

# MUSEUM PARC

## HOMEOWNERS' ASSOCIATION

### BOARD OF DIRECTORS MEETING MINUTES

Friday, December 9, 2005

**Location:** West Ed, 730 Harrison Street, Fifth Floor, California Room  
San Francisco, CA 94107

**Present:** Peter Hartman, President  
Jim Bourgart, Vice President  
Neil Rains, Secretary  
Dick Siebert, Treasurer  
Ellen Kiyomizu, Member at Large

Michael Alfaro, President of Titan Management Group  
Robin A. Romo, General Manager  
Donna Chow, Assistant General Manager

**Homeowner(s) Present:**

20 Homeowners were present

**CALL MEETING TO ORDER**

With there being a quorum resent, the Board of Directors meeting commenced at 7:00pm. There were 20 homeowners present. A sign in sheet was circulated.

**PRESENTATION BY FLEXCAR**

A FlexiCar Representative presented the advantages to having a car-share available to the Homeowners.

**HOMEOWNERS' CONCERNS**

- Many homeowners voiced their concerns over the lack of communication between Management and homeowners. A homeowner's forum was mentioned as a method for improving the communication. Management will organize and schedule the event.
- A homeowner asked for an explanation on the role Aztech is playing in the reconstruction of the units involved in the recent water loss in the 22 stack. Management explained Aztech was hired by the insurance company to rebuild the damaged units.
- Another homeowner wanted to know what the proper procedure for reporting maintenance issues is. Management explained that homeowners must call in the issue to the Association Office first, rather than reporting the issue directly to Engineering or Security. By informing Management first, the problem can be better tracked. A suggestion was made by a homeowner that an application/form where homeowners can fill out and submit to Management would make reporting maintenance issues better and more clear cut. Management stated he is already working on a format.

**APPROVED**

- Another homeowner brought up problems in regards to Security. Many homeowners observed Security not paying attention to what is going on, not stopping people to inquire their business in the building and request they sign in, and losing packages. Management explained that there will be another training meeting for the in-house Security guards covering all the issues that have been mentioned and starting 2006, a new security company will be hired for our outhouse Security guards.
- Another homeowner brought up the issue of the current remodeling being done in Unit 406. She asked whether a Unit Modification application was submitted and who reviewed it because she heard that the work being done in Unit 406 may present structural damage to the building and the Building Inspector had stopped the work because there was no permit for the work done. Management explained that the work being done in Unit 406 will not structurally harm the building in anyway and that a permit has been acquired for the work. Management went on to explain that sometimes during a remodeling, at the beginning, a permit may not be required but as the work progresses, a permit may suddenly become necessary. The Building Inspector has approved the work and the work being done was approved by the Architectural Review Committee.

## **VIOLATION HEARINGS/LETTERS**

1. There aren't any violation hearings scheduled for this meeting.
2. There aren't any violation letters for review.

## **BUSINESS MEETING**

### **Approval of Minutes**

1. A motion was made, seconded, and carried to approve the Monday, October 31, 2005 meeting minutes with changes.

### **Committee Reports**

#### **1. Governing Document Revision Committee- Ellen Kiyomizu**

- GDRC member, Ellen Kiyomizu, reported the revisions are progressing. There are now two major issues the committee must work on. One big issue the committee is dealing with is the Pet issue. The current version's Pet rule is quite standard. The committee wants to make it more flexible so when the entire revised document is presented to the Homeowners, there will be a higher chance of getting approval. The second issue is the matter pertaining to term limits. Michael Alfaro stated that term limits would adversely affect the continuity of the Board. Ellen said they are still exploring the idea. Jim Bourgart wanted to know when a copy of this second revision would be available for the Board to review and when the Homeowners will get a copy. Ellen said the second revision should be ready in January. Jim wants to set a deadline of end of next week. Peter agreed. Ellen agreed to send out the second revision by the end of next week via email. Once the Board looks over the second revision, all that needs to be done is send the comments to Ann Rankin.

#### **2. Architectural Review Committee- Neil Rains**

- ARC member, Neil Rains, informed the Board of Directors that the lobby lights and fabric has been installed and things look quite good. The new interior designer has submitted a proposal and the committee will review the proposal before presenting it to the Board. The committee plans to be on this Saturday at 10:00am.
- Richard Siebert asked Neil to explain the proper procedure for submitting a Unit Modification application. Neil explained that the Unit Modification application is first submitted to Management for review, then distributed to the Architectural Review

**APPROVED**

Committee for their approval. An ARC member felt that the proper procedure for submission can be clarified at the planned Homeowners Forum. Richard Siebert agreed.

### **3. Technology Committee- Sharon Berg**

TC member, Sharon Berg, reported the committee is considering the possibility of setting up two sites, one for the general public interested in Museum Parc and one for Homeowners where a login password is necessary. This will give homeowners a source for acquiring information in regards to Museum Parc.

### **4. MP-HOA Building Oversight Committee- Richard Siebert**

- BOC member, Richard Siebert, reported that the committee would like to oversee the Holiday Bonus distribution this year. Peter Hartman voiced his concern that it seems like micromanaging. Neil Rains wanted to know if the bonus will go only to staff members and who exactly are considered staff. Management stated that the in-house Security and Sanny are the Association employees. Richard Siebert wanted to include contracted regular staff, such as Ling, the contracted custodial employee. Management said that he will sit with the BOC members and make recommendations for distributing to the staff and for possible regularly contracted employees. After discussing the issue, the Board approved the BOC to oversee this year's Holiday Bonus distribution. The BOC members that will be involved are Tony Yeh and Katherine Quinlan.

### **Financial Review**

1. The Board of Directors reviewed the delinquent accounts. There are two units in collection status.
2. The Board of Directors reviewed the Income and Expense analysis.

### **Management Report**

1. The Board of Directors reviewed the Action Matrix. Management said that he can create an Active Completed List for the fiscal year. After each Board Meeting, the completed items can be moved to this list, which will clear up the matrix.
2. The Board of Directors reviewed the Board of Directors calendar. Management announced that Robin Romo will no longer be the General Manager of Museum Parc. Michael Alfaro will be GM as he trains a GM from another building to be the new General Manager.

### **UNFINISHED BUSINESS**

1. Roof Discussion- The Board of Directors went over the meeting with Pat Collins and his analysis of the roof. The next step is for Pat to analyze the drawings of the roof. Management was instructed to find the drawings of the roof and give them to Pat on Monday. Once Pat analyzes the roof drawings, the Board of Directors will set up a special session with him, possibly in the first or second week of January.
2. Lo E- Neil Rains reported that the Lo E glass will be installed this Wednesday. Once it is finished, he will see if it is noticeably different in appearance.

### **CORRESPONDENCE**

1. The Board of Directors reviewed the correspondence.

### **SCHEDULE NEXT MEETING**

The next Board of Directors meeting will be posted at a later date.

### **ADJOURNMENT**

A motion was made, seconded, and carried to adjourn the meeting at 9:20pm. The Board of Directors immediately adjourned into an Executive Session to discuss personnel matters.

# **APPROVED**

Assistant General Manager, Donna Chow, respectfully submits these meeting minutes.

**AGREED & APPROVED**

**By:** \_\_\_\_\_

Board Secretary- Neil Rains  
Museum Parc Homeowners' Association

**Date:** \_\_\_\_\_

**APPROVED**