

# MUSEUM PARC

## HOMEOWNERS' ASSOCIATION

### BOARD OF DIRECTORS MEETING MINUTES

Tuesday, June 26, 2007

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

**Present:** Scott Lane, President  
James Donnelly, Vice President/Treasurer  
Martin Maguss, Secretary  
Tom Fell, Member At Large  
Neil Rains, Co-Owner Representative

Jenny Hau, General Manager  
Jennifer Battad, Administrative Assistant

Glen Hagashioka, Mechanical Engineer  
Richard Lisowski, Coinmach

**Homeowners:** 5

#### CALL MEETING TO ORDER

With there being a quorum present, Vice President James Donnelly called the meeting to order at 6:07pm. There were five homeowners present. A sign-in sheet was circulated.

#### PRESENTATION FROM MECHANICAL ENGINEER

1. **Building Air Conditioning** – Glen Hagashioka explained the required structural changes to accommodate installation of air conditioning, which will entail a huge expense. He further mentioned other less expensive alternatives for individual units that are mostly affected by the heat.
2. **Low E Glass** – Glen presented the efficiency of low E glass. Management was instructed to collect samples and bids for low E glass.
3. **Trash Compactor** – Glen reported that this area should be reviewed by an Acoustical Engineer if the residents are concerned about the noise and vibration impact from the machine. Management was instructed to put a sign with the hours of operation.
4. **Cooling Tower** – Glen reported that the cooling tower requires some maintenance work on the exterior housing.

#### PRESENTATION FROM COINMACH

Richard Lisowski made a presentation on a new service agreement with Coinmach for new Speed Queen washing machines. The Board of Directors discussed some questions and concerns with Richard and would make a decision after more discussion amongst themselves.

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## **HOMEOWNERS' CONCERNS**

1. A homeowner reported that the window washers left staging equipment on the lawn in the courtyard.
2. A homeowner reported that the bottom of the window panes are not cleaned, while the washers explained that is due to the residue of the concrete structure staining the window panes when the rain hits and splashes.
3. A homeowner reported that the hand bars of the glass doors at the entrance are stained again.
4. A homeowner reported that there is a neon sign on the window of the restaurant on Folsom Street.
5. A homeowner reported that the rental car drivers also go the wrong way in the garage while driving fast.

## **VIOLATION HEARING**

A hearing session was conducted with a homeowner who was in violation of the nuisance policy. The Board of Directors to discuss outcome of the hearing in the Executive Session that is scheduled after the meeting.

## **BUSINESS MEETING**

### **Approval of Minutes**

1. The Board of Directors reviewed the meeting minutes. A motion was made, seconded, and carried to approve the May Board of Directors Meeting minutes with one revision.

### **Committee Reports**

1. **Governing Document Revision Committee- Jim Donnelly**
  - Jim Donnelly reported that we still do not have enough votes.
2. **Architectural Review Committee- Neil Rains**
  - Neil Rains reported that the management received a response from the carpet installer and the carpet in the mailroom area will be replaced at no additional cost to the Association. However, the Association will purchase the additional carpets.
  - Neil Rains reported that the wood vendor will install wood panels to the frame of the doors leading to the public restrooms.
  - Neil Rains reported that the maintenance office door should be painted.
  - Neil Rains requested the mailroom floor to be polished.
  - Neil Rains reported that the ARC is in discussion about graphics for walls.
  - Neil Rains reported that the ARC identified some plants but have not selected the planters for the front of the building.
3. **Technology Committee- Tom Fell**
  - Tom Fell reported that a survey will be drafted and provided to management.
4. **MPHOA Oversight Committee- Tom Fell**
  - Tom Fell suggested to get two on-site maintenance engineers

### **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. Management was instructed to print the completed items on a separate page and check off items on the list with Sunny.

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2. The Board of Directors reviewed the Board of Directors calendar.

## **UNFINISHED BUSINESS**

### **1. Roof Update**

- Neil Rains reported that the contract agreement has been reviewed the Association's attorney and consultant.
- Scott Lane reported that the MOA agreed to the new increased amount and will sign a new resolution for this project.

### **2. Flag Poles on the Roof**

- Management reported that a vendor for repairing flag pullies have not been located yet.

### **3. Garage Card Reader Relocation**

- Management reported that the MOA is researching on this.

### **4. Building Seal to Protect Against Graffiti**

- Management presented a bid for applying the solution onto the building for approximately \$3,000. Management was instructed to collect two more estimates.

### **5. Laundry Service Agreement**

- The Board of Directors had a discussion about the laundry service agreement. A motion was made, seconded and carried to approve renewing the agreement with Coinmach.

### **6. Hallway Painting Proposal**

- Management was instructed to create specifications for the painting of hallway doors and collect two more bids.

## **NEW BUSINESS**

### **1. Solar Power – Report from Integrated Powers**

- The Board of Directors suggested discussing this at the next meeting.

### **2. Renewal of Landscape Contract**

- The Board of Directors reviewed the landscape agreement and recommended fertilization to take place once a month.

### **3. Cooling Tower Replacement/Refurbishing**

- Neil Rains reported that more estimates should be collected and recommended revisiting this a few months later after the roofing project is concluded.

## **CORRESPONDENCE**

There were no correspondences.

## **SCHEDULE NEXT MEETING**

The next Board of Directors meeting is tentatively scheduled for Tuesday, July 24, 2007 at 6:00pm.

## **ADJOURNMENT**

A motion was made, seconded, and carried to adjourn the meeting into an Executive Session at 9:15pm to review violation notices.

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

## **AGREED & APPROVED**

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

Board Secretary- Martin Maguss  
Museum Parc Homeowners' Association

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

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