



## NEWSLETTER

### The Village at Petrini Place

**Greetings and Happy 2018!** The HOA Board of Directors would like to take this opportunity to update our homeowners and residents on a number of important issues.

#### SECURITY

There were no serious reports of trespassing or thefts in the complex's garages last year - which is a huge accomplishment! However, we'd still like to remind everyone that it is always important to stay alert and vigilant when driving in and out of the garages. **Please wait for the doors to completely close behind you before driving away.** In addition, please be sure not to let people you know don't know follow you in through the doors of the complex. **This is a security risk.**

#### COMMUNICATION WITH THE PETRINI PLACE HOA BOARD OR STAFF

If you have an issue with your unit or with the facility in general, please call Jeff Kremsdorff at (415) 931-6423 or send an email to [jeff@petriniplace.com](mailto:jeff@petriniplace.com). In addition, please contact Colin Lynch at (415) 345-1270 x222 or by email at [clynch@bwpm.com](mailto:clynch@bwpm.com). Jeff and Colin are responsible for the day-to-day operation of our association and will respond by the end of the following business day.

Should you wish to contact the HOA Board of Directors, please send an email to the following address [boardmember@petriniplace.com](mailto:boardmember@petriniplace.com). This email address should be used for items requiring escalation to the HOA Board and/or for issues the Board needs to be immediately aware of - **it is not to be used for daily operational matters.**

Messages posted to the Yahoo Group message board are **not** monitored by Board members or staff and cannot be addressed through that medium.

#### NEXT HOA BOARD MEETING

The next Petrini Place HOA Board meeting will be held on **Thursday, February 22 at 6:30 pm** in the Lounge. As always, time will be reserved for homeowners to discuss topics of concern. Please make an effort to join us!

At the last meeting, it was suggested that homeowners have the option to join the meeting via teleconference. We agreed to give this a trial run to see if this results in more homeowner participation at the meetings.

#### TO ACCESS THE MEETING VIA TELECONFERENCE:

**Join from PC, Mac, Linux, iOS or Android:**

<https://usfca.zoom.us/j/845342186>

**Telephone:**

+1 (669) 900-6833

Meeting ID: 845 342 186

### PROPERTY MANAGER SCHEDULE

Jeff Kremsdorff's schedule has now changed. His working hours on premises are **8:30 a.m. to 7:00 p.m. on Monday, Tuesday, Thursday and Friday**. There will be staff on Wednesdays to cover common package delivery times. This change is cost neutral to our budget and will allow more homeowners to collect their deliveries earlier in the evening.

### PACKAGES

The number of packages delivered to the complex has grown tremendously in the last few months, due in most part to the holidays. Unfortunately, with staff out sick and sheer volume, it was extremely difficult to keep on top of storing all delivered packages. Please remember that staff accepts these deliveries as a courtesy to residents, but is not responsible for ensuring their safety. Residents should make every effort to promptly pick up their packages. We suggest not to schedule, if at all possible, arrival of packages on Wednesdays, Saturdays or Sundays, due to the absence of full-time staff on those days.

### RECYCLING

All cardboard boxes **MUST** be broken down completely! **Any box that is larger than a shoe box, must be deposited in the large bin at the end of the B level garage.** Too many boxes are just being left by the blue bins, which is not acceptable. As everyone is aware, we had a substantial dues increase this year, part of which was necessary due to increased amounts of trash and recycling. Please do your part so our staff is able to address other important issues in the complex and are not forced to spend time breaking down cardboard boxes. If you rent your unit, it is your responsibility to ensure your tenants are also aware of this rule.

## **NOISE**

We want our neighbors to enjoy living at Petrini Place but sometimes it can get a little noisy. Please use your balconies and decks but know that sound bounces off the sides of the buildings and sometimes can disturb others. Also, when walking through the common areas, please try to keep your voice down, especially if you're coming home late in the evening. Quiet hours are from 10pm to 7am.

## **WINDOW INSPECTIONS**

Jeff is setting up 3-4 days of unit-by-unit inspections to note locations and quantities of failed IGU's (Insulating Glass Units). Inspections will be scheduled for last week of February and first week of March. Based upon findings and warranties, we will follow up on the IGU replacements with Milgard, the window manufacturer for the complex. Due to Jeff's new schedule, we can now accommodate most homeowner work schedules.

