

# The Sierra Post

VOLUME III, ISSUE 1

THE SIERRA AT JACK LONDON SQUARE

February, 2007

## HOA Meeting Summary

The last annual membership meeting and Board meeting were held on January 23rd. Please check the bulletin board for the official meeting minutes.

### Contact Information

#### Front Desk / Lobby

Phone: 510-285-3515

Fax: 510-663-4526

[lobby@sierrajacklondon.org](mailto:lobby@sierrajacklondon.org)

Erik Olson, CCAM

General Manager

Phone: 510-663-4889

[erik@sierrajacklondon.org](mailto:erik@sierrajacklondon.org)

Mario Brown

Building Engineer

Phone: 510-663-1245

[engineer@sierrajacklondon.org](mailto:engineer@sierrajacklondon.org)

Ron Siengo

HOA President

[president@sierrajacklondon.org](mailto:president@sierrajacklondon.org)

Other HOA contact information can be found at <http://www.sierrajacklondon.org>

For advertisement information, questions or comments regarding this newsletter, please email to [news@sierrajacklondon.org](mailto:news@sierrajacklondon.org). Homeowners may place free classifieds by sending email to the same address.

The next scheduled Board of Directors meeting is February 27, 2007.

### Annual Meeting of the Membership Minutes January 23, 2007

#### 1. MEETING CALLED TO ORDER:

PERSON: Membership

PLACE: Lobby, The Sierra at Jack London Square, 311 Oak Street, Oakland, CA 94607

DATE: January 23, 2007

TIME: 7:15 p.m.

#### 2. Appointment of Inspector of Election (MSP)

A. **Inspector Of Election:** MOTION to approve Jane Voytek as the Inspector of Election.

#### 3. Roll Call & Establishment of Quorum

A. **Board of Directors:** Ron Siengo, Bach Nguyen, Frank Schultz, Mary Tilbury, and Shawn Swanson

B. **Association Members:** Approximately 8 present

C. **Management:** Erik Olson

#### 4. Results of Election of Directors

Ballot count by Inspector(s) of Election.

A. **Election Results:** We had 4 candidates for 3 open seats. Following are the election results

- Number of Units: 224
- Number of ballots cast: 67
- Number of abstentions: 0

Bach Nguyen 57 Elected

Frank Schultz 50 Elected

J.D. Lin 42 Elected

Barry Honore 33

#### 5. Close Meeting

**Board of Directors Meeting Minutes**  
**The Sierra At Jack London Square Owners' Association**  
**January 23, 2007**

---

**PLACE:** Lobby                      **DATE:** 01/23/2007                      **TIME:** 7:30 p.m.

**Board Members Present:**

Ron Siengo, President  
Bach Nguyen, Vice President  
Frank Shultz, Treasurer  
Shawn Swanson, Member-At-Large  
Mary Tilbury, Secretary

**Management:**

Erik Olson

**Reports:**

Treasurers Report  
Proposals for the Board  
Landscape Correspondence  
Homeowner Correspondence Managers Report

**A) NEW BUSINESS**

**CONSENT AGENDA:**

**RESOLUTION – Approval of Consent Agenda (MSP)**

MOTION to approve the following consent agenda items:

- 1) Review of the Association's un-audited financials dated December 31, 2006.
- 2) Approval of the minutes from the November 28, 2006 meeting.
- 3) Approval of collection liens for unpaid assessments on accounts 125-17, 125-737, and 125-808.

**REGULAR AGENDA:**

**RESOLUTION – Approval to borrow from Reserve Account for Insurance Payment (MSP)**

MOTION to approve borrowing \$67,944.30 from the Association's reserve account to pay for the annual insurance renewal. Eleven (11) monthly payments of \$6,176.76 will be made from the operating account to pay back the reserve account.

**RESOLUTION – Approval to move Capital Improvement Account to the Operating Account (MSP)**

MOTION to approve moving all Capital Improvement funds to the operating account. Action recommended by association's CPA, bookkeepers, and attorney.

**RESOLUTION – Approval of proposals to resurface the penthouse floors and repair thin set surrounding the building (MSP)**

MOTION to approve proposals from Mount Diablo Flooring Systems, Inc. to recoat the Penthouse Level floors and Manuel Buelna to repair the thin set surrounding the building contingent on reasonable warranty period provided by the vendors.

