

**Beverlywood West Homeowners Association
Board of Directors Meeting
September 19, 2006
Draft Minutes**

Officers and Directors Present:

Helen Seid, President (HS)	Rosanne Feild (RF)
Michael Gotz, Vice President (MG)	Robert Mullens (RM)
Gerry Stern, Vice President (GS)	Robert Steinberg (RS)
John Beard, Secretary (JB)	

Others Present:

Anne Brand, 18B	Patrick & Katherine Newall, 16E
David & Nicky Bregman, 19F	Craig Pause, 7C
Anne Cholakian (?), 24A	Robert Schlanger, 22E
Rosemary Coughlin, 23A	Gary & Barbara Steed, 23B
Timothy Edwards, 20D	Yvette Stern, 16A
Spencer Gill, 28B	Mel Siverts, 14C
Carol Greenstein, 19H	Stephen Stuart, 11F
James and Sakae Hawley, 24C	Vicki Wu, 9A
Irving & Diane Maltzman, 22B	Kathleen Norman, Classic Property Management (KN).

I. The meeting was called to order at 7:04 p.m.

II. Discussion from the Floor:

James Hawley expressed opposition to a change in address, mainly because a projected cost of \$39,000 would make the change unreasonable. Mr. Hawley said that he would have to notify 160 correspondents of the change.

Nicky Bregman suggested that the janitorial company clean Lot 5 three times each week, the same as the tot lot. She presented a petition, signed by 29 homeowners, to have no new restrictions on dogs, and a letter from "Pet Owners at Beverlywood West," asking for some kind of compromise.

David Bregman reported a problem with corrosion in his patio, lime coming out of the step next to the sliding door. KN responded that it would be examined.

Carol Greenstein expressed her opposition to an address change and that she would like to know the status of the matter. RS said that it is still being considered.

Gary Steed reported asked what was being done with a sewer problem near building 23. KN responded that a contractor will investigate it next Friday and that the problem will be addressed.

Barbara Steed reported that a light on the back of building 23 is out. KN responded that Tony reported it 10 days ago and that a work order has been placed with Ramco Electric.

Stephen Stuart spoke of two issues: (a) There are termites in his bedroom, even after treatment by Pest Options. RM responded that building 11F is second on the list to be fumigated. (b) He suggested that the Board consider having the tot lot covered, like the playground at El Rincon school, because having the janitorial service clean it three times a week may not be cost-effective. HS said that the Board has already found that to cover the ground of the Tot Lot would cost \$50,000. Mr. Stuart said that he would also check into the cost of covering the ground in the Tot Lot.

Patrick Newall spoke of four issues: (a) There have been five swarms of termites in unit 16E. KN responded that work has been started to address the matter. (b) He wants dogs to be allowed in Lot 5. (c) A table in the children's pool area is missing a top. KN responded that a replacement is on order. (d) He asked about the pool violation that prompted the special notice to all homeowners.

Vicki Wu asked if there were any other areas (than Lot 5) for dogs. RM responded that they could use an ivy bed near building 17 without causing any problems for anyone, and that in addition to dog excrement being left in Lot 5, dog urine is killing the grass in Lot 5.

Spencer Gill asked about the urgency of prohibiting dogs from Lot 5, and stated that he wants Lot 5 kept open for dogs.

Katherine Newall stated that she wants Lot 5 to be left open for dogs.

Mel Siverts said that dog owners, not dogs, are the problem in Lot 5, and if Lot 5 is closed, then owners will have to take their dogs to the area near building 17. He also said that the Board should send letters owners of dogs that bark at night, that it is not an Animal Control issue, and that owners of barking dogs have been warned and fined in the past and should be, now. RS responded that the barking issue will be addressed in executive session and that part of the problem regarding control of dog excrement is that the owners who leave it behind are not easily identified.

Robert Schlanger said that he has talked with dog trainers who said that if the dogs are healthy, the grass is healthy. He does not see that the dog waste in Lot 5 presents any health risk to children who play there.

III. Agenda:

Motion (RS, RS): Add to the agenda a request from MG to be reimbursed for the cost of the newsletter. Approved.

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IV. Approval of August Minutes:

Motion (RS, RF): Approve the minutes of the August meeting with three corrections. Item II: Correct spelling of “Karen Shalt” to read “Karen Shaw.” Item IV: Replace “July” with “August.” Item VII: Correct “...need to maintenance of shingles...” to read, “...need for maintenance work on shingles...” Approved.

