

MINUTES VIA VIDEO CONFERENCE
MEETING ID: 1448408389
BOARD OF DIRECTORS
COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION
APRIL 27, 2022

BOARD MEMBERS PRESENT:

Bill Pai, President
Paul Beusterien, Vice President
Gary Lym, Secretary
Cheryl Paterson, Director
Michael Robles-Wong, Interim Director

BOARD MEMBERS ABSENT:

Walt Jacobs, Director

STAFF PRESENT:

Dawn Jaeger, Executive Director
Joe Landaeta, CHBIOA Director of Maintenance
Jacqui Vasquez, Office Manager

OTHERS PRESENT:

Jon Hamilton, CLASS
JonMikyung Pustelnik, Columbia Homeowner
Sarah Craig, Greenway Golf
Tracy Craig, Greenway Golf
Zac Wald, Greenway Golf
Mike Barnes, Greenway Golf

CALL TO ORDER

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

ROLL CALL / APPROVAL OF AGENDA

Roll Call was conducted. Director Jacobs was absent. Secretary Lym was present at Roll Call to establish quorum, and then logged off.

President Pai motioned to move Item 9E-Fire Tower to be heard after Item 3-Presentation from CHBIOA Director of Maintenance Joe Landaeta. Vice President Beusterien seconded the motion.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, Robles-Wong); none opposed or abstained

PRESENTATION-JOE LANDAETA

CHBIOA Director of Maintenance Joe Landaeta gave the Board an update on the following topics:

Urban Forrest Management- Pine Tree Removals on Island Drive and East Lagoon – Replacements TBD.

Pedestrian Sidewalks – Lagoon Pathway System – Continued replacements due to Root Intrusions

Pedestrian Safety- New Light Emitting Diodes (LED) Lighting on the North Lagoon – BLB

Perimeter- Robert Davey to Shoreline Park

Bridge Modernization Proposal, Decking, Railings and Stairs – Proposal provided by Power Engineering

OPEN FORUM

Columbia homeowner Mikyung Pustelnik reiterated her questions/concerns from last month's Open Forum comments: 1) why are CAC meetings not open to the public; 2) why are CAC agenda packages, as well as project association board meeting agenda packages, not posted prior to the

meeting for the public to read; and 3) why is there no means for direct communication with the board.

CONSENT CALENDAR

A. APPROVAL OF MINUTES

Director Robles-Wong motioned and Vice President Beusterien seconded to approve the minutes as submitted.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson and Robles-Wong); none opposed or abstained

Director Robles-Wong motioned and Vice President Beusterien seconded to approve the consent calendar as submitted.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, and Robles-Wong); none opposed or abstained

CLASS REPORT- Mr. Jon Hamilton from CLASS presented the following information to the Board:

1) Noise forum meeting held April 20th.

CLASS resented one issue in particular which was rubber removal on April 11th. Net conclusion and goal: the airport could better manage closure of the main South runway #30 and thus minimize SWA and cargo planes taking off from the N field #28L and flying over BFI. This is but one example of maintenance issues which appear to be handled in a less than optimum way which results in large planes taking off from the N field over BFI.

2) Next flight procedure presented by FAA.

Beginning May 19th, 2022 all 1 - 5 AM cargo flights from OAK and SFO will travel towards treasure island. This is different than the current procedures and will result in more noise events for Alameda residents. No previous notice of this change was received from the FAA.

CLASS will be sending a letter to Barbara Lee ASAP on this issue.

3) Questionnaire.

CLASS would like to send out a questionnaire to residents and will have the pdf available to Jacqui by May 11th.

FINANCIALS

a) Controller's Report-Executive Director Jaeger reviewed the Controller's Report with the Board.

b) March, 2022 Financials-Director Paterson motioned and Vice President Beusterien seconded to accept the March, 2022 financials as submitted, according to Civil Code Section 5509.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson and Robles-Wong); none opposed or abstained

c) Delinquency Report-Executive Director Jaeger reviewed the delinquency report with the Board.

President Pai motioned and Vice President Beusterien seconded to accept the delinquency report as submitted.

