

Beverlywood West Homeowners Association  
Board of Directors Executive Meeting  
March 20, 2007

**MINUTES**  
**Draft**

**Officers and Directors Present:**

Gerry Stern, President (GS) - Chairperson  
Robert Steinberg, Vice President (GS)  
Anne Cholakian, Director (AC)

Rosanne Feild, Vice President (RF)  
John Beard, Secretary (JB)  
David Bregman, Director (DB)

**Absent:** Robert Mullens, Treasurer (RM)

**Guests:**

Emelie Gerard, 11C  
Mel Siverts, 14C  
Helen Seid, 20E

Terry Shenkman, 14F  
Yvette Borcia-Stern, 16A  
Stephen Stuart, 11F  
Kathleen Norman, Classic Property  
Management (KN).

**I. CALL TO ORDER:** The meeting was called to order at 7:05 p.m.  
GS recognized and welcomed the new Directors, David Bregman and Anne Cholakian.

**II. DISCUSSION FROM THE FLOOR:**

a. One owner (a former Board officer) expressed the following concerns:

1. Solar panels: The solar panels on the roof of the recreation building are for heating the pools. They are the most efficient means of heating the pools. They have six years left on the 15 years guarantee that came with them. They have been disconnected and inoperative since the recreation building was re-roofed two years ago, and need to be reconnected and restored to service.

2. Hazards: Walkways in several areas of the complex are raised by tree roots. They need to be ground even, now, and repaved later.

3. Electrical: The walkway light on a tree near the picket fence, near the ping-pong room, needs to be remounted.

4. Dog waste: Solid dog waste in the volleyball court area is "horrendous" because dog owners do not pick it up and lawn mowing scatters it. The odor permeates the area. Dog urine is killing the grass. The Association should hire someone to clean the area each day.

5. Graffiti: There is graffiti on the slides in the tot lot.

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6. Signage: Signage is becoming more inconsistent. Some garage numbers are missing, and some residents have put very large numbers on their front doors. The Board needs to upgrade the signs throughout the complex.

7. Address change: If the address change initiative is pursued, there will be an “uproar.”

8. Gym room: The room in the recreation building that is being considered for conversion to a gym would be illegal for a gym for lack of ventilation, etc., Furthermore, the need to maintain equipment would make having a gym impractical.

9. Part room benches: Some homeowners recently suggested removing the benches from the party room. This has been done before, based on the idea that it would open the room up more for parties. The benches were reinstalled because there was no place for everyone to sit for most types of occasions.

10. Termites: The termite issue must be addressed, soon, and “the only effective way to do it is to fumigate.”

b. Another homeowner (and former Board officer) presented the following concerns:

1. Solar panels: The Technology Committee is arranging for the solar panels to be restored to service.

2. Party room benches: The benches should remain and, if needed, recovered.

3. Part room budget: The annual budget for party room supplies needs to be set. It was \$100 before, which seems to be adequate.

4. Directory: The homeowners’ directory needs to be printed and distributed. Not all homeowners have agreed to have their information included, but that should not hold it up.

5. Fisheye mirror needed: A fisheye mirror is needed at the entrance to the driveway between buildings 19 and 20 because people drive their cars fast coming uphill on South Drive from Overland and it is hard to see them when exiting the driveway.

**III. AGENDA:**

**Motion (RS, RF): Adopt agenda with the following changes:**

**1. Add “Directory” to item VI. Old Business**

**2. Delete VII. C. “Rancho Landscaping proposal for bldg. 11E tree removal**

**3. Add the following items to VIII. Maintenance:**

**e. “Signage”**

**f. “Solar panels”**

**g. “Leak in garage of 26D”**

**Approved (Unanimous)**

**IV. APPROVAL OF MINUTES (December meeting):**

**Motion (RS, RF): Approve the minutes of the February meeting as written.  
Approved (Unanimous)**

**V. FINANCIAL STATEMENT**

**Motion (RS, RF) Approve the financial statements for January and February as presented in the Board packet, pending final report from RM at the April meeting.  
Approved (Unanimous)**

**VI. OLD BUSINESS**

**a. Earthquake Insurance:**

Emelie Gerard reviewed and explained the seismic risk assessment conducted by ABS Consulting, a complete report of which was distributed to all homeowners and included in the Board packet. In summary, BWW has a “moderate” risk level and a probable maximum loss (PML) rating of 27.6%, which makes us eligible for the Commercial Industrial Owners Alliance Earthquake Insurance (CIBA) Program. Our site vulnerability potential rating is low for fault rupture, landslide, and liquefaction.

Emelie also reported that BWW should consider installing seismic shut-off valves for natural gas lines. While Culver City does not require such valves (City of Los Angeles does), insurance companies look at whether properties have them and may provide discounts for having them. KN added that some lending companies require them to be installed before closing escrow, that they cost at least \$250 per unit to install, and that she will get two bids for the next Board meeting.

Emelie said that she would get a price quote for BWW from CIBA, but if we get coverage for earthquake damage from CIBA, we will have to get all other coverage from CIBA as well. To shop for a whole package, she will need to become BWW’s insurance broker of record.

Pending a decision to purchase new insurance, all money collected through homeowner dues for earthquake insurance will be kept in the reserve fund.

