

MUSEUM PARC

HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES Tuesday, February 28, 2006

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

Michael Alfaro, General Manager
Jenny Hau, Assistant General Manager

Not Present: Ellen Kiyomizu, Member at Large

Homeowners: 4

CALL MEETING TO ORDER

With there being a quorum present, the President Peter Hartman called the meeting to order at 6:01pm. There were four (4) homeowners present. A sign-in sheet was circulated.

HOMEOWNERS' CONCERNS

- A member of the Governing Documents Revision Committee inquired about the detail of the discussion regarding the Term Limit. This issue was discussed during the Board of Directors meeting in January and will be visited later in the agenda under Committee Reports.

HEARINGS/PRESENTATIONS/LETTERS

1. There are scheduled hearings.

BUSINESS MEETING

Approval of Minutes

1. A motion was made, seconded, and carried to approve the January 2006 meeting minutes with two revisions.

Committee Reports

1. **Governing Document Revision Committee- Cliff Kane**
 - Member Cliff Kane inquired about a meeting that should be set up with the Association attorney before this meeting. President Peter Hartman reviewed the discussion with Ellen during the previous Board of Directors meeting. The Board believes that the proposed

APPROVED

Term Limit poses many concerns and complexity. Some concerns include the complexity of the 6th member's responsibility, lack of candidate, and replacement of existing term limit with a more complex rule. At this point, the attorney will review the revisions and submit final draft for the Association's homeowners to vote on.

- Member Cliff Kane questioned about the voting process and the proxy ballots. When an absent member submits the proxy ballot, who actually votes for the absentee. Management clarified that the proxy counts toward the quorum and not toward the vote.

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

- ARC member Neil Rains introduced Cece Kaufman, Interior Designer, and reported on the progress regarding the lobby remodel. Cece Kaufman presented the team's ideas, final designs, and budget for this project. The Board of Directors would like to review the budget along with the updated Reserve Study. A meeting is set for March 13, 2006 at 6:30pm to review the Reserve Study with John Beatty.

3. **Technology Committee-**

- No report submitted. On behalf of the Technology Committee, Neil Rains updated the Board of Directors with some ideas regarding the website. The committee would like to create an orientation that focuses on Museum Parc instead of the city of San Francisco, add more photos and more technology.

4. **MPHOA Oversight Committee- Richard Siebert**

- Dick Siebert, Chair of the MRC, referred to Tony Yeh regarding the status of the next Homeowners Forum. Tony Yeh recommended scheduling this forum in April instead of March, due to schedule conflict with the upcoming Annual Meeting. He also requested for updates regarding some concerns that were brought up during the previous Homeowners Forum.
- Although a letter was sent out to the homeowners regarding the increase of 2006 assessments, members are still not clear on how this happened. Management will meet with Tony Yeh to further clarify and discuss this.
- Dick Siebert expressed that Board Members were not involved in the budget process and requested to be informed about it this year. Budget process will begin in July this year with Board Members' involvement.

Financial Review

1. The Board of Directors reviewed the delinquent accounts.
2. The Board of Directors reviewed the Income and Expense analysis.

Management Report

1. The Board of Directors reviewed the Action Matrix. Items to be added include cleaning of the garbage room, maintaining security cameras, repairing pad in the freight elevator, and inspecting smoke detectors in the units.
2. Management explained that over the past month, the focus was on Security. Issues to address are delivery and removal of unit memos, patrolling courtyard, and chatting. Begin in March, we would like to focus more on Maintenance.
3. The Board of Directors reviewed a letter from a resident regarding the maintenance issues around the common areas.
4. The Board of Directors reviewed the Board of Directors calendar.

UNFINISHED BUSINESS

1. **Roof Discussion**

APPROVED

- Management presented estimate provided by Pat Collins, a roofing consultant to obtain proposals. The Board of Directors requested for changes to the estimate. Management will continue to work with Pat Collins and wait for his recommendations.

2. Building Entry – Walk-off Doormat

- The budget of this new item is approximately \$3,500. The Board of Directors will approve this after reviewing the Reserve Study on March 13, 2006.

NEW BUSINESS

1. Elevator Key Fob Installation - BAR

- An estimate was provided by United Safe to install Key Fob readers to the elevators. The Board of Directors will table this issue until the funding is updated for the reserve study after the meeting on March 13, 2006.

2. Installation of Alarm on P2 and P3 Vestibules Doors - BAR

- The Board of Directors reviewed the estimate for adding alarms to the P2 and P3 elevator vestibules. This alarm will ring if the doors are left opened for more than 30 seconds. This will help prevent users to leave the door open and unattended. A motion was made, seconded and carried to approve the installation of alarm.

3. Unit 906 – Request for Policy Waiver - BAR

- The Board of Directors reviewed the letter and application from a potential buyer. After thorough considerations, Management suggested to let the Association attorney review the situation and make recommendations on replying to the potential buyer.

4. Approval of Interior Hall Painting

- The Board of Directors reviewed three proposals for painting the hallway walls. A motion was made, seconded and carried to approve Melina Painting under the condition that they review and sign our Association's requirements.

CORRESPONDENCE

1. The Board of Directors reviewed the correspondence.

SCHEDULE NEXT MEETING

The next Board of Directors meeting is tentatively scheduled for Tuesday, March, 28, 2006, at 6:00pm.

ADJOURNMENT

A motion was made, seconded, and carried to adjourn the meeting at 8:57pm.

Assistant General Manager, Jenny Hau, respectfully submits these meeting minutes.

AGREED & APPROVED

By: _____

Board Secretary- Neil Rains
Museum Parc Homeowners' Association

Date: _____

APPROVED