

HarborPlace Tower Homeowners Association
Board of Directors
Open Session Minutes
October 25, 2023

CALL TO ORDER

Proof of Notice of the meeting was posted in accordance with state law and governing documents.

President Ed Robinson called the meeting of the Board of Directors of HarborPlace Tower Homeowners Association to order at 6:33pm in the P1 Conference Room and via zoom.

PRESENT

President Ed Robinson, Vice President Caroline Ta, Treasurer Bob Lambros and Secretary Ellen Serbin, Debra McGary Horizon Management, and Association Manager Christina Ravelo.

APPROVAL OF MINUTES

The Board reviewed the minutes of the September 20, 2023 Board of Directors meeting. Bob Lambros made a motion to approve the minutes as written. Caroline Ta seconded; motion carried unanimously.

PRESIDENT'S REPORT - by Ed Robinson

CALENDAR 2023 – The Board approved the December calendar.

RESOLUTIONS TO RECORD LIENS

NA

TREASURER'S REPORT – Report by Bob Lambros

Operating Budget: As of September 30, 2023, the adjusted operating position has a loss of \$61,969 year-to-date.

Effective Operating Funds: \$120,069

Reserve Fund Balance as of September 30, 2023: \$2,777,704

Cash in Reserves as of September 30, 2023: \$137,704

Total Delinquencies: \$18,290

Bob Lambros made a motion to authorize the Treasurer to re-invest up to \$900,000 at best rate and term; seconded by Ellen Serbin. Motion carried unanimously.

Caroline Ta made a motion to accept the treasurer's financial report as given. Ellen Serbin seconded; motion carried unanimously.

OLD BUSINESS

EV Charging Stations.

The Manager reported that contact was made with ABM Power.

Hallway & Penthouse Remodel

The Board was provided with preconstruction fees from two construction management companies, Bergeman Group and Design Build Associates. The Board has tabled the matter to the December meeting to allow more time to review their proposals.

Pool, Spa & Deck Remodel

Pool Deck — The Board reviewed COR #112954-22 to convert 3 planter drains to deck drains for \$8,175. The Board requested verification on location of the drains before approval. Board will vote by email once locations are confirmed.

Gas Grills & Fire Pit Bowl—Caroline Ta made a motion to approve COR #112954-21 to install 3 Fire Magic Stainless Timers Boxes for \$1782 at the fire pit and gas grills. Ellen Serbin seconded; motion carried unanimously.

Plumbing – Bob Lambros made a motion to ratify COR #112954-19 for \$32,696 to redirect the plumbing lines from the pool deck to P3. Ellen Serbin seconded; motion carried unanimously.

Landscape —Waterproofing of the three planters is scheduled for the week of October 30th. American Heritage will install new plants and irrigation lines after the waterproofing is completed.

Pool Furniture — The Board reviewed the quote to refurbish the current patio furniture and a quote for the new furniture for the fire pit and barbeque areas. The Board tabled this matter to allow the manager time to investigate additional refurbishment and new furniture options and obtain quotes for these.

2024 Reserve Study

The Board reviewed the reserve study draft. Ellen Serbin made a motion to approve the 2024 Reserve Study dated 9/24/23 as presented by Association Reserves. Bob Lambros seconded; motion carried unanimously.

2024 Budget

Ellen Serbin made a motion to approve the 2024 budget with an \$80,000 monthly transfer to the reserves. Caroline Ta seconded; motion carried 3-1; Bob Lambros opposed.

NEW BUSINESS

Master Insurance Policy Renewal

Ed Robinson made a motion to reject the Terrorism coverage of the Master Insurance Policy at a Premium reduction of \$2648. Bob Lambros seconded; motion carried unanimously.

Ed Robinson made a motion to renew the 3 Policies Property & Liability, Directors and Officers and Umbrella at a Premium of \$125,468. Bob Lambros seconded; motion carried unanimously.

Bob Lambros made a motion to pay the Master Insurance Policy Renewal premiums in full out of the operating account. Ellen Serbin seconded; motion carried unanimously.

Annual Maintenance Fire Alarm Testing

Bob Lambros made a motion to approve the proposal from HCI to perform the annual inspections on the fire alarms, elevators, water-flow, tamper, and fire pumps for \$7,120. Ellen Serbin seconded; motion carried unanimously.

Annual Maintenance on Generator and Fire Pumps

Bob Lambros made a motion to approve the proposal from Duthie Power Services to perform the annual maintenance service on the power generator for \$906.92 and the fire pump for \$743.72. Ellen Serbin seconded; motion carried unanimously.

2024 Resolution to Transfer Funds.

Bob Lambros made a motion to approve the 2024 resolution authorizing Horizon to make electronic payments, allow direct debits, electronic transfers, wire transfers and etc. on behalf of HarborPlace Tower. Ellen Serbin seconded; motion carried unanimously.

Annual Fire Extinguisher Service Proposal

Ellen Serbin made a motion to approve the proposal from Encore Fire Extinguisher to service the fire extinguishers for \$778.25 for 73 extinguishers. Bob Lambros seconded; motion carried unanimously.

Annual Test of Stair Pressurization & Trash Chute

Ellen Serbin made a motion to accept the proposal from Planning Design Construction, Inc. to perform the annual test of the pressurized stairway shafts for \$1060 and the trash chute doors for \$560. Bob Lambros seconded; motion carried unanimously.

Annual Pressure Regulating Valves

Ellen Serbin made a motion to approve the proposal from Wessel Pump & Mechanical to perform the annual rebuild of the six PRV's located in 101A for \$6650. Caroline Ta seconded; motion carried unanimously.

Automatic Transfer Switch Maintenance

Bob Lambros made a motion to approve the proposal from Duthie Power Services to provide maintenance to the Automatic Transfer Switch for \$850. Caroline Ta seconded; motion carried unanimously.

Generator Load Test

Bob Lambros made a motion to approve the proposal from Duthie Power Services to do two load tests on the emergency generator for \$2,512.95. Caroline Ta seconded; motion carried unanimously.

Foam Injections for P1

The Board requested a revised proposal from Angelus Waterproofing.

Drain Cleaning Proposal

Bob Lambros made a motion to approve the proposal from J&D Plumbing to do drain cleaning of the master bathrooms and kitchen in stacks 1,3,4,5,6,7,8,9,10 & 11 for \$16,200. Caroline Ta seconded; motion carried unanimously.

Architectural Applications

Unit 1911—Ellen Serbin made a motion to approve the architectural application for unit 1911 to remodel the bathroom pending the submittal of the contractor’s certificate of insurance. Caroline Ta seconded; motion carried unanimously.

Manager’s Report —by General Manager Christina Ravelo.

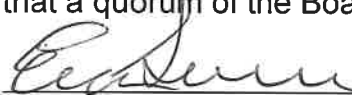
HOMEOWNERS FORUM

Homeowners commented on several matters.


ADJOURN

President Robinson adjourned the Open Meeting of HarborPlace Tower Homeowners Association Board of Directors at approx. 8:45pm.

I, Ellen Serbin, Secretary of the HarborPlace Tower Homeowners Association, certify that the above is a true and correct transcript from the minutes of an Open Session of the Board of Directors of HarborPlace Tower Homeowners Association held on October 25, 2023 and that the meeting was duly called and held in all respects in accordance with the laws of the State of California and bylaws of the corporation and that a quorum of the Board was present.



Ellen Serbin, Secretary



Date