

MUSEUM PARC

HOMEOWNERS' ASSOCIATION

SPECIAL BOARD OF DIRECTORS MEETING MINUTES Monday, March 13, 2006

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
Dick Siebert, Treasurer
Ellen Kiyomizu, Member at Large

Michael Alfaro, General Manager
Jenny Hau, Assistant General Manager

Homeowners: 0

CALL MEETING TO ORDER

With there being a quorum present, the President Peter Hartman called the meeting to order at 6:35pm. A sign-in sheet was circulated.

HOMEOWNERS' CONCERNS

There were no homeowners concerns.

HEARINGS/PRESENTATIONS/LETTERS

There are no scheduled hearings.

BUSINESS MEETING

Michael Alfaro introduced the Reserve Study and provided an overview of this report.

Roof Repair/Replacement

The Board of Directors reviewed the proposal provided by a roofing consultant. The Master Owners Association agreed to retain the roofing consultant for reviewing the condition of the roof and making the recommendation to either replace or repair the roof.

Reserve Study and Funding

The Board of Directors reviewed the Reserve Study and the funds that pertain to the major components of the property and suggested some revisions. The Board of Directors will approve the final draft via email as soon as it becomes available.

APPROVED

1. **Lobby Remodeling** – The Board of Directors reviewed the budget and scope of work provided by CeCe Kaufman, Interior Designer. A motion was made, seconded and carried to adopt the plan for the lobby enhancements. Management will contact Ms. Kaufman to begin remodeling project.
2. **Roof Top Function Room** – President Peter Hartman discussed the idea of a roof top function room. This idea was brought up in the past because the Homeowners Association does not have any office or function space. The room on the roof could be used as a management office.

SCHEDULE NEXT MEETING

The next meeting is the Annual Meeting scheduled for Tuesday, March, 28, 2006, at 7:30pm.

ADJOURNMENT

A motion was made, seconded, and carried to adjourn the meeting at 8:10pm.

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

AGREED & APPROVED

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

Date: _____

APPROVED