

**MINUTES VIA VIDEO CONFERENCE**  
MEETING ID: 1489663534  
**BOARD OF DIRECTORS**  
**COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION**  
**MARCH 24, 2021**

**BOARD MEMBERS PRESENT:**

Bill Pai, President  
Paul Beusterien, Vice President  
Gary Lym, Secretary (joined at 6:51pm)  
Carol Rivano, Treasurer  
Walt Jacobs, Director  
Cheryl Paterson, Director

**BOARD MEMBERS ABSENT:**

Nicholas Drummond, Director

**STAFF PRESENT:**

Dawn Jaeger, Executive Director  
Jacqui Vasquez, Office Manager

**OTHERS PRESENT:**

Matt Pourfazaneh, CLASS  
Martin Fong, Headlands Board Member

**CALL TO ORDER**

President Pai called the meeting to order at 6:49PM.

**ROLL CALL / APPROVAL OF AGENDA**

Roll Call was conducted. The Board reviewed the agenda. President Pai requested the agenda be amended to include an emergency topic under New Business, but the item was subsequently rescinded.

**President Pai motioned and Director Jacobs seconded to approve the agenda as submitted.**

**VOTE:** Motion carried unanimously (6-0)

**OPEN FORUM**

There were no items for discussion in Open Forum.

**CONSENT CALENDAR**

**A. APPROVAL OF MINUTES**

**President Pai motioned and Treasurer Rivano seconded to approve the minutes as submitted.**

**VOTE:** Motion carried unanimously (6-0)

**President Pai motioned and Treasurer Rivano seconded to approve the consent calendar as submitted.**

**VOTE:** Motion carried unanimously (6-0)

**CLASS REPORT-** Matt Pourfazaneh was present to update the Board.

- On behalf of CLASS, thanks to the CHBIOA Board, CHBIOA staff and Management for mailing out the "Response to the FAA Survey". Judging from discussions with friends and NextDoor chatter, it appears that we had a considerable response. Also, the FAA extended the deadline for the public response for another month which we posted on NextDoor.

- We met with five FAA representatives in mid-January to discuss the HUSSH Departures modification. The response was that the requested modification cannot be done due to limitations of NextGen modernization. We argued about the definition of the word “modernization” and its meaning.  
Our next step is to request the Noise Forum engage the Airport consultant to evaluate the FAA’s claims and then form our next action plan. It would be costly and not as effective for CLASS to engage these consultants.

#### **FINANCIAL REVIEW FOR FEBRUARY 2021**

**President Pai motioned and Treasurer Rivano seconded to accept the financials as submitted, according to Civil Code Section 5509.**

**VOTE:** Motion carried unanimously (6-0)

#### **E.D. COMMENTS**

Ms. Jaeger stated a new board member training session was held on March 20, 2021. It was conducted by attorney Andrea O’Toole. Twenty-two new board members were invited; nineteen attendees participated. Some of those attending were experienced board members. President Pai suggested that those board members attending training session be recognized on the website. Ms. Jaeger stated that additional intermediate and advanced level training sessions will be scheduled in the future.

#### **OLD BUSINESS**

- A. **Security**-The Board reviewed the information provided regarding increasing security measures.

**Director Jacobs motioned and Treasurer Rivano seconded to approve the request for a 4<sup>th</sup> security vehicle and upgrade the third vehicle that is currently at 71,000 miles.**

**VOTE:** Motion carried unanimously (6-0)

**President Pai motioned and Secretary Lym seconded to approve the request to add three security staff members for the purpose of increasing security in the Community.**

**VOTE:** Motion carried unanimously (6-0)

**President Pai motioned and Treasurer Rivano seconded to approve the “Notice, This Community is protected by Security patrol” signs for placement throughout the Community, with a quantity and cost to be later determined.**

**VOTE:** Motion carried unanimously (6-0)

Ms. Jaeger stated she will direct the managers to ask their boards (via an agenda item) if they want signs placed at the entrance(s) to their communities.

#### **NEW BUSINESS**

- A. **Election of Officers** – Ms. Jaeger called for nominations for officers.

**Secretary Lym motioned and Treasurer Rivano seconded to nominate the current slate of officers for another term, specifically, Bill Pai-President, Paul Beusterien-Vice President, Carol Rivano-Treasurer, and Gary Lym-Secretary.**

**VOTE:** Motion carried unanimously (6-0)

- B. **Code of Conduct**-Ms. Jaeger reviewed the Code of Conduct with the Board and asked for them to sign and return page 36 to the Office at their earliest convenience. She reminded the Board that the Code is signed every year by all members of the Board, not just the ones elected that year.

- C. COVID Update-Red Tier-** Ms. Jaeger advised the Board that staff are carrying out essential duties and working remotely. Matters that are not health and safety concerns are on hold until restrictions are lessened further. Ms. Jaeger asked for the Board be supportive of staff when questions arise from the Community about work allowed/not allowed at this time.

Ms. Jaeger stated that Brittany Landing Bay, Brittany Landing Harbor, and Costa Brava have obtained legally-written waivers for pool usage and have set forth rules and procedures for accessing the pools. She recommended that the master association not condone or support the opening of the swimming pools at this time. Documentation was provided that suggests waivers are not sufficient to defend against possible legal action if someone contracts COVID.

**President Pai motioned and Treasurer Rivano seconded to issue a statement of non-support regarding opening any association pools within CHBIOA at this time.**

**VOTE:** Motion carried (5 in favor-Pai, Beusterien, Rivano, Jacobs, Lym; 0 against; 1 abstention-Paterson)

- D. Correspondence-** Ms. Jaeger reviewed with the Board the correspondence pertaining to the City of Alameda's Capital Improvement Project-Lagoon Maintenance. The lagoon referred to is approximately 10 years older the Harbor Bay's lagoon system and is projected to have rehabilitation costs now of \$350,000. Ms. Jaeger wanted the Board to be aware of staggering future maintenance costs for our lagoon and to start considering options and their financial implications.

#### **ADJOURNMENT TO EXECUTIVE SESSION-7:49PM**

#### **ADJOURNMENT BACK TO REGULAR SESSION-8:01PM**

The following was read back into the minutes after Executive Session was adjourned and Regular Session was re-convened:

Personnel and legal matters were discussed.

#### **ADJOURNMENT**

**President Pai motioned and Treasurer Rivano seconded to adjourn the regular meeting at 8:02PM.**

**VOTE:** Motion carried unanimously (6-0)

The next regular meeting of the Board of Directors meeting is scheduled for April 28, 2021.

Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
CHBIOA Board Member