

MUSEUM PARC

HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 25, 2005

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

Present: Peter Hartman, President
Neil Rains, Secretary
Ellen Kiyomizu, Treasurer
Len Almalech, Member-At-Large

Robin A. Romo, Property Manager

CALL MEETING TO ORDER

With there being a quorum present, the Board of Directors meeting commenced at 6:21pm.

HOMEOWNERS' CONCERNS

- A homeowner asked Management to inspect the roll-up garage gates. She indicated the gate was very noisy and causing a disturbance the units adjacent to the gates.

VIOLATION HEARINGS/LETTERS

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

BUSINESS MEETING

Approval of Minutes

1. The Board of Directors reviewed the Tuesday, October 26, 2004 meeting minutes. A motion was made, seconded, and carried to approve the minutes with changes.
2. The Board of Directors reviewed the Tuesday, December 7, 2004 meeting minutes. A motion was made, seconded, and carried to approve the minutes with changes.

Committee Reports

1. **Governing Document Revision Committee- Ellen Kiyomizu**
Ellen informed the Board of Directors that the contract with Ann Rankin to revise the CC&Rs has been signed and the process of revising the CC&Rs has started.
2. **Garage Purchase Committee- No report submitted.**

3. Architectural Review Committee- Neil Rains

Neil informed the Board of Directors that the committee had the soffits in the lobby and elevator banks measured. At this time, they are trying to get lights. The designer is also gathering materials together for the project. They hope to present the materials to the Board of Directors at the next meeting.

4. Technology Committee- No report submitted.

5. **Swimming Pool Update-** The Board of Directors discussed Club One's requests for compensation in exchange for pool privileges.

Financial Review

1. The Board of Directors reviewed the account in collections.
2. The Board of Directors reviewed the income and expense analysis.

Management Report

1. The Board of Directors reviewed the Action Matrix.
2. The Board of Directors reviewed the Board of Directors calendar. Management pointed out that it was time to start preparing for the annual meeting. The annual meeting has been tentatively set for Wednesday, March 16, 2005. Management to send out an e-mail to the board members after the meeting to confirm the date.
3. **Building Cleaning-** Management informed the Board of Directors that we had one bid in place for the exterior cleaning of the building. Management was instructed to obtain two more for the Board to review.

UNFINISHED BUSINESS

- There is no unfinished business at this time.

NEW BUSINESS

1. **Fire Inspection Update-** Management reviewed the fire inspection report from our October 2004 inspection. Management was instructed to write a letter to the Fire Marshal asking for an exception on the magnetic door locks.
2. **Roof Inspection-** The Board of Directors discussed the condition of the roof. Management was instructed to obtain three studies on the condition of the roof from independent roofing experts. Three studies will be obtained and submitted in the next board packets for the Board's review. Based upon the studies presented, the Homeowners' Association's Board of Directors will make a recommendation to the Master Owners' Association.
3. **Common Area Storage-** A board member informed those present at the meeting that he noticed many people leaving trash outside of their doors, rather than bringing it to the garbage room. Management was instructed to post notices instructing homeowners to stop leaving their garbage or other belongings in the common areas.

CORRESPONDENCE

1. The Board of Directors reviewed the correspondence.

SCHEDULE NEXT MEETING

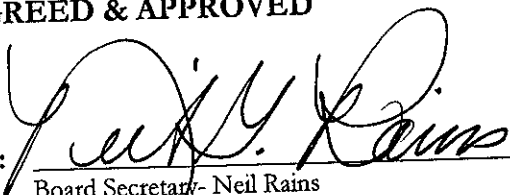
The next Board of Directors meeting is scheduled for Tuesday, February 22, 2005, at 6:00pm.

ADJOURNMENT

A motion was made, seconded, and carried to adjourn the meeting at 8:05pm.

General Manager, Robin Romo, respectfully submits these meeting minutes.

AGREED & APPROVED

By: 
Board Secretary- Neil Rains
Museum Park Homeowners' Association

Date: ~~FEB 21~~ 2005