V. Financial Report:

RM reviewed the financial reports included in the Board packet and reported that overall spending has been within the budget and that current assets are at slightly more than \$372,000, after having completed some necessary re-roofing and wood repairs. So far this year, \$103,519 has been spent from the reserve account and \$132,072 has been put into it. Spending from the operating account is running slightly under budget for utilities, well under budget for maintenance, and over budget for contracts, mostly pest control.

RS questioned the increase in telephone bill. KN will review the bill and report back at the next meeting.

RM reported that only two homeowner's dues payments are in arrears.

Motion (RS, GS): Approve the September financial reports. Approved.

VI. Finance

GS presented narrative and graphic explanation of the benefits of establishing an index-based approach to adjusting homeowners' dues, annually.

Motion (GS, RS): Adopt a policy of adjusting homeowner's dues, annually, based on Worldatwork Salary Budget Survey, starting January 2007. Approved.

VII. Landscaping

Yvette Stern presented and explained correspondence from Rancho California Landscaping, including a tree-trimming schedule, proposed schedule and cost estimates for upgrading the irrigations system, and proposals for several landscape improvements and replacements.

KN said that she would follow up with Holy Cross Cemetery regarding replacement of an oleander in Lot 5 destroyed by a branch that fell from a tree in the cemetery. KN said that the irrigation upgrade plan submitted by Rancho should be reviewed and all areas inspected before a final plan is approved. She will walk through the complex with Yvette and Sal during the first week of October to ascertain priorities, and will get clarification of cost of “work excluded” in their cost estimate. She said that Rancho should revise their cost estimates after priorities are set following the walk-through.

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HS presented for consideration an idea of offering homeowners an opportunity to dedicate trees in the complex as a way of raising money to offset landscaping improvement costs.

VIII. Maintenance

KN presented an estimate from Avalon Roofing of \$16,300 to clean, repair, and recoat the wood shake mansard roof facades. RF said that the Maintenance Committee will research the alternatives and report its findings at the next meeting.

KN presented a proposal from Pest Options for fumigating all buildings in the complex. They propose that it be done in phases with several buildings in each phase. The cost would be \$133,500 for the total complex, approximately \$856 per unit. KN reported that fumigation would require residents to vacate their units for two nights (Thursday and Friday) and be back on site the morning (Saturday) after tenting is removed to allow entrance to their units for reconnection of gas. KN will get estimates for subterranean termite extermination to done at the same time, and will get two more bids for the next Board meeting.

KN will purchase a new clock for the pool and have a pool hours sign posted under the clock.

RF said that she has found a source for front door replacements that match existing doors, and that the committee will prepare architectural standards for the new Board Policies and Procedures manual.

IX. Governance

GS presented a concept of having an advisory board of committee of persons with expertise, but no vested interest in BWW, as a resource to advise the Board regarding long-term needs, major plans, and addressing very difficult issues.

GS presented a draft outline of the new Board Policies and Procedures Manual.

X. Rules & Judiciary

MG reported that Ilbert Phillips and Carol Greenstein are work on developing new election procedures required by the Davis-Stirling Act. The Committee will present the new rules at the October meeting, as they must be ready at least 60 days before the next election.

RS reported that he has discussed with Ilbert Phillips the idea of having overlapping two-year terms for Board members to provide more continuity in BWW governance. The Board would need to determine when to implement the change, and the change in lengths of terms would require a revision of Article V, Section 3 of the Bylaws.

Motion (RF, GS): The Board will notify homeowners that the next election of Board members will be conducted by mail. Approved.

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HS proposed that a survey of all homeowners be conducted, soon, to gather information needed for updating the BWW Homeowners Directory. This survey could be included with the Social/CIAO committee survey of homeowners' interests in social activities.

MG reported that he has received numerous complaints of the dog waste left in Lot 5. The Board discussed the matter and the fact that no homeowners in favor of prohibiting dogs from Lot 5 came to the Board meeting.

Motion (RS, RF): Table any decision to add a rule prohibiting dogs in Lot 5 for further research and consideration.

XI. Social CIAO

Anne Brand presented a proposed flyer to announce a "trick or treat parade," starting in the party room at 5:00 p.m. October 31. The Board approved distribution.

Anne Brand presented a draft of a survey proposed for gathering information about homeowners' interest in social and cultural activities at BWW. The Board approved the questionnaire with a few changes.

XII. Management Report

KN reviewed and explained the Management Report distributed in the Board packet. The Board accepted the report.

XIII. Next Meeting October 17, 2006.

XIV. Meeting Adjourned to Executive Session at 10:15 p.m.

John Beard, Secretary