

# MUSEUM PARC

## HOMEOWNERS' ASSOCIATION

### BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 19, 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  
Ellen Kiyomizu, Member at Large

Michael Alfaro, General Manager  
Jenny Hau, Assistant General Manager

#### CALL MEETING TO ORDER

With there being a quorum present, the Board of Directors meeting commenced at 6:00pm. There were three (3) homeowners present.

#### HOMEOWNERS' CONCERNS

- An ARC member inquired about recoating the brass frame glass lobby entry door.
- An ARC member about re-plating the brass elevator call buttons.
- An ARC inquired about polishing or replacing the trash can in the lobby.
- A homeowner inquired about repositioning the camera to focus closer at security desk.

#### HEARINGS/PRESENTATIONS/LETTERS

1. **Unit 620** – Management issued two separate violation notices for unit #620. One violation notice for unauthorized construction in the unit and the one for the unauthorized use of the residential elevators for moving construction tools/materials. The owner was not in attendance of the meeting to respond to either notice. The board deliberated in executive session and reached a final conclusion. Management was instructed to notify the unit owner of the board's decision.
2. **Unit 406** – The owner of unit #406 was in attendance at the meeting for the purpose of presenting the board of directors with a chronology of events pertaining to the remodeling of a bathroom in the unit and her compliance with the Association's "Unit Modification Agreement." Arielle Bourgart provided the board with the following testimony:
  - The initial remodel plan consisted of the replacement of the existing bathtub, toilet, sink vanity cabinet and tiling around the bathtub.
  - The remodel plan was discussed with the head of the ARC to determine the need for permits, architectural drawings or review/approval of the ARC. The resident was told that because the project was to be a "replacement in kind," building permits would not be needed and the ARC would not need to review and approve the plan.

**APPROVED**

- Upon removing the bathtub and attempting to replace the tub with a new tub, the technician determined that the drain line for the new tub did not line up with the old tub's existing drain line. The installation of the new tub required a 4" X 2" section of concrete to be removed at the floor area. While removing the concrete a small section of rebar was exposed for a period of 24 hours before being covered in concrete after installing the new tub drain. The rebar was never cut or damaged. Additionally, there are no "post-tension cables" located in the concrete.
- An SF Building Inspector was called to the unit in response to a complaint. Upon inspecting the unit, the Building Inspector determined that no structural damage had occurred, but did request that a plumbing permit be taken out for the plumbing scope of the remodel.
- Building and plumbing permits were obtained for the scope of the remodel. The remodel work was subsequently inspected, approved and signed off by the SF Building and Plumbing Inspectors.
- The final sign-off on the building permit clearly states that NO structural damage occurred to the building.  
After hearing the testimony the board opened the floor up to any homeowners' comments and questions. None of the residents in attendance at the meeting spoke in this regard. The board determined that a violation had not occurred and that a formal deliberation/ruling was not applicable. The homeowner submitted a written summary of her testimony, which is available upon request at the Association Management Office.

## **BUSINESS MEETING**

### **Approval of Minutes**

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

### **Committee Reports**

1. **Governing Document Revision Committee- Ellen Kiyomizu**
  - Ellen informed the Board of Directors that the committee scheduled the Association to review the two pending issues: Pet Rules and Term Limits. The drafted policy for the Term Limits was handed out for the Board of Directors to review.
2. **Architectural Review Committee- Neil Rains**
  - ARC member, Neil Rains, informed the Board of Directors that an interior designer has been hired and designing options are being reviewed by the committee. Updates will be available by next week.
3. **Technology Committee- Sharon Berg**
  - Sharon Management informed the Board of Directors that the web person is in process of setting up internet with password access, adding pictures to the site and adding the Reserve Study.
4. **MPHOA Oversight Committee- Richard Siebert**
  - Dick Siebert, Chair of the MRC, commented on the great outcome of the HOA Forum and proposed Tony Yeh to moderate the HOA Forum. The board discussed the possibility of having a homeowner forum every 2-3 weeks. The next forum will be held in March and scheduled by Tony Yeh.

**APPROVED**

## **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. One member requested for colored copies in the future. Add the following items to the Action Matrix – re-plate glass door and call buttons in elevators and polish trash can.
2. The Board of Directors reviewed the Board of Directors calendar.

## **UNFINISHED BUSINESS**

### **1. Roof Discussion**

- Management informed the Board of Directors that homeowners are concerned about the reoccurring leaks from the roof into the same four units. Management explained that although the cause of the leaks is different the area where water leaks into the units is the same. The board and management discussed the importance of obtaining specifications and bid proposals for replacing the roof. Management was instructed to work with Pat Collins a roofing consultant to obtain proposals.

## **NEW BUSINESS**

### **1. Security – Front Desk Access Protocol - BAR**

- A motion was made, seconded and carried to adopt the Front Desk Access Protocol and form a Security Committee.

### **2. Exterior Pressure Washing of Building – BAR**

- Item to be added in the Reserve Study.

### **3. Building Entry – Walk-off Doormat**

- Diagram provided to the Board of Directors. The ARC agreed to submit the drawing and carpet samples to the interior designer for review.

### **4. Staff Salaries**

- To be discussed during Executive Session.

### **5. Assessment Increase**

- After several homeowners reported a higher increase of the assessments, a memo was posted during the first week of the month to explain that Management will further investigate this with the Association CPA. The CPA confirmed that the calculations were correct. Another letter will be mailed to the homeowners and a follow up memo will also be posted to further clarify the calculations of the 2006 Assessments.

### **6. 2006 Board of Directors Meeting**

- The Board of Directors confirmed meeting dates for the rest of the year to be on 4<sup>th</sup> Tuesday of each month.

## **CORRESPONDENCE**

1. The Board of Directors reviewed the correspondence.

## **SCHEDULE NEXT MEETING**

The next Board of Directors meeting is tentatively scheduled for Tuesday, February, 28, 2006, at 6:00pm. Future Board of Directors meetings are scheduled on every fourth Tuesday of the month.

# **APPROVED**

**ADJOURNMENT**

A motion was made, seconded, and carried to adjourn the meeting at 8:45pm. The Board of Directors adjourned to an executive session immediately after the meeting to assess fines and discuss security staff salary.

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

**AGREED & APPROVED**

**By:** \_\_\_\_\_  
Board Secretary- Neil Rains  
Museum Parc Homeowners' Association

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

**APPROVED**