

Beverlywood West Homeowners Association
Board of Directors Executive Meeting
May 15, 2007
MINUTES
Approved

Officers and Directors Present:

Rosanne Feild, Vice President (RF) - Chairperson
Robert Mullens, Treasurer (RM)
David Bregman, Director (DB)

John Beard, Secretary (JB)
Anne Cholakian, Director (AC)

Absent: Gerry Stern, President (GS)

Robert Steinberg, Vice President (GS)

Guests:

Emelie Gerard, 11C
Kathleen Norman, Classic Property
Management (KN).

Ann Nevinson-Brand, 18B

I. CALL TO ORDER: The meeting was called to order at 7:05 p.m.

II. DISCUSSION FROM THE FLOOR: None

III. AGENDA:

Motion (JB, RM): Adopt agenda with the following changes:

- 1. In V, Financial Statement, add "Earthquake Insurance"**
- 2. In VI, Maintenance, Old Business, add "Termite Extermination"**
- 3. In VII, Architectural, add "Block Walls" and "Door Hardware,"**
Approved (Unanimous)

IV. APPROVAL OF MINUTES (April meeting):

Motion (RM, DB): Approve the minutes of the April meeting with the following corrections:

- 1. Guests: Change "Heib" to "Malcolm Heib."**
- 2. II, Discussion from the floor, C. 5: Change "train" to "drain"**
- 3. V, Financial Statement, 3: Change "budge" to "budget"**
- 4. VI, Earthquake Insurance, Change "EM" to "EG," and "RM" to "RS"**
- 5. VII, Landscape, c. Expenses: Revise as shown in approved minutes**
- 6. VII, Landscape, d. Mansard Roofs: Absent: RS.**
- 7. VII, Landscape, e. 2. Other: Change "opinion the Board" to "opinion to the Board"**
Approved (Unanimous)

V. FINANCIAL STATEMENT

A. RM made the following report:

1. As of the end of April BWW assets totaled \$505,913 down from \$519,201 at the end of March because of \$42,239 expended on re-roofing of buildings 17, 18, and 21. An additional \$65,000 of reserve expenditures are expected by the end of June for roof wood replacement (\$7,903), building 11 fumigation (\$8,265), wood shake siding maintenance (\$16,300), irrigation repairs (\$26,958), and sidewalk replacement (\$5,500 - \$6,000 est.). These expenditures will be offset by an additional reserve contribution of \$40,000 by that time. This should result in an estimated balance of about \$480,000 at the end of June, if no other major expenditures are authorized.

2. Our current money market balance with Citi Smith Barney is \$250,000. We recently had a \$50,000 CD come due. We should place \$50,000 to \$100,000 in a CD to obtain a higher return on these funds.

Motion (RM, DB): Put \$50,000 into a 12-month CD account, if RM can get more than 5.1% interest. Otherwise, keep the money in the money market account.

Approved (Unanimous)

3. Additionally, the Board needs to revisit plans for termite treatment at BWW. This will be a major long-term expense, which should not be ignored. Additional re-roofing also needs to be considered, as well as follow-up on Earthquake insurance.

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

Approved (Unanimous)

B. Earthquake Insurance:

Emelie Gerard (EG) presented a report of her market survey, which showed that the best earthquake insurance coverage now available for BWW would be from AmWINS Brokerage at a total premium of \$118,594.44. It would provide up to \$10 million maximum coverage based on a total insured value of \$21,225,000, and would have a 15% per building deductible. This coverage would require a homeowner dues rate increase of \$15 per month, resulting in \$405 per month dues per unit for the remainder of this calendar year.

Motion (RM, AC): Secure the coverage from AmWINS and notify all homeowners of the need to increase monthly dues from \$390 to \$405 (\$15 increase) for the rest of this calendar year to cover the increased cost of earthquake insurance coverage.

Approved (Unanimous)

KN will send a letter to all homeowners notifying them of the need for a dues increase, EG will lock in the premium rate, and RM will sign the documents needed to bind the policy.

VI. MAINTENANCE

Old Business

A. Walkway repairs: Discussion was tabled until next meeting when KN will have new proposals for additional work that is needed.

B. Solar pool heating system: KN reported that in the process of reconnecting the solar panels on the roof of the recreation building, the contractor discovered that pipes had melted. KN will determine whether the damage is covered by warranty and report at the next meeting.

C. Seismic gas shut-off valves: It has been determined that installing seismic gas shutoff valves may not be practical because of the cost and problems associated with the valves. Slight shifts in earth movement other than earthquakes can activate them, and because the Gas Company must reset them, residents could be without gas for a long time after non-destructive movements activate many valves. Further discussion and decision was tabled to the next meeting.

VII. CIAO/SOCIAL COMMITTEE:

Ann Brand presented the draft flyer for the July 4 barbeque party.

**Motion (RF, JB): Approve the flyer announcing the July 4 barbeque party.
Approved (Unanimous)**

VIII. ARCHITECTURAL

A. AC reported that the Architecture Committee has approved a request from the owner of 12B for approval to replace her sliding glass door and bedroom windows above the door, as the replacements will meet established standards.

AC will prepare a notice to all homeowners reminding them that when replacing sliding glass doors and windows, they must comply with BWW HOA established standards and procedures, which includes obtaining building permits from Culver City.

B. AC reported that the Architecture Committee discussed a proposal made at the last Board meeting regarding painting the concrete block walls and determined that the need does not justify the cost at this time.

C. Door hardware: KN reported that she received a request for approval to replace some door hardware with chrome or "silver" plated door locks and handles. KN will notify the requestors that only bronze or brass hardware is approved, not chrome or "silver."

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IX. MANAGER REPORT:

KN reviewed the actions items in the Management report that she provided in the Board packet.

**Motion (DB, RM): Proceed to schedule fumigation of buildings 25 and 26.
Approved (Unanimous)**

X. NEXT MEETING JUNE 19, 2007.

XI. ADJOURNMENT TO EXECUTIVE SESSION

**MOTION (JB, DB): Adjourn to executive session at 8:35 p.m.
Approved (Unanimous)**

John Beard, Secretary