VOTE: Motion carried unanimously (6 in favor-Pai, Beusterien, Paterson and Robles-Wong); none opposed or abstained

E.D. COMMENTS

Ms. Jaeger advised the Board of a recent seminar that she, Ms. Vasquez, and Ms. Ho (escrow disclosure package coordinator) attended in San Francisco on the new Fannie Mae requirements affecting escrow disclosures. The forms have increased in number and complexity and require more responsibility/accountability in the information provided.

Ms. Jaeger updated the Board on our hiring efforts for Security and Management. It has been difficult at best to find quality candidates. Director Paterson suggested reviewing the “courtesy” services that Security provides to assess how feasible it is to continue offering them because of limited staff and resources. The Board agreed that one of the first services to discontinue is the one pertaining to closing open garage doors. Ms. Jaeger will notify the membership with a notice in the upcoming financial audit package.

Ms. Jaeger advised the Board that she will begin attending more SHRM (human resources) workshops.

Ms. Jaeger noted that the increasing gas prices are putting a huge dent in our expenses, as noticed in the financials.

OLD BUSINESS

- A. City Update-**Ms. Jaeger stated there was no additional update outside of the individual items on the agenda.
- B. Digital Signatures-Follow-Up-**Ms. Jaeger plans on inviting Siamac Saadat from Costbar Consulting to the next board meeting if there continued to be issues.
- C. Debt Collector Licensing (SB 908)-**Ms. Jaeger advised the Board that under this law, CHBIOA is considered a debt collector because we send out violations and collect assessments. Ms. Jaeger stated that we will get Ms. Olivia Cantal certified because she is the one handling assessments. Ms. Jaeger will find out if the managers need to be certified to issue violations since the violations add up to thousands of dollars of debt.
- D. Legal Proposals for Governing Documents-**Ms. Jaeger reviewed the proposals with the Board.
Director Paterson motioned and President Pai seconded to accept the proposal from Roseman Law.
VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, and Robles-Wong); none opposed or abstained
- E. Fire Tower-**Ms. Sarah Craig from Greenway Golf, along with colleagues Tracy Craig, Zac Wald, and Mike Barnes, presented to the Board, a proposal to renovate the Fire Tower at Corica Park. While the Board did not wish to vote on the project, they asked Ms. Jaeger to convey the following to the Golf Commission and Alameda Recreation and Parks Department:
 - They very much like the garden
 - They have no objection to the design though our President did ask Greenway to be included as part of the design group for the final design.
 - One board member thought the building should be more than just a building (i.e. have some community historical significance)
 - Consensus was that they would rather the current proposal be done as opposed to nothing.

NEW BUSINESS

- A. Resolution 2022-03-Civil Code 5502 Reserve Transfers as Needed-**Ms. Jaeger reviewed the resolution with the board

President Pai motioned and Vice President Beusterien seconded to approve Resolution 2022-03 as stated, but with the addition of a cap of \$200,000.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, and Robles-Wong); none opposed or abstained

Director Paterson motioned and President Pai seconded to accept the proposal to repairs all five bridges at a cost of \$675,000.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, and Robles-Wong); none opposed or abstained

- B. 2021 Community Audit-**Ms. Jaeger advised the Board that the audit process has not yet been completed by the accountant, as they are waiting for attorney letters, and that as soon as we have the draft audit, we will be calling a special meeting for the Board to review and approve the audit.

- C. Communications-**The Board reviewed communications on its own.

ADJOURNMENT TO EXECUTIVE SESSION-8:51PM

ADJOURNMENT BACK TO REGULAR SESSION-9:10PM

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

Personnel and legal matters and delinquencies were discussed.

President Pai motioned and Director Robles-Wong seconded to approve a \$10,000 bonus net, contingent on the completion of all five bridges within the contract, for the individual initiating the savings of greater than \$1,000,000 on behalf of the Community.

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, and Robles-Wong); none opposed or abstained

ADJOURNMENT

President Pai motioned and Director Paterson seconded to adjourn the meeting at 9:11pm

VOTE: Motion carried unanimously (4 in favor-Pai, Beusterien, Paterson, and Robles-Wong); none opposed or abstained

The next regular meeting of the Board of Directors meeting is scheduled May 25, 2022.

Minutes approved on _____

CHBIOA Board Member