc valves, flow switches & wrenches throughout complex
- CLOSED ITEM

10-10-02: Landscape Renovations – **A motion is made, seconded and carried and it is therefore unanimously resolved to hire D&H Landscape to provide weekly landscape services for \$760 monthly.** Management is requested to formalize the contract between the HOA and D&H and arrange for services to commence immediately. A request was made to have the 65th/66th grasses trimmed back. CLOSED ITEM.

ACTION ITEMS

Newsletter: Do not paint sprinkler system cover plates, Access needed for remaining units for fire inspection, Entry system guidelines (9 to confirm entrance, no # sign needed for 4 digit entry codes, tips for delivery driver entry, do not share your codes), annual "thank you" social and availability, new meeting location, rules reminder i.e. 75% carpeting, volume control, etc.

Next Agenda: 2011-12 Budget

To Do: dumpster signage

ADJOURNMENT

A motion is made, duly seconded and it is therefore unanimously resolved to adjourn the meeting at 9:04 PM.

Respectfully submitted,

Emilio Franchy, Secretary for
Liquid Sugar Owners Association Board of Directors

2011 Resolutions

March

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Pest Control – A motion is made, seconded and carried and it is therefore unanimously resolved to approve Management hiring a pest control company for rodent control not to exceed \$200 monthly.

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Landscape—A motion is made, seconded and carried and it is therefore unanimously approved to hire D&H Landscape to provide weekly landscape services for \$760 monthly.