**b. Owners and Residents Directory:** Yvette Borcia-Stern reported that all but 26 homeowners had responded for the request for information for the directory. She requested the Board to instruct Tony to take questionnaire forms to the residents who have not responded. Yvette said that the Directory Committee would get estimates for printing the directory for the next Board meeting.

**Motion (GS, DB): Set March 31 as the deadline for gathering information for the directory and have Tony try once more to get the information from residents.  
Approved (Unanimous)**

## VII. LANDSCAPE

### New Business

**a. Rancho Landscaping proposals regarding groundcover near building 17 and Overland Avenue:** GS reported that the committee is not in agreement regarding this proposal and the source of funding is not clear. No decision can be made without explanation of funding source from RM (absent).

**b. Rancho Landscaping proposal for irrigation system replacement in 2007:**

**Motion (RS, RF): Approve contract for no more than \$26,950.04 with Rancho, as proposed. Approved (Unanimous)**

**c. Rancho Landscaping proposal for removing tree from building 11F:** GS reported that the work was done and Stephen Stuart paid for it.

**d. Planting new trees:** GS reported that Stephen Stuart has offered to donate the price of planting of a tree wherever the committee chooses to plant it.

**e. Continuation of driveway beautification project:** Tabled to next meeting.

## VIII. MAINTENANCE

RF reported as follows:

**a. Fumigation proposal for building 11 from Pest Options:** KN reported that Pest Options bid \$8,265 and that she will contact all the residents to schedule dates for fumigation. KN will arrange for 24-hour security service during the process while residents are gone.

**Motion (RS, RF): Approve contract with Pest Options to fumigate building 11 for \$8,265 with work to be completed within five weeks. Approved (Unanimous)**

**b. Avalon Roofing Contractors, Inc. (ARC) proposal for buildings 17, 18, and 21:** KN presented ARC's proposal to re-roof buildings 17, 18, and 21, including the installation of new skylights, with a 10-year warranty for materials and five-year warranty for labor.

**Motion (RF, DB): Approve contract with ARC, as proposed, subject to written clarification of warranty for skylights and final financial analysis and approval. Approved (Unanimous).**

**c. Update on miscellaneous maintenance issues:** RF gave KN a list of seven tasks identified in September that have not been completed. In addition, KN reported that lights on the front stairs of buildings 9 and 11 are out, and that the light fixture on the South stairs near

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building 2 need to be re-stuccoed. KN said that she would call Sun Electric to repair the lights near buildings 9 and 11.

**d. Fence alternative:** RF brought and showed samples of synthetic fence material used in the new fences installed at the Studio Village townhouses on Sepulveda. Such material may be no more expensive than wood and much more durable. She and AC will research the matter further and bring more information to the next Board meeting.

**e. Signage:** The Board discussed the issue of the need to replace missing unit numbers on garage doors and make a decision regarding the complex name, street name, and unit numbering system.

**Motion (JB, RF): Instruct the Address Change Committee to proceed with a survey of homeowners' preferences for names and numbering system and report the results at the May Board meeting. Approved (For: JB, RF, AC, RS, GS Abstain: DB)**

**f. Solar pool heating system:** KN will have a contractor come next week to prepare a bid to restore the solar heating system to operating condition.

**g. Water leak in 26C and D and 20I:** KN reported that water seeps from 26C into garage of 26D. She will investigate to determine who is responsible for the cost of repair and report back to the Board. KN will stop the work on 20I until she can get legal opinion regarding who is responsible for paying for it.

**Old Business:**

**a. Update on Mansard roofs:** KN has two bids for oiling all shakes on mansard roofs.

**Motion (RS, RF): Table this matter until the next meeting. Approved (Unanimous)**

**IX. RULES AND JUDICIARY:**

**Old Business:**

**a. Election results and Election Inspectors report to Board of Directors:** The Board received and accepted the report. The Board thanks the Election Committee (Ilbert Phillips, Carol Greenstein, and Shari Barrett) for their excellent work.

**X. SOCIAL/CIAO COMMITTEE**

**Old Business:**

**a. Game night flyer:** Yvette Borcia-Stern presented the prototype flyer to announce the upcoming game night.

**Motion (RS, GS): Approve the flyer. Approved (Unanimous)**

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**b. Clubhouse sign for recycle bags:** It was reported that someone has been taking whole boxes of blue recycle bags instead of packets. A notice to not take whole boxes will be put in the newsletter and the Board requested Tony to try to find a way to prevent recurrence of the problem.

**c. Annual budget for CIAO events:**

**Motion (RS, RF): Replenish the \$300 budget for CIAO events for this year. Approved (Unanimous)**

**d. Bulletin board for clubhouse:** The Social/CIAO Committee proposed to have a bulletin board in the recreation building for residents to post announcements, requests, etc. for other residents to see. The Board requested the Committee to study the matter further and present a proposal for size, material, location and cost estimate at the next meeting.

**XI. FINANCE REPORT**

**New Business**

**a. Resolution to file liens:**

**Motion (JB, RS): Approve filing of liens on units designated as A30, C02, and I62 for non-payment of Homeowners Association dues. Approved (Unanimous)**

**XII. MANAGER REPORT**

Actions items on page 63 of the Board packet were reviewed and discussed.

**XIII. NEXT MEETING APRIL 17, 2007.**

**XIV. ADJOURNMENT TO EXECUTIVE SESSION**

**MOTION (RS, GS): Adjourn to executive session at 9:47 p.m. Approved (Unanimous)**

John Beard, Secretary