

Beverlywood West Homeowners Association  
**BOARD OF DIRECTORS REGULAR MEETING**

October 16, 2007

**MINUTES**

**Draft**

**Officers and Directors Present:**

Robert Steinberg, Vice President (RS) - Chairperson

John Beard, Secretary (JB)

David Bregman, Director (DB)

Rosanne Feild, Vice President

Robert Mullens, Treasurer (RM)

Anne Cholakian, Director (AC)

**Absent:** Gerry Stern, President (GS)

**Guests:**

Quing Chen (16F)

Ingrid Day (1B)

Edwina Higginbotham (2D)

Diane Huang (16D)

Craig Pause (7C)

Ilbert Phillips (18A)

Helen Seid (20E)

Mel Siverts (14C)

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

**II. DISCUSSION FROM THE FLOOR:**

A. A homeowner made the following statements:

1. A prior Board of Directors told her before her building was painted that her atrium would be painted at that time. A later Board told her that she had to paint it herself. Now, this board wants her to paint it (from aqua to the same color as the exterior of the building), and she thinks that if the Board wants her atrium painted, then they should have it painted for her.

2. Her building has termite damage.

3. She is opposed to a change in address.

B. A homeowner reported that dogs in unit 10A barked intermittently from 4:40 to 6:00 a.m. this morning.

C. A homeowner made the following statements:

1. His unit has extensive termite infestation. He presented photos of the damage. He said that his unit has had spot treatment several times and gave a printed report of the history of spot treatment. He wants to know who will pay for the termite repairs.

2. He called three of four references he got from the company that treats termites with the desiccant injection (dehydration) method. The numbers the company gave him were useless. He e-mailed the company about the matter and has received no response from them.

3. Roofers working on his building cut the plants in his patio, unnecessarily.

D. A homeowner made the following statements:

1. Termites are swarming in his unit. Pest Options spot treatments have not worked. The Board must decide who will pay for repairing the termite damage. All buildings need to be tented and fumigated, and if the Board does not have all buildings fumigated, it is not fulfilling its fiduciary responsibility

BWW Board of Directors Meeting Minutes, October 16, 2007

2. Why has nothing been done about the excessive dog barking in unit 10A? They “bark at length...a violation of BWW’s CCR’s and Rules.”

3. BWW needs a new pool maintenance service because the present one is not doing its job. The Jacuzzi room is filthy and tiles are missing.

E. A homeowner made the following statements:

1. Expressed thanks to the Board for its diligence in relating to the termite problem.
2. Contractors are using owners’ private outdoor water nibs for cleaning rain gutters and alley, and need to be told to use general water nibs, not those of private units.
3. He needs to know what he needs to do to prepare for termite fumigation because he will be out of town several times in the months ahead. (KN responded that all owners will receive advance notice and asked to attend a special meeting to receive complete information.)

F. A homeowner made the following statements:

1. When roofers recently re-roofed her building, termites fell through the skylights into her unit.
2. Roofers disconnected the air conditioning unit on the roof when they re-roofed her building, then left it disconnected when they left. (A furnace contractor found it that way.)

G. A (new) homeowner said that when she bought her unit, the termite inspectors found many termites, and the previous owner told her that the unit has been treated many times.

**III. AGENDA:**

**Motion (RF, AC): Adopt agenda as revised.  
Approved (Unanimous)**

**IV. APPROVAL OF MINUTES** (September 18, 2007 meeting):

**Motion (RM, RS): Approve the minutes of the September meeting with one correction.  
Approved (Unanimous)**

**V. FINANCIAL STATEMENT**

A. September Financials:

1. RM reported that BWW assets at the end of September are shown as \$447,878, which are down nearly \$15,000 from the previous month as a result of plumbing and irrigation system reserve expenditures of more than \$43,000. An additional \$68,000 of reserve funds were paid for re-roofing of three buildings the first week of October, leaving total assets at about \$380,000, currently. Reserve expenditures are now at budgeted levels for 2007. Operating expenses are \$23,000 over budget because of added expenditures for administrative costs (mostly mailings), taxes, common area maintenance, various contract costs, and extra landscaping.

2. The proposed budget to be reviewed tomorrow includes a \$17 monthly increase to

BWW Board of Directors Meeting Minutes, October 16, 2007

\$422 per month. A 4% increase would result in monthly dues of \$421. Of this \$17 increase, \$14 is for reserves. Operating costs were kept low through some proposed/anticipated reductions in legal fees, earthquake insurance, and roof repairs. The only substantial increase was \$3,000 for extra landscaping. Cable TV costs were also up over \$6,000, based on the anticipated contract. This budget is super tight and could be increased in a number of areas depending upon the priorities of the Board. Addition amounts may need to be budgeted for common area maintenance, extensive landscape/irrigation system improvements, termite treatment, or several other things. A copy of the final budget will be sent to all homeowners after it is approved at the November regular meeting of the Board.

