

**SAN FRANCISCO SUITES  
CITY SHARE ASSOCIATION**

**BOARD OF DIRECTORS QUARTERLY MEETING  
MINUTES**

**September 21, 2008**

The meeting was called to order at 11:05 AM by President Pat D'Angelo. All Board members were present: Pat D'Angelo, Jim White, Patti Hoar, Jeff Reichel, and Larry Schwartz. Manager Henry Potter and Bookkeeper Hayden Sims were present. The following owners were also in attendance: Cynthia White, Don Thomas, Wes Smith, Lois Otto, and Ramona Martinez.

After introductions the minutes from the June 23 meeting were approved.

**Financial Reports**

Pat D'Angelo reviewed year-to-date budget summaries. Pat, Henry, and Hayden have invested considerable effort reconciling the accounts with the audit statements. Previously, reserve and operating accounts were not differentiated and were difficult to reconcile. These are now separately identifiable.

Year-to-date operating: Overall, within projection accuracy, we are about on target.

Bookkeeping/accounting costs are over by ~\$8K; but payroll in general was under budget the first four months since Henry was also substituting to cover the understaffed front desk. Also a new computer system was charged to the operating account (will be charged to reserve account). Henry and Hayden will prepare a projection of costs for the final quarter to better forecast closing results. After reimbursement for reserve items temporarily paid with operating funds, the expectations are that we should be about on target.

Reserves: The reserve account now stands at \$339,225, including the 2008 contribution.

**Maintenance and Repair**

Windows: The previously-approved replacement of all windows with vinyl-clad frames has been turned down by the city as not appropriate for our highly visible historic building. The contractor has obtained approval for alternate aluminum-clad wood windows; however, the cost is considerably higher (\$125K) and will require painting and the use of scaffolding with significant down-time for installation. The Board will continue to review and consider alternatives before moving forward with

this important project. An alternative possibility would be to only replace the dual pane glass in the existing frames (~\$52K).

Computer: The office computer has been replaced and now has web-based backup, and the house wireless system has been upgraded (total cost \$9.8K). Henry will prepare details on purchase of new property management software.

Renovation of three rear parlor suites (24, 34, and 44): The beds have been moved back against the wall. Bids will be finalized for the remainder of work to be considered at the next Board meeting.

Boardroom kitchen remodel: Work is expected to start after the first of the year.

### **Reserve Expenditures Paid with Operational Funds**

The Board voted unanimously to approve transfer \$29,247.94 of reserve funds to reimburse the operating account for reserve expense items (list appended).

### **Foreclosure Status**

Four units are in foreclosure for nonpayment of this year's assessment. Stewart Title expects completion by spring.

### **2009 Budget**

Review was tabled until next Board meeting. Treasurer Reichel will send to Board members prior to the meeting.

### **Election Procedures for 2009**

All information for the next election will be posted on the SFS website (which is to be updated). ([www.sfsuitescsa.com](http://www.sfsuitescsa.com))

### **Owner Comments**

Discussion of owner email concerning detailed interpretation of 270-day reservation policy. President D'Angelo will respond.

Adjourned at 1:05 PM. (followed by executive session)

Larry Schwartz, Secretary.

2008 RESERVE EXPENSES (REVISED FROM 09/21/08)

COMPUTER	9801.34
ELEVATOR REPAIR	2079.00
ANTONIO'S ANTIQUES	3775.00
MACK WALL BEDS	875.00
COUCH BED FRAME REPLACE	300.00
AWNING CARE PLUS	730.00
SF WINDOW FACTORY (REPAIR)	380.00
PAGANINI ELECT.	240.00
BELL PLUMBING	2929.73
HOME DECORATORS	351.51
MATTRESSES 07	7786.36
TOTAL	29,247.94