

## **MINUTES**

### **SAN FRANCISCO SUITES**

### **CITY SHARE ASSOCIATION**

#### **Meeting**

**Sunday, May 23, 2010**

The implementation of the process for an “open forum” in the first 20 minutes of every meeting was put in to force. Decorating Committee chair, Patti Hoar, asked how much money was in the reserve account. Jeff Reichel reported that there is \$399,225.00 in the reserve.

The meeting was called to order at 10:00 AM by President, Tom Weber. The following Board members were present: Jim White, Tom Weber, Mary Lou Dion, Larry Schwartz, and Jeff Reichel. Manager, Henry Potter was also present.

A quorum was established.

The following owners were in attendance: Ede Schmidt, Cynthia White, Ramona Martinez, and Patti Hoar.

Minutes from the March 14, Board meeting were read with one correction on the last page. Connie Brown and not Mason Brown, discussed the election procedure. The minutes were then approved as submitted.

**Treasurer’s Report:** First Quarter Financials were presented by Jeff Reichel, Treasurer.

It was decided that the records should reflect a YTD number so that we know where we stand. We are “comfortably ahead of the game”, per Jeff Reichel. For practical purposes Henry is to include cash accounting in the future quarterly cash accounting.

**General Manager’s Report:**

Henry reports that things are going well. Sara is helping on the desk. Quick books are in place. The Property Management System has a few “glitches” to work out and so it is not yet being utilized. Elissa cannot commit to more time than her contract consultant time (currently 15 hours per month). Henry is

**inputting until such time as Property Management is fully installed and working correctly.**

**Currently we have 35 non-performing shares; 11 foreclosed by the City of San Francisco, 18 foreclosed by us this year, 3 in bankruptcy and 3 on time payment plans.**

**Old Business:**

**(1) Decorating Committee Status Report by Patti Hoar.**

**The Board thanked Patti and her committee for their hard work and dedication. We are currently working on the project number 1, which is the carpet replacement in all suites. California Carpet is the provider and the price for commercial carpet will be somewhere between \$26 and \$45 per sq. yard. The project will require 694 square yards. Patti shared the carpet color that the decorating committee feels will best serve the project and function and décor were both considered. The bid of \$35,454.00 includes carpet, premium pad, installation and tax, but not the moving of furniture. The Board expressed concern with regard to “down time”, and Patti reported that that installation can be done in phases. Patti also believes that she can discuss further reduction in cost given the current state of the economy. The Board authorizes Patti to move forward with a maximum of \$32,000.00 total to be spent. Motion made by Jim White and seconded by Jeff Reichel to move forward on carpet replacement.**

**Project number 2 will be the replacement or reupholstery of current sleeper sofas. The maximum to spend for fabric for sleeper sofas is \$40.00 per square yard. There was a motion by Tom Weber, seconded by Larry Schwartz. Motion approved for Patti to identify cost of fabric/sofas. Patti will report via email and authorization will be given via email also.**

**On the matter of restoration vs. replacement/refurbishment of antiques throughout the suites, Patti and Henry to research and report back to Board.**

**There was discussion of implementing a forward planning outline. Further discussion will take place at a future meeting.**

## **New Business:**

**Tom discussed the status of current and proposed projects**

### **A. Current Projects**

- 1. Remodeling of the Managers Office and adjoining storage area has been approved and funds allocated.**
- 2. Remodeling of the employees and storage area and wine storage has also been approved. Removal of individual electric meters and consolidating to a single meter was considered but discarded due to cost.**
- 3. A space designer is working with the contractor to design an efficient use of the spaces including the laundry and housekeeping storage areas. Once that is received we will enter into a contract and begin construction.**

### **B. Proposed Projects**

#### **1. Roof Repair/Replacement**

**(a) Inspection of the roof has revealed that it in need of immediate repair. The full extent of repairs or total replacement is not known at this time but we are working to determine our liability.**

**(b) One bid in the amount of \$28,000 for repairs has been received. Other contractors are have been contacted and are preparing analysis and proposals.**

**(c) We are undertaking an investigation of the condition of the roof with one of the contractors and will know the extent of the situation soon.**

**(d) The roof repairs and removal of the solar panels must considered together and a decision made that effects both.**

## **2. Solar Hot Water System**

**(a) We have been advised that the solar panels are nearing the end of their useful life and one has failed now. The system has been off line for several months and we are currently heating hot water with a gas furnace which is working well. In addition the hot water holding tanks are also nearing the end of their life and one has failed. It will cost \$1500 to repair the failed panel but there is no way to determine when the others will similarly fail. The failed tank cannot be replaced because of its location. (cost prohibitive)**

**(b) We have received a bid to replace the solar hot water system including panels, tanks, pumps and all other equipment for in excess of \$50,000. It doesn't seem economically viable to invest in a new system or repair the existing when our hot water needs are being met by an existing gas furnace which is economical to run.**

**(c) A decision on whether to repair or replace the solar panels must be made prior to beginning roof repairs. We will gather further information to make the most informed decision.**

## **3. Radiant Heating**

**(a) Henry will try an experimental heater (original radiator unit) in one of the units to determine efficiency. Alternatives to heating the units were discussed and dismissed.**

**We are asking for proposals for the following items:**

- 4. Exterior and Interior Lighting**
- 5. Bathroom vanity lights**
- 6. Exterior security lights and decorative lights**
- 7. Security cameras and systems**
- 8. Cleaning or Painting the exterior of the building**
- 9. Resurfacing the kitchen cabinets**

**There being no further business, the meeting adjourned at approximately 1:15 p.m.**

**The next meeting will take place on Sunday, August 29, 2010.**

**Respectfully submitted,**

**Mary Lou Dion, Secretary**