

Beverlywood West Homeowners Association
Board of Directors Executive Meeting
April 17, 2007

MINUTES
Draft

Officers and Directors Present:

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

Rosanne Feild, Vice President (RF)
John Beard, Secretary (JB)
Robert Mullens, Treasurer (RM)

Guests:

Judy Alter, 22D
Emelie Gerard, 11C
Mel Siverts, 14C

Helen Seid, 20E
Yvette Borcia-Stern, 16A
Heib, 27C
Kathleen Norman, Classic Property
Management (KN).

I. CALL TO ORDER: The meeting was called to order at 7:08 p.m.

II. DISCUSSION FROM THE FLOOR:

A. An owner proposed that the concrete block walls on South Drive be painted. (Another homeowner/former Board officer explained that the concrete blocks “breath,” allowing moisture from the soil behind them to pass through, and that paint would seal them and cause moisture buildup to damage the blocks, eventually. The Board referred the proposal to the Architecture Committee.)

B. An owner in building 11 had three concerns:

1. May residents of building 11 store potted plants from their patios in the recreation building storage room behind the ping-pong room? The matter was added to the agenda (Item IX.e.)

2. A meeting will be held on May 19 for all residents in building 11, which is scheduled for fumigation on May 31, June 1 and 2. Each homeowner will be phoned and sent a letter, and a notice will be posted on the BWW website. No fumes will escape the tent or other affect adjacent areas. Tony will notify residents in neighboring buildings 8, 9, 12, 13, and 14 before fumigation starts.

3. When will the pool deck furniture be put back out for use? A Board member replied that it would be soon.

C. One homeowner raised several questions:

1. What is the status of the solar panels on the roof of the recreations building?

BWW Board of Directors Meeting Minutes, April 17, 2007

2. What is the status of the grinding work to be done on uneven walkways?
3. What is the status of the electrical fixture problems identifying in a prior meeting?
4. The drains of the Jacuzzi are clogged, and should be cleaned only by hydrojet so they will not be damaged. (KN responded that the plumbing company will come this week.) Also, the Jacuzzi drains into the pool drains which have not been cleaned in two years. The drains to the sidewalks need cleaning to keep water out of pool areas.
5. The French train near buildings 20 and 21 needs cleaning.
6. Homeowner saw an advertisement for a garage sale in BWW this coming Saturday, which should be stopped. He will give unit number to RS for action.
7. Homeowner has the contract for the solar panels and will give a copy to KN.

III. AGENDA:

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

- 1. In VIII Maintenance, rearrange the items under Old Business (as reflected in minutes) and add the following items to New Business:**
 - a. Asphalt repair needed between buildings 26 and 16, and near buildings 7 and 15.**
 - b. Parking signs**
 - c. Bug spraying**
- Approved (Unanimous)**

IV. APPROVAL OF MINUTES (March meeting):

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

V. MARCH FINANCIAL STATEMENT

The Board reviewed the January, February, and March financial statements as provided to the Board by e-mail earlier, and RM summarized them by reporting that BWW is in good financial condition and only two homeowners are now in arrears with dues. A synopsis of the statement is as follows:

1. Cash assets at end of March: \$519,201 (vs. \$430,265 January 1, 2007, and \$272,000 January 1, 2006.) Much of this is due to no earthquake insurance premiums being paid in 2007. Reserve expenses were restrained in 2006 and are nil so far in 2007.
2. Operating expenditures currently exceed budget due to several unexpected costs, namely, required mailings, taxes added to the cable TV contract, landscaping services, and pool/Jacuzzi

BWW Board of Directors Meeting Minutes, April 17, 2007

repairs, and other common area plumbing repairs. Several thousand dollars of these expenditures need to be recoded to reserve expenses to bring operating expenditures in line with the budget.

3. Major expenditures that have been approved for roof repairs, irrigation system improvements, and fumigation for termite control do not show on the financial statement but are in line with the current budget and Board-established priorities. Proposals in the current Board packet for several thousand dollars in landscaping exceed the current landscaping budget of \$4,000. Money would have to be taken from the reserve fund to pay for these proposals.

4. The reserve fund has increased by more than \$6,000 per month over the last four months because no earthquake insurance premiums are being paid. \$75,000 was budgeted for earthquake insurance for the year. Before reserve funds are used for any other purposes, the Board needs to decide what to do about earthquake insurance.

**Motion (RS, GS) Approve the financial statement as presented.
Approved (Unanimous)**

VI. Earthquake Insurance:

Emelie Gerard reported that prices for earthquake insurance have not improved since last month. EG said that the options are to continue with Farmers for fire insurance and shop around for earthquake coverage, or shop for all types of insurance at the same time. She said that this is a good time to look for an overall package. As broker of record for BWW, EM, who is an Account Manager with Lockton Insurance Brokers, Inc., would identify needs and go to wholesalers to survey the whole market. Our current agent is not a broker and writes policies only for Farmers. Some carriers who carry earthquake coverage may give us discounts if they also write other policies for BWW. If EM does not find a better deal, BWW could keep the Farmers policy. RM said that we owe it to Steve Segal to tell him that we are considering changing our broker of record. RM will draft letter to Steve Segal for GS signature.