**B) DISCUSSIONS**

**Water Intrusion:** The General Manger talked about the latest communications between the Association and the developer, Crescent Heights. Crescent Heights has hired Paradigm Construction company to do some investigation into the various reported water intrusion issues. In some cases, where the repair will be minor, they may perform a repair on the spot. The one exception is to the metal corrugated siding by unit 337. Paradigm has removed the corrugated metal siding alongside that unit and will be on site till February 9th performing a more intensive repair. The Association's next step will be to contract with its own construction consultant to review the repairs performed by the developer's contractors and repairs still needed to be made to the building. There will be a meeting on January 31st with the Association's attorney, Crescent Height's attorney, and the assigned dispute resolution facilitator.

**Newsletter:** The General Manager announced that the current volunteer producing the monthly newsletter has decided to step down due to other time commitments. The GM asked the audience for volunteers to help with the continued publishing of the newsletter. The board understands the importance of having a regular communication available to all homeowners. There was a discussion between homeowners and board as to how best to communicate and make it available to everyone

**Front Desk Hours Feedback:** The General Manger announced that there was very little response received in the way of cutting back hours of the front desk staff. Of the 5 e-mails received by the general manager, 4 were in favor of keeping the hours the same. Those in favor of keeping the hours the same mentioned that having a 24 hour 7 day a week front desk staff was a main factor in them purchasing a unit here.

**Animals In Lobby Areas:** The General Manager stated that he has received some questions on where animals (dogs in particular) are allowed to enter and exit the building. The manager stated that the governing documents state animal owners use the "service entrance." Because the governing documents do not go on to define which entrance is the service entrance, it is not clear how to enforce this rule. The GM made the recommendation to the board to approve a rule that clearly defines the service entrance or service entrances which are to be used by owners who have animals.

... continued on page 4

## A Note From Erik



**Gym Equipment:** Some of the gym equipment, such as the treadmills, have the ability to change the measurement settings from the standard US system to the metric system. As most residents here prefer the standard US measurement system, if you change the settings to metric, please be courteous to your neighbors and change the measurement settings back to the US system when you are finished using the equipment.

**Elevator Clean Up:** Recently there have been a few dogs that have gone to the bathroom in the elevator and other

common area. Most homeowners realize that this is normal and expected and take the responsibility in cleaning up after their pets when this happens. If for some reason you are caught with your pet unprepared or see an "accident" that needs immediate attention, please let someone know right away so that we can have someone clean it up.

**Newsletter Committee:** The board is looking for volunteers to join the newsletter committee. Your help is greatly needed for the continuation of this newsletter. Remember the Board of Directors and committee members are just homeowners who volunteer their time and effort to help out our community. The more we pitch in, the better the quality of life we will have at the Sierra. If you would like to volunteer for the newsletter committee, please send an email to [erik@sierrajacklondon.org](mailto:erik@sierrajacklondon.org) or [news@sierrajacklondon.org](mailto:news@sierrajacklondon.org) You can also help by submitting articles to the same address.

If you would like to help on other matters, please contact Erik at [erik@sierrajacklondon.org](mailto:erik@sierrajacklondon.org) or stop by his office at the mezzanine level. Erik has been looking for volunteers to put together social gatherings.

### Neighborhood Events

#### Barnes & Noble

**Blues prodigy, Little Gabe – music performance.** Gabriel Lambirth, a 14-year old blues guitarist prodigy will perform on February 10 at 1pm in the Event Loft. Little Gabe was born in Oakland and was honored as the "Best New Blues Artists in the Bay Area" by the Bay Area Blues Society.

#### Women Voters

**"Iron Jawed Angels"** - Feb 11, 2pm. At Parkway Theater, 1834 Park Blvd. The League of Women Voters of Oakland invites the public to a free showing of this award-winning film in celebration of the 87<sup>th</sup> birthday of the League of Women Voters and of voting rights for women Theatre opens at 1:15pm and 1:45pm there will be a pre-film introduction. For more info call (510) 834-7640

#### Council Member

**Coffee Hours with Nancy Nadel.** Feb. 24 11am-1pm at the World Ground Café on 3<sup>rd</sup> and Jackson Streets. Stop by and say hello to your District 3 Council Member

A D V E R T I S E M E N T

Offering *exceptional* VALET SERVICE for residents of *The Sierra at Jack London Square*

"Thank you for allowing us the opportunity to serve you"

## London Jack's Fine Cleaners

To begin service immediately, bring your clothes to the Concierge or call us: 1-866-414-JACK.  
(The Concierge will provide you with your own nylon clothing bag w/ name tag, price list and an account activation form.)