Thank you!

**The Board of Directors  
The Village at Petrini Place**

Petrini Place Newsletter  
May 2018

The Petrini Place HOA Board of Directors met on April 19, 2018, and would like to bring everyone up to date about what's happening at Petrini Place. If you have any questions or concerns for the Board, we can be reached at [boardmember@petriniplace.com](mailto:boardmember@petriniplace.com). For general maintenance and property issues, please contact Facilities Manager Jeff Kremsdorf at [jeff@petriniplace.com](mailto:jeff@petriniplace.com) and (415) 931-6423 or Property Manager Colin Lynch at [clynch@bwpm.com](mailto:clynch@bwpm.com) and (415) 345-1270 x222.

### **Curb Your Pets**

We received more complaints about residents using the inner courtyard to curb their pets without cleaning up after. **This is a health risk and is strictly forbidden.** Please be advised that the board takes this issue very seriously and known violators will be fined. Dog owners *must* take their pets outside the complex to do their business. We understand that sometimes a pet may not make it outside; however, if that happens, the mess must be completely cleaned up immediately. Additionally, if you haven't registered your pet with Jeff Kremsdorf, please get in touch with him immediately.

### **Recycling**

All boxes must be broken down and disposed of properly. The blue bins are never to be used to dispose of boxes larger than a shoe box. There is a large metal container at the east end of the "B" garage specifically for broken-down larger boxes. Every resident is expected to properly use this container. Luis spends an extraordinary amount of time breaking down boxes, which makes it hard for him to get his other, more important daily responsibilities done.

### **HOA Budget**

Through the first three months of the year revenue has covered expenses. Some of this is due to a one time revenue gain due to a carryover from 2017. We continue to monitor expenses carefully and are in a position to make corrections if needed. Because of last year's unexpected increases, we ended the year facing a number of financial concerns. Although Recology and PG&E charges increased this year, we are thankfully holding steady. We did have some unexpected expenses at the beginning of this year, mainly necessary elevator repairs and fixing serious plumbing issues due to plumbing system backup associated with the work being done on Masonic Ave.

### **Revising the CC&Rs**

At the February 22, 2018 HOA Board meeting, a homeowner suggested that we revise our CC&R's. A committee was subsequently formed to discuss potential changes. Because the legal costs involved in revising the CC&Rs was \$10,000 to start, the Board decided not to proceed this year, as this expense wasn't included in our approved budget. However, the committee will still send homeowners a survey seeking input about any potential changes and/or updates. The

Board will then decide whether the recommendations merit the large expenditure, so it can be included in next year's budget.

### **Window Inspections**

We will continue to conduct unit-by-unit inspections of all windows. Homeowners will get notice of inspection two weeks in advance. If you rent out your unit, you must inform your renters that we will be entering the premises.

### **Water Shutoff Schedule**

We will be scheduling regular days for water shut offs and posting those dates for the rest of the year in the lobby. This will help homeowners who want to do work in their units so they can schedule appropriately. A notice will be provided not less than 48 "business hours" (i.e. Monday thru Friday, 8:00 am to 5:00 pm) and homeowners will also be notified when the water has been turned back on.

Water gets shut off for work on shower valves and owners remodeling bathrooms. While the water is shut down, we are also working to repair, replace and add isolation valves so individual sections of the project can be shut down independently in the future.

### **Garage Storage**

The only items allowed to be stored in your deeded or rented parking space are bikes, bike related-equipment and/or a portable shopping cart. Please note that regular inspections will be conducted and violators will be fined. In addition, our CC&Rs absolutely prohibit using our exclusive-use outdoor areas (decks and patios) for storage. Inspection of those areas will be conducted as well, with violators also being fined.

### **Parking**

Parking in the McAllister Street Courtyard is for short term loading and unloading only. It is not to be used by contractors nor for parking longer than 15 minutes. People violating the time limit will be warned and then fined.

### **Next Board Meeting**

Our next HOA Board meeting will be on Monday, June 18. The agenda will be posted not less than 96 hours before the meeting. For the last two meetings, we offered the option to participate via conference call. However, since that option was poorly utilized, it will not be continued. Thanks to Larry Montagna for bringing the equipment, setting it up and monitoring it during the meetings.

