

MUSEUM PARC

MASTER OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 25, 2007

Location: Club One, 350 Third Street
San Francisco, CA 94107

Present: Michelle Long, Vice President
Peter Hartman, Treasurer
Jonathan Cummings, Secretary
Alison Dohrmann, Member at Large

Jenny Hau, General Manager

Not Present: Bill Garlock, President

CALL MEETING TO ORDER

With there being a quorum present, the Board of Directors meeting commenced at 8:50am. There were no homeowners present.

HOMEOWNERS' COMMUNICATION

- Management presented an email from a homeowner who inquired about special rates for visitors that stay overnight.

BUSINESS MEETING

Resolution of Master Insurance Policy

1. The Board of Directors reviewed the invoice from Acordia of California for the 2007 insurance policy premium. A motion was made, seconded, and carried to approve a resolution for the full payment of \$59,866.28 by borrowing from the Reserve Account and repaying this amount in 12 monthly installments of \$4,988.86.

Confirm Appointment of Officers

1. The officers of the Museum Parc Master Owners Association are:
 - a. Bill Garlock, President
 - b. Michelle Long, Vice President
 - c. Peter Hartman, Treasurer
 - d. Jonathan Cummings, Secretary
 - e. Alison Dohrmann, Member-at-Large

Authorization of Check Signing and Updating Signature Cards

1. The Board of Directors signed the signature card for the Sterling Bank Reserve Account.

APPROVED

Review Master Owners Association Reserve Study

1. Management explained that John D. Beatty Company is in the process of revising the Reserve Study to be updated with the roof replacement project.

Update on Roof Replacement Resolution

1. Management reported that the Association Consultant has been working with roofing contractors on preparing the specifications of roof replacement and that bids will be presented the Museum Parc Homeowners Association for recommendation.
2. President Garlock signed a resolution for replacing the roof in December 2006 with an agreement of a special assessment to be implemented once the roof replacement bid is approved.

SCHEDULE NEXT MEETING

The next Board of Directors meeting is tentatively scheduled for Thursday, April 26, 2007, at 8:30am. Michelle Long requested the discussion of remodeling the Master Owners Association bathrooms to be added to the next meeting agenda. The Association would like to add automatic air fresheners, repaint the walls and deep clean the tile floors. Management, on behalf of Peter Hartman, requested to add the discussion of redrafting a resolution for the Master Owners Association Earthquake/Disaster Fund to be added to the next meeting agenda.

ADJOURNMENT

As there were no other business presented to the Board of Directors, a motion was made, seconded, and carried to adjourn the meeting at 8:56am.

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

AGREED & APPROVED

By: 
Board Secretary- Jonathan Cummings
Museum Parc Master Owners Association

Date: 9/27/07

APPROVED