3. The owners of the following units are in arrears with their dues, for which the Board needs to file liens:

- a. Code A30 : \$850
- b. Code : \$2,640
- c. Code : \$2,255
- d. Code : \$875
- e. Code : \$1,810

**Motion (RM, RF): Approve September Financial Report.  
Approved (Unanimous)**

**VI. RULES & JUDICIARY:**

A. Proposed Rules Changes: On September 13, 2007, the Board notified all homeowners of proposed changes to the following Beverlywood West HOA Rules and Regulations:

- 1. Section II, General Rules and Expectations
- 2. Section IV, Parking
- 3. Section V, General Process of Parking Enforcement
- 4. Section XI, Recreation Building
- 5. Section XIII, Construction

**Motion (RM, RS): Approve all proposed changes.  
Approved (For: JB, AC, RM, RF, RS. Abstain: DB)**

B. In response to a request for mediation from a homeowner, on October 2, 2007, the Board drafted a resolution to not further consider changing the name of the complex, the individual address of each of the individual units, and the name of North/South Drive in order to render moot the issue for which the request for mediation was issued.

**Motion (RF, JB): Adopt the proposed resolution as expressed October 2, 2007.  
Approved (For: JB, AC, DB, RF, RS. Abstain: RM)**

## **VII. MAINTENANCE**

A. Pet droppings: KN reported that she received a bid from the Rancho California Landscaping, Inc. to pick up dog droppings three days per week and dispose of it for \$695.13 per month. The Board regarded the bid as too high. No motion was made to take any action.

B. KN reported that Pest Options has recently increased the rate for termite inspection and treatment from \$240 to \$255 per unit and will increase it again to \$267 per unit, effective January 2008. Their rate for termite and general pest control will increase from \$525 to \$548 per month, effective January 2008.

C. KN presented an e-mail message from Pest Options in which they provided a priority list for fumigating all BWW buildings based on their most recent inspection.

**Motion (RM, DB): Proceed to fumigate all buildings (except 11 which was recently fumigated) by instructing KN to request Pest Options to provide an action plan and contract.**

**Approved (For: JB, AC, DB, RF, RM. Opposed: RS)**

**Motion (JB, RM): Provide all homeowners with a packet containing the following information about the fumigation project:**

**1. Fumigation with sulfuryl fluoride (Vikane®): Application description, history of use, properties, pros-cons, known dangers, precautions, effects, reasons for selection, Pest Options project plan and proposed schedule, etc.,**

**2. Cost of fumigation: How much it will cost and how we will pay for it,**

**3. Board of Directors' and Homeowners' legal responsibilities and rights,**

**4. How to prepare a unit for fumigation**

**JB will assemble a prototype of the information packet for review by the Board at the next (November) regular Board meeting.**

**Approved (Unanimous)**

**Motion (RM, RF): Instruct KN to notify Pest Options to cancel plan to fumigate buildings (5 and 7) currently scheduled for fumigation and to prepare a plan and bid for fumigating the entire complex (except building 11).**

**Approved (Unanimous)**

D. Termite damage repair: After discussing the matter raised by a homeowner at the beginning of the meeting, it was determined that responsibility for the cost of repair would have to be determined case-by-case. Homeowners who obtain repairs should provide information to the Board.

E. New pool maintenance service: The Board instructed KN to get bids from other pool maintenance service providers for the next regular meeting.

BWW Board of Directors Meeting Minutes, October 16, 2007

F. Roofing contractor problems: The Board instructed KN to instruct Avalon Roofing to notify homeowners in advance of any work and provide homeowners with a site map showing where the tar kettle will be placed.

**VIII. LANDSCAPE:** Rancho California Landscaping, Inc. provided cost information for planning the budget for the next year. RM said that \$12,000 would be added to the reserve study to prepare for the increase in landscape maintenance cost for the next year.

**IX. HOMEOWNERS DIRECTORY:** The Board directed KN to follow up with Yvette Borcia-Stern to get a new Owners and Residents Directory printed, and to have a final proof ready for review at the next regular Board Meeting.

**X. ARCHITECTURE:** AC reported that she had a post-installation inspection of parts within her unit that had been modified by previous owners, and requested Board approval to install a required drain for her hot water heater. RS will prepare a Board approval letter.

**XI. MANAGER REPORT:** KN presented the Managers Report in the Board packet.

**Motion (RS, RF): Accept report  
Approved (Unanimous)**

**XII. ADJOURN TO EXECUTIVE SESSION at 9:50 p.m.**

**NEXT MEETING: October 20, 2007**

John Beard, Secretary