

MINUTES OF HOA ANNUAL MEETING HELD NOV 16, 2019 at 10:00 AM IN UNIT 101

Present:

Carrie Field, Property Manager, Rubin Properties
Jim & Karen Hayes unit 101
Michele Mulidor unit 103
Stephanie Bernstein unit 204
David Nakabayashi unit 203
Fletcher Allen unit 202
William & Lori Masilek unit 201
Alex Rosenberg & Shoshana Botnick unit 304
Steven Soo unit 303

1. Secret ballots for annual Board member election were counted by Carrie. Result of election: David Nakabayashi and Karen Hayes were re-elected, Fletcher Allen was elected.

2. Budget for Jan 2019 through Dec of 2020 was distributed by David. In 2020 we would like to maintain the HOA dues to the same as 2019. This means we will have a double payment in June 2020. We are anticipating the total revenue for 2020 to be \$50,050. Please see the top portion of the first page. Regarding expenses, our actual utilities have increased (electric, gas and water). That is the major cause of the increased budget from 2019. Please see the detailed budget on page 2 of the pdf.

Note: statement with charge for the 1st special assessment has been emailed to owners.

3. Discussion on how the monthly dues are calculated. The revised CCRs did not alter the formula: monthly dues are based on percentages assigned when the original CCRs were adopted, assumedly based on square footage but rounded off to the nearest percent. We discussed re-calculating based on square footage for each unit. It was questioned whether balconies are included in the formula and that issue will be researched.

4. Security

Owners were informed we've had several intruders in the building recently and have been working to identify and address the security problems.

Steps have already been taken to increase security:

- The front door lock has been replaced with a more secure mechanism.
- The elevator room now has a "latch plate" which prevents tampering.

Additional steps to be taken:

Keypad entry – the codes for calling each unit will be changed to not reflect the unit number, going to 4-digit codes. We discussed having several versions of the master

door entry code, e.g. we can have one for owners, one for delivery, one for visitors/guests, so we can change them selectively, e.g. not changing the owners code but changing one or both of the others. We will notify owners when this change is implemented but we will leave the old codes for a period of transition.

Keys

It is time to change the door keys. We will prepare to make changes and distribute new keys to all owners before changing the locks. Owners will have ample notice before any changes will be made.

Replacing the front door key – we have a choice to go to a high security key or a regular key - we decided to go with the regular key.

Other keys will be changed:

The back gate (alley) and bike room will use same key as front door.

Utility rooms will have keys limited to BOD and Phil.

Elevator room will have a unique keys with access limited to BOD members.

Back Gate

This is our next priority project - the stairs and back gate to the alley are the weakest point in building security. We have added a light above it that is on all night and are soliciting proposals to add spikes to the area to help secure it.

Security Cameras

We now have security cameras on the front entry and two in the garage. We should add one on the back steps and gate since we believe this is a point of entry for intruders.

Garage Gates

These are possible entry points for intruders and we believe they were used in the past. When you go in or out either gate, please stop and look around for suspicious characters who might be planning to slip into the garage as you enter/exit.

Access to owner's units

Access is necessary for emergencies – owners should inform the BOD on their plan for entering the unit, eg: giving a key to another owner.

5. Completion of work on the railings and the walkways

The walkways will still be drying for about a month. Owners are asked to not to roll or drag heavy objects across the walkways until they are dry. Do not use any detergents to clean up (the inevitable) spots and stains, only water and a damp cotton mop. Bad stains will be repainted instead.

6. Future building maintenance:

Roof

It was redone in 1994/1995 and recently inspected. It should not need to be replaced for 10 years but we will continue to monitor its condition.

Washers/Dryers

Extensive repairs and drain cleaning done to the plumbing in the laundry room. Will get a quote on converting to a card access machines and discuss the option with owners

Landscaping

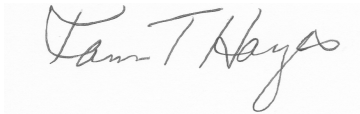
The strip next to the street is scheduled to be landscaped with pebbles, rocks and low-water succulents soon - plan will be posted on 1127 Tenth St site soon.

Lobby upgrade

The front door should be repainted.
Mock-up of ideas for lobby will be posted on 1127 Tenth site soon.

Painting the building

Rough estimate is \$85 to 100K for the entire building. The condition of the stucco was mentioned. Powerwash? Repair cracks?

A handwritten signature in cursive script that reads "Karen T Hayes". The signature is written in black ink on a light-colored background.

Karen Hayes, Secretary
1127 Tenth St Condominium Association