

MUSEUM PARC

HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, April 27, 2004

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

Present: Peter Hartman, President
Neil Rains, Secretary
Ellen Kiyomizu, Treasurer
Robin A. Romo, General Manager

I. CALL MEETING TO ORDER

With there being a quorum present, the Board of Directors meeting commenced at 6:08pm. There were three homeowners present.

II. HOMEOWNERS' CONCERNS

- A homeowner reported their concerns about the service we receive from our contract security service. The homeowner complained that he observed the contract security guard reading a newspaper at the console. When the homeowner approached, the guard didn't acknowledge him. Management to follow-up with Guardsmark.
- A homeowner reported that she found several lit cigarettes on her patio. The cigarettes are being thrown from the patio above her. The homeowner indicated that she had witnessed the homeowner throw the cigarettes from her patio several times. Management to follow-up with the homeowner in violation.
- A homeowner reported that water was flowing back into his unit from his bathtub. He suspects that the water line needs to be snaked. Management to follow-up on homeowner's request.

III. VIOLATION HEARINGS/LETTERS

- There was one violation hearing. A decision was made in Executive Session.
- The Board reviewed three violation letters.

IV. BUSINESS MEETING

A. MEETING MINUTES

A motion was made, seconded, and carried to approve the February 24, 2004, Board of Directors' Meeting minutes with changes.

B. FINANCIAL REVIEW

1. The Board of Directors reviewed the Delinquency Report. At this time, there are two homeowners currently in collection status. Three more homeowners are due to be sent to collections.
2. Management reviewed the Income and Expense Analysis report

C. COMMITTEE REPORTS

1. Governing Document Revision Committee
 - A representative of the GDRC informed the Board of Directors that the group had completed all revisions. Copies of these revisions were handed out in a previous meeting. The top two pages of the document summarize the changes in the CC&Rs.
 - a. One of the directors present expressed concerns about the Architectural Review Control proposed changes. The representative suggested that the ARC review the document and then send an e-mail to the GDRC with their concerns.
 - b. The Board of Directors asked to hold a special meeting to review the proposed CC&R changes. Date to be determined.
1. Garage Purchase Committee
 - No report submitted at this time. One of the directors informed those present that there was an article in the Associated Press about the parking situation in the SOMA. The article reported that parking in the area would become very scarce and very expensive.
2. Architectural Review Committee
 - A representative of the ARC indicated that they met with several interior designer and are prepared to make a suggestion to the Board of Directors. Management was asked to look into the reserve funds to determine how much is left for interior design changes.
3. Technology Committee
 - A representative from the Technology Committee informed the Board of Directors that the site was ready to be introduced to the general population. He asked the Board members if they felt the same way. All directors were in agreement that the site could be introduced to the community. The directors inquired if it were possible to add a secure log in so that the site was limited to homeowners only. The representative indicated that a web host could be added. The representative added one other caveat: he recommended that the association NOT use PDF files on the site.

D. MANAGEMENT REPORT

1. The Board of Directors reviewed the updated Action Matrix.

E. UNFINISHED BUSINESS

- Updates on Annual Meeting- At the annual meeting, the community elected two members to the Board of Directors. The elected officers are incumbents Jim Bourgart and Ellen Kiyomizu.
- Fire Inspection Update- Management informed the Board of Directors that a fire inspection conducted in another building with magnetic door locks did not result in a violation. Board Secretary, Neil Rains, will include this information in his letter to the new fire chief.
- Discussion of Policy for Persons with Disabilities- Management informed the Board of Directors that the waiver was complete and was pending approval from the Department of Fair Employment and Housing.

F. NEW BUSINESS

1. Legal Counsel Update- CC&R Revisions- Management informed the Board of Directors that they had obtained two bids for the necessary CC&R revisions. At this time, we are waiting for one more proposal for review.

V. CORRESPONDENCE

- The Board of Directors reviewed two bids for security camera upgrades. No decision was made to accept either bid at this time.
- The Board of Directors reviewed the Chaat Café's request for a light box sign for the front of their restaurant. At this time, the request has been approved by the Master Owners' Association. The directors asked management to work with Chaat Café to ensure that a sensitively designed sign was ordered.

VI. SCHEDULE NEXT BOARD MEETING

The next Board of Directors meeting has been scheduled for Tuesday, April 27, 2004, at 6:00pm.

VII. ADJOURNMENT

The meeting was adjourned at 7:53pm.

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

AGREED & APPROVED

By: _____
Board Secretary- Neil Rains
Museum Parc Homeowners' Association

Date: _____