

MINUTES
BOARD OF DIRECTORS
COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION
MAY 31, 2011

BOARD PRESENT: Mike Robles-Wong, President
Maureen Leitz, Director
Dennis Pagones, Director
Bill Pai, Director
Gary Lym, Director

STAFF PRESENT: George Kay, Executive Director
Christina Hanson, Architectural Standards Manager
Jacqui Galvez, Administrative Assistant

OTHERS PRESENT: See attached sign-in sheet.

CALL TO ORDER / APPROVAL OF AGENDA

Mr. Robles-Wong called the meeting to order at 6:48P.M. The Board reviewed the agenda and moved to approve as submitted.

VOTE: carried unanimously.

OPEN FORUM

Ms. Leslie Sauter, homeowner at 2 Sable Pointe, was present during Open Forum to address the Board regarding the status of her architectural appeal. This is her second appearance before the Board on this issue. **Mr. Kay** stated that both the Bay Isle Pointe PAC and Keith Dines, head of the Community Architectural Committee, both came to inspect the location of the arbor and both agreed that the Clarks have complied with the ruling set forth by the CAC. The Board moved and seconded to uphold the decision of the Community Architectural Committee.

VOTE: carried unanimously.

Mr. Robles-Wong directed staff to draft a letter to the Sauters stating that the fence and its extension have met the intent and documentation of the original architectural application and that the placement of the arbor is irrelevant.

CONSENT CALENDAR

The Board moved and seconded to approve the consent calendar as submitted without discussion.

VOTE: carried unanimously.

A. Approval of Minutes

The Board moved and seconded to approve the minutes from the meeting on March 30, 2011.

VOTE: carried unanimously.

B. Committee Reports

i. Architectural

- i. Minutes for the meetings of 3/14/11, 3/28/11, 4/11/11 and 4/25/11 were reviewed.
- ii. Architectural Year-to-date work load chart and graph were reviewed.

ii. Cooking Committee-No report submitted.

iii. CLASS-No report submitted.

C. Executive Director's Report

i-iv. Reports from General Administration, Security, Management Services, and Maintenance were accepted as presented.

D. Financial Report

i-iii. The financial report was accepted as presented.

E.D. COMMENTS

Mr. Kay reported that Maintenance Director Joe Landaeta continues to follow-up with the City of Alameda regarding the citation for the clock tower (either fix it or remove it). A meeting is being set up with City Attorney Donna Mooney to try to get enforcement of a monetary fine.

Mr. Robles-Wong added that he recently had dinner with John Russo, Alameda's City Manager, and the League of Women Voters. **Mr. Robles-Wong** informed Mr. Russo of the issues CLASS is having with the Port. He also requested a meeting with Mr. Russo once the budget is set so that plans can be made to deal with the anticipated budget cuts.

Mr. Kay stated that the Presidents' Council meeting held on May 16th was well attended. Ms. Elizabeth DosRemedios from Islandia HOA was also in attendance. The Council discussed the status of the Landing and what measures should be pursued now. Mr. Withrow remembered that there might be a memorandum of understanding regarding maintenance at the Landing. **Mr. Kay** researched the issue and found an MOU for landscaping only.

Mr. Kay reported that the VF Group has broken ground on their new campus.

Mr. Kay stated that he and **Mr. Robles-Wong** will begin having quarterly meetings with the fire department. Both island school principals will also be invited.

Mr. Kay stated that his article on raccoons has been finalized and will be appearing in the July/August issue of the Gulls Call.

Mr. Kay reported that groundbreaking for the VF Group at Harbor Bay Parkway is slated for the end of April.

OLD BUSINESS

Community Infrastructure – **Mr. Kay** stated that Mr. Landaeta continues to follow-up with Comcast regarding the replacement of "fake rock" utility boxes.

Amendments to Intercultural Committee's By-laws – **Mr. Kay** met with the IC leadership with the following outcomes: **Mr. Kay** approved of IC's request to do their financial reporting on an annual basis; **Mr. Kay** informed IC that one-day liability insurance would need to be obtained for the annual Lunar New Year Festival from now on; and discussions are ongoing regarding opening voting membership in IC to non-residents. **Mr. Kay** stated that non-resident, non-voting members would be acceptable. IC will discuss this issue with their board further and will report back their decision.

Update on Harbor Bay Landing Condition – See E.D. Comments.

Thank-you Gifts to Outgoing Board Members – **Mr. Kay** reported that the gift cards have been purchased and given to outgoing Board members Clement Chu (\$100) and Eileen Bitten (\$250).

Meeting Dates for 2011 – The Board discussed when regular meetings of the CHBI BOD should be and decided on the fourth Wednesday of the month when a quorum can be reached. Alternative dates would be decided as the need arises.

NEW BUSINESS

Website Vendor List Demonstration – Ms. Christina Hanson demonstrated to the Board the new online plant list and the new online approved vendor list. **Mr. Robles-Wong** suggested adding a survey section and a referral section as well as a place where suggestions may be sent back to a private email.

The Board inquired about the “popularity” of the online security vacation request. **Mr. Kay** stated that online requests are less than 10%. The front office now promotes the online service with every phone vacation request that is taken.

2010 Audited Financials & Management Letter – **Mr. Kay** reviewed the management letter from CPA John Takamoto and the audited financials with the Board.

2011 Reserve & Capital Expenditures – **Mr. Kay** stated that \$600,000 is available to spend but only \$400,00 is planned. Mr. Landaeta is planning to replace one of the maintenance trucks with an easy-go cart. This new vehicle will be available for management staff to use when out and about in their associations. Security will also be replacing a truck this year.

Correspondence – Correspondence was read quietly by the Board.

ADJOURNMENT – 8:09PM

The next regular Board of Directors meeting is scheduled for June 29, 2011.