**Motion (RF, DB): Make Lockton Insurance Brokers, Inc. broker of record for all types of coverage and review the results of EM's survey at the August meeting.
Approved (For: JB, DB, AC, RF, GS, RS. Against: RM)**

VII. Landscaping

a. 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. Irrigation System Improvement: GS reported that work will begin next week to replace sections of the irrigations system.

b. Planting: Yvette Borcia-Stern reported that further planting will be delayed for a few weeks.

c. Expenses: RM stated that several homeowners have expressed concerns about the recent cost estimate of \$75,000 for irrigation system replacement because the old estimate was \$60,000 over three years and there is only \$4,000 in reserve for landscaping.

The Board agreed to table more extensive consideration of this matter until a presentation can be made at the June meeting.

VIII. MAINTENANCE

Old Business

a. Solar pool heating system: Joel Forman reviewed the two proposals that were presented in the Board packet and said that the pumps need to be connected to determine whether the panels work.

Motion (DB, AC): Contract with Solar Unlimited to reconnect and test the system and allocate up to \$5,000 to restore it to operating condition.

Approved (Unanimous)

b. Architectural Request: KN reported that responsibility for the repair work needed on the atrium of unit 20I is that of the owner. She has notified the owner, but the wall is still open. KN will send the owner a letter, stating that he has 30 days to close the wall, stucco and finish to match the building. If he fails to comply, the Board will have the work done and charge him for it.

c. Walkway trip hazards: KN reported that she remeasured and remapped the hazards and that Central Grinding will do the work for \$8.25 per linear foot, with at \$500 minimum. She will order the work to be done.

d. Mansard roofs: Proposals from Chapman's Roofing and Avalon Roofing were considered.

Motion (RF, RM): Contract with Avalon to clean, repair, and recoat the mansards roofs on buildings 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 15, and 16, at a cost of \$16,300.

Approved (For: JB, DB, AC, RF, RM, GS Absent: RM)

e. Update on miscellaneous maintenance issues:

1. Electrical: Sun Electric bid \$225 per light to install four lights in the stairs to buildings 9 and 11.

Motion (RF, JB): Contract with Sun Electric to replace and restore to operating condition four lights on the stairway entry in front of buildings 9 and 11 at the price of \$225 (\$900 total)

Approve (For: JB, AC, RF, GS, RS Abstain: DB, RM)

2. Other: Tony Welch reported that a new sign is needed for the swimming pool, six globes need to be replaced on walkway lampposts around the complex, the two lower restrooms have been marked with graffiti, and drivers often exceed the 15 MPH speed limit in the complex. Owners of some units have not provided any emergency phone numbers. RS will request Ilbert Phillips to give an opinion the Board regarding having a new rule that requires all owners to provide their names and phone numbers to the security guard, the violation of which would result in loss of privileges to use common area plus a fine.

All homeowners and residents need to heed the 15 MPH speed limit through the complex.

f. Seismic shut-off valves: KN obtained a proposal for installing seismic shut-off valves for all units at a price of \$46,000. Owners' would have to pay for their own. Further discussion was tabled until the next meeting.

g. Vacuum cleaner for party room: KN will ask Mugsy Wahlrab to buy a new vacuum cleaner for no more than \$200.

New Business

a. Asphalt repair: RF reported that asphalt repair is needed on North/South Drive between buildings 26 and 16 and near the driveway to buildings 7 and 15. KN will obtain bids for the next meeting.

b. Parking signs: RS reported that many old "No Parking" signs need replacing. The Architecture Committee will be asked to study the matter and report back at the next meeting.

c. Bug spraying: RS asked that Pest Options be requested to spray, monthly, for bugs, especially for ant infestations.

IX. RULES AND JUDICIARY:

Old Business:

a. Party room reservations: Tabled until the next meeting.

c. Rules: KN will provide copies of current BWW HOA Rules and Regulations to all Board members.

d. Penalty phase: GS said that the penalties for rules violations have not changed for years and may be too low, now.

Motion (RS, RF): Consider revising Schedule XVI. "Scheduled of Fines and Penalties" in the Rules and Regulations, to read as follows:

First violation:	Written Warning
Second violation:	\$75.00 fine
Third violation:	\$150.00 fine
Fourth violation:	\$250.00 fine and three months suspension of common area

privileges.

The maximum fine may be charged at any time if the violation is serious enough. Warnings and all fines will remain on record for one (1) year from the date they were issued.

Approved (Unanimous)

e. Extended security hours: RS will propose extended hours for security guards at the next meeting.

f. Storage during termite fumigation: Residents of units to be fumigated may store plants and other items in the storage room behind the ping-pong room at their own risk.

X. SOCIAL/CIAO COMMITTEE

Old Business:

a. Bulletin board: Anne Brand reported that a new bulletin board will be installed in the recreation building for homeowners to post announcements.

XI. FINANCE REPORT

New Business

a. Resolution to file lien:

Motion (RF, RS): File lien on unit designated as C02

BWW Board of Directors Meeting Minutes, April 17, 2007

Approved (For: DB, JB, RF, RM, GS, RS. Absent: AC)

XII. MANAGER REPORT

Actions items on page 54 of the Board packet were reviewed and discussed. KN reported that the insurance company of the person who drove into the stone wall at the entrance of South Drive has paid \$2600 to have it repaired.

XIII. NEXT MEETING MAY 15, 2007.

XIV. ADJOURNMENT TO EXECUTIVE SESSION

MOTION (RS, JB): Adjourn to executive session at 10:05 p.m. Approved (Unanimous)

John Beard, Secretary