## Petrini Place Newsletter Dec 2018

### **Lockboxes**

Due to a recent security breach, lockboxes with common area outer gate keys inside are no longer permitted. Fobs for entrance can be included in lockboxes. Additional fobs are available for purchase through Jeff at the office for \$25.

### **Smoking**

Petrini Place common areas are smoke and vape free environments. No smoking or vaping is permitted in any common areas including courtyard, front entrance, garages, etc.

### **2018 and 2019 Budget**

September financials show that the Homeowner's Association is \$54,550 over budget. The Reserve Account is scheduled to reimburse the Operating account \$28,500 leaving the Operating account \$26,050 over budget (about 2.5% over budget.) Most of this is due to rate increases from Recology which is out of our control. This is a big improvement from 2017 when we ended the year \$90,000 over budget.

The Board approved a modest increase to our assessment this year, including continuing to fund the Reserve and setting aside funds for a "rainy day".

### **Security vigilance**

As we enter the holiday season, it is more important than ever to make sure that the garage door fully closes as you enter and exit and that you not let anybody into the complex that doesn't live here.

Please remember to be aware of your surroundings, do not let anyone into the complex.

### **Garage Storage**

No items are permitted stores in the garage other than bikes. Other items are not permitted. Please ensure space below the rack is clear of all items. Violators will be fined.

### **Balcony Storage**

No items may be stored on patios or balconies except appropriate patio furniture, and a reasonable number and size of potted plants in appropriate receptacles. All potted plants must be elevated off deck surface on stands, to prevent water damage to surfaces and deck treatments. Patios and balconies may not be used for beating rugs, shaking dust mops, etc., NO ITEMS are permitted to be draped over the railings. No clotheslines or outside drying racks are permitted. Bikes are not permitted to be stored on balconies.

### **Delivery of packages**

During the holiday season, there will be a marked increase in the number of packages delivered to Petrini Place. Please make sure to track your packages and promptly pick them up from either the package storage closet on the second floor or from Jeff. Jeff has posted hours for package pick up to make it easier for residents to retrieve them. All boxes must be recycled appropriately.

## **Recycling**

Please remember to use Blue Recycling bins located. Boxes are required to be broken down flat, all boxes larger than 2' x 2' go in the CARDBOARD recycling dumpster located on the B garage. Small boxes broken boxes can be disposed in blue bins in all garages. Violations of this rule will get one warning letter and a \$100 fine will be charged for each offense after warning.

## **Contact Information**

There is new, clearer contact information in the lobby of the building to help identify the right person/company to call in the event of various situations that may occur during off hours and weekends. It's also attached. Please print it out.

## **Next HOA meeting**

The next meeting of the HOA Board will be held on Monday, February 4 at 6:30 pm in the common room. Please join us.

**HAPPY HOLIDAYS and HAPPY NEW YEAR!**



# PROPERTY

# CONTACTS

## EMERGENCY - CALL **911** IMMEDIATELY

- FIRE anywhere on property
- Immediate threat or danger to property or life
- Break-In or Illegal Entry on property IN-PROGRESS

## IMMEDIATE ATTENTION (Non-Life-Threatening Emergencies)

- Water leak (sprinkler triggered / pipe breakage) or electrical outage
- A-B-C Level Garage Doors not opening / closing
- Lobby Door, Masonic, McAllister or Central gated doors not locking / closing
- Common area Break-In or Theft w/ property damage (no perpetrator present)
- Unit Break-In (if you feel safe to enter) call numbers below and non-emergency **SF Police 415-553-0123**
- No hot water / sewer backup into unit
- Elevators not working

CALL IN THIS ORDER:

### Bay West Property Management

EMERGENCY RESPONSE **415-445-2132** or during Office Hours 9-5, M-F **415-345-1270**

### Building Manager - Jeff Kremsdorf

M, Tu, Th, F 8:30am-7pm OFFICE **415-931-6423** or MOBILE **415-902-2883** (business hours only)

### Building Security - 9pm-8am daily **415-535-4785**

## NON-EMERGENCY (Non-Critical Issues)

- Maintenance needed (burned out