

# MUSEUM PARC

## HOMEOWNERS' ASSOCIATION

### BOARD OF DIRECTORS MEETING MINUTES

Tuesday, May 25, 2004

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

**Present:** Peter Hartman, President  
Jim Bourgart, Vice President  
Ellen Kiyomizu, Treasurer  
Robin A. Romo, General Manager  
Tina M. Chow, Assistant General Manager

#### I. CALL MEETING TO ORDER

With there being a quorum present, the Board of Directors meeting commenced at 6:11pm.

#### II. HOMEOWNERS' CONCERNS

- There weren't any concerns reported.

#### III. VIOLATION HEARINGS/LETTERS

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

#### IV. BUSINESS MEETING

##### A. MEETING MINUTES

A motion was made, seconded, and carried to approve the Tuesday, April 27, 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.
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 and were simply waiting for the Board's directives. The representative suggested holding a special meeting so that the Board members could review the whole document together. Once this is completed, a final version will be compiled and sent to the attorney for approval. A member of the ARC expressed her committee's concerns with the revisions affecting the membership of the ARC. The GDRC representative informed the committee member accepted these concerns and agreed to take her feedback into consideration.

2. Garage Purchase Committee
  - No report submitted at this time.
3. Architectural Review Committee
  - A representative of the ARC indicated that they had selected Deborah \*\*\* as the interior designer who will oversee the final touches on the lobby renovation. ARC member, Neil Rains, will draw up a letter of agreement between the Association and \*\*\*. The letter of agreement will be sent to the Board of Directors for approval at a later date.
4. Technology Committee
  - Report submitted. Committee member, Rick Rees, submitted a report to the Board of Directors regarding the feedback received on the newly launched Museum Parc website. He wrote that there were two significant points to consider: (1) homeowners did not want to use a password to access the website and (2) people preferred having a PDF option when downloading files. After discussing the password situation, the Board of Directors agreed that password protection was not necessary at this time.
  - The Board of Directors reviewed the formal feedback received by the committee.

**D. MANAGEMENT REPORT**

1. The Board of Directors reviewed the updated Action Matrix. During the review, a Board member inquired about the status of the replacement numbers for the unit doors. Management informed the Board of Directors that they were unable to procure the replacement inserts for the numbers. After discussion about the number of units that needed replacement numbers, Management was instructed to return to the next board meeting with alternatives for new door number hardware.

**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. Jim Bourgart has been elected to the position of Vice President. Ellen Kiyomizu has been elected to the position of Treasurer.

**F. NEW BUSINESS**

1. Legal Counsel Bids- CC&R Revisions- Management presented the Board of Directors with three bids for CC&R revisions. At this time, a decision on which bid to accept has been tabled. Bids will be reviewed at a later time and a decision will be formally made at the following Board of Directors meeting.
2. WiFi Upgrades- The Board of Directors reviewed WiFi upgrade information. The Board of Directors also reviewed correspondence from a concerned homeowner who is opposed to WiFi technology.

**V. CORRESPONDENCE**

- The Board of Directors reviewed the three bids received for window cleaning. A motion was made, seconded, and carried to approve the bid received from See Through Services. Management to send acceptance letter to vendor and schedule cleaning.

**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 7:25pm.

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

**AGREED & APPROVED**

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

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