

# Francesca Association

## BOARD OF DIRECTORS MEETING MINUTES Regular Session

March 29<sup>th</sup>, 2023 @ 5:00 P.M  
Via Zoom

**Called to order at:** 5:05 by Joe Drummond (President)

**Board Members Present:** Joe Drummond, Adrian Rodriguez, David Burling, Dave Yeske, Tom Schaal and quorum was established.

**Management Present:** Rachel Madison with Hill & Co

### **Previous Meeting Minutes**

- Be it resolved, to approve the meeting minutes of February 1<sup>st</sup>, 2023, a motion was made by Dave Yeske, Tom seconded, and motion carried.

### **Treasurers Report**

- Gas expense increased in January. February slightly negative. 50 percent higher in gas
- Property Insurance renewal increased.
- Lobby expenses approximately 40k
- 1 account 30 days over due by \$700
- First Republic reserve funds have been moved to a new Chase Bank account
- IRS Resolution ballots pending in order to transfer approx. 122k of surplus to the reserve account from operating.  
Action: Rachel will send revised notice to owners to return ballots by April 12<sup>th</sup> instead of the 19<sup>th</sup>.
- Be it resolved, to approve the January 2023 and February monthly financials, a motion was made by David Burling, seconded by Joe and all are in favor.

### **Property Management Report**

- Owners should use the Appfolio portal to file a maintenance request for common areas.
- Verification of homeowners insurance (HO6 policy) is requested for the file.  
Action: Draft Notice to owners to submit a copy of their HO6 policy declaration page.
- Board meetings will be scheduled every last Wednesday of the month.
- Annual Membership Meeting is scheduled for April 19<sup>th</sup>, 2023, via zoom.

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## Lobby Committee

- Adrian reported there are two new carpets in the lobby, a center table and antique desk, have been purchased and are slated for delivery mid-April. They are now looking at buying a sofa, end tables, lamps and potted plants.

## Plumbing Committee

- Tom reported that Sage will work on a full measure proposal for the re-pipe project and also a half measure proposal. The full measure will include replacement of all drain pipes, water supply lines, etc..
- Nob Hill is being enlisted for the dry wall portion and Malcolm Plumbing is also interested in bidding on the re-pipe project.
- All 40+ units will need to be accessible for Sage Water's physical survey.

## 5 Year Sprinkler Inspection deficiency repairs.

- Feb 6th & 7th the 5-Year sprinkler inspection was completed and there are deficiencies that need to be repaired before the building can be certified and obtain the sticker.
- 2 Units have sprinkler heads embedded in their molding.
- Owners should clear any furniture blocking their fire escape and ensure windows are operable.
- A hearing with SFFD is scheduled tomorrow for the violation.

## Maintenance Updates

- Boiler flue has incorrect connectors and condensation building up. Leffler Engineering is working on an estimate.
- 11k budget amount for hardware only. To be continued.
- Notice was distributed to all residents about procedures for properly disposing of left over debris. Residents should schedule with Bob and Recology and keep items in their unit until Recology comes to pick up. Each unit is entitled to one free pick-up per year with Recology.
- Furniture Auction is scheduled for 4-25-2023 at 12pm for the old lobby furniture.
- Tom is getting info on whether a permit is needed to mount cable boxes on the west wall of elevator maintenance room.
- Fidelity Roofing is waiting on improved weather conditions to perform the repairs on the roof.
- The Board is all in favor of getting rid of the unused swing stage that is on top of the roof.
- Tammy of Nob Hill is having bumpers repaired in the garage.
- Joe is getting a proposal for the 600-amp electrical panel.

## Open Forum

- J. Kleid asked if in-unit washing machines will be looked at during the repipe survey. Washing machines should be 17 gallons and low pressure according to rules.

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There being no further business before the Francesca Board of Directors, upon a motion being introduced, seconded and approved, this meeting was adjourned at 6:30pm

Respectfully Submitted by Rachel Madison (Property Manager)

*Adrian Rodriguez*

Board Signature/ Approved

04/26/23

Date