

# MUSEUM PARC

## HOMEOWNERS' ASSOCIATION

### BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 27, 2004

**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  
Ellen Kiyomizu, Treasurer  
Len Almalech, Member at Large  
Michael Alfaro, Property Manager  
Robin A. Romo, Assistant Property Manager

#### I. CALL MEETING TO ORDER

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

#### II. HOMEOWNERS' CONCERNS

- A homeowner expressed concerns about a security issue in the building. The homeowner reported that he found the Folsom Street door leading to Third Street unsecured. This happened twice in one day. The homeowner reported the issue to security but felt that they did not take ownership of the issue. Management informed the homeowner and the Board of Directors that the issue was addressed with all the security guards and that extra measures were now in place to ensure that all exit doors were checked thoroughly.

#### III. VIOLATION HEARINGS/LETTERS

- There are no violation hearings at this time.
- The Board of Directors reviewed two violation letters.

#### IV. BUSINESS MEETING

##### A. MEETING MINUTES

A motion was made, seconded, and carried to approve the December 3, 2003, Board of Directors' Meeting minutes.

##### B. FINANCIAL REVIEW

1. The Board of Directors reviewed the Delinquency Report. At this time, there are two homeowners currently in collection status. Two more homeowners are due to be sent to collections.
2. Management reviewed the Income and Expense Analysis report
3. The Board of Directors reviewed a letter from a homeowner who was unhappy with a letter that was sent to him by our accountant. The homeowner was insulted by the content of the letter and felt the homeowners' association should be aware of it. Management was instructed to contact the accountant and work to revise the letter.

**C. COMMITTEE REPORTS**

1. Governing Document Revision Committee
  - A report was submitted by a representative of the GDRC. Their next committee meeting is scheduled for February 4, 2004. There are two lengthy sections remaining. The group will decide at the meeting what their next steps will be.
2. Garage Purchase Committee
  - No report submitted at this time.
3. Architectural Review Committee
  - A representative of the ARC indicated that they met with three interior designers and have received two proposals for design services. The group will reconvene within the next few days to review the proposals. They hope to be able to make recommendations to the Board by the next Board meeting.
4. Technology Committee
  - A representative from the Technology Committee informed the Board of Directors that the website is ready to go. The reason for the delay was payment for the web hosting service. Management agreed to meet with the committee representative the following day to follow-up on this issue.

**D. MANAGEMENT REPORT**

1. The Board of Directors reviewed the updated Action Matrix.
2. Management informed the Board of Directors about two roof leaks in the building. Both roof leaks were investigated and were in the process of being repaired.
3. Management informed the Board of Directors about a leak in one unit from the unit above. Both homeowners were contacted by the Homeowners' Association office and put in touch with one another. No further action is required by Management.

**E. UNFINISHED BUSINESS**

- Discussion of Policy for Persons with Disabilities- The Board of Directors tabled this issue for discussion in an Executive Session.
- Fire Inspection Update- The Board Secretary informed the Board that he did an inspection of several highrise buildings in the immediate area. He learned that there were many buildings that have magnetic locks on their doors and do not have panic bars. Unfortunately, there is no appeal process for the Fire Marshal's decision. A decision was made to exhaust all administrative appeals. If this route is not successful, a letter will be sent to the new fire chief. The Board Secretary will draft a letter for the Board's review and will bring it to the February meeting for approval.

**F. NEW BUSINESS**

1. The Board of Directors discussed possible dates for the March 2004 Annual Homeowners' meeting. Management was asked to offer several dates to be considered. Management was also asked to begin finding locations for the event.
2. Management informed the Board of Directors that the solicitation letter for the two open director positions would be mailed out before the end of the month.

**V. SCHEDULE NEXT MEETING**

The next Board of Directors meeting has been scheduled for Tuesday, February 24, 2004, at 6:00pm.

**VI. ADJOURNMENT**

The meeting was adjourned at 7:33pm.

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

**AGREED & APPROVED**

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

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