It's as *EASY* as 1, 2, 3...



Complete & include account activation form.

One time only. Credit card info may be accepted by phone if preferred.  
Regardless of amount of orders submitted, we charge only once a month.



Place your clothes in bag.

Include form with clothes in first order only.



Leave bag (retrieve clean clothes) with Concierge, at any time.  
Clothes will be delivered 2 business days after pick-up.

Committed to Excellent Service!



Est. 2002



Proud to be family owned and operated



*Your Financial Edge*

- ✓ Tax planning and preparation
- ✓ Real estate transaction advisory services
- ✓ Small business consulting
- ✓ Personal financial planning and budgeting

Ron Siengo, CPA

Partner

ron.siengo@sierraafc.com

Maya Nguyen

Partner

maya.nguyen@sierraafc.com

311 Oak Street, Suite 24  
Oakland, CA 94607  
Voice & Fax: (510) 764-2058  
www.sierraafc.com

Income Taxes – Real Estate – Small Business - Accounting

## Mario's Corner

**Deck Drains:** Just a reminder to all penthouse owners to keep your deck drains clear of any debris from the rain.

**Mattresses:** Mattresses should not be thrown on the loading dock. They can be donated to the Salvation Army.

**Light Bulbs:** All Light bulbs that are in your unit can be purchased online at <http://www.bulbs.com>.



... continued from page 2

- ❑ **Doormats In Hallways:** The General Manager stated that well over 50% of the residents at the Sierra have some form of doormat or personal item outside of their front door in the common area. Currently, the association's governing documents only allow for items to be placed in the hallway if the member has been approved by the association's architectural review committee to place that item there. The board could make a rule to allow doormats, (manager recommended approving a specific size and color range) however, when moisture gets trapped underneath the doormats, it can cause premature peeling of the MERKOTE flooring surface. The manager recommended that the board approve a rule allowing doormats or sending out a letter explaining why doormats are not allowed and state a deadline for them to be removed by. All units with doormats remaining after that date would be in violation of the governing documents.
- ❑ **Non Residential Gym Usage:** The General Manager explained that he has received complaints from homeowners that there is a person that is using the association's gym to run fitness training lessons with other non-residents. At times, this person (who is not a resident) takes over the entire gym. The general manager asked that any homeowners who see this as it is happening, please report it immediately to the front desk. The staff at the front desk will ask this person to leave. Though homeowners are allowed to have guests use the gym to work out, no one can run a business on Association property. In addition to being against the Association's governing documents, there are liability issues if someone gets hurt.
- ❑ **Frequency of Pool Service:** Currently the pool is serviced twice a week. (Mondays & Thursdays)
- ❑ **Use of Parking Spaces:** The General Manager stated that he has received complaints that there are homeowners parking "illegally" in other owners' spaces. Each owner is assigned their individual parking spaces. For that reason, the Association does not have the right to tow vehicles from those assigned spaces. Each owner is responsible for towing vehicles out of their assigned spaces. The board noted that to their knowledge no vehicles have been towed to date from the parking garage. In the interests of keeping things "neighborly" the board asked that if a homeowner does have someone parked in their assigned space that they leave a note on the vehicle asking the owner to remove the vehicle. If a vehicle is towed, please notify the front desk and general manager so that the Association help the owner of the towed vehicle find their car.
- ❑ **Lender/HOA Certifications:** As a matter for the board to discuss at a later date, the general manager recommended that the board consider setting a policy of not filling out Lender or HOA Certifications. Though they can cause some problems for homeowners who use lenders who require them, they are not a legally required document and pose a liability to the Association to fill them out.

**ADJOURNMENT:** Motion to Adjourn.

Being no further business before the Board of Directors the Meeting adjourned at 8:25PM.

**NEXT SCHEDULED MEETING:** February 27, 2007 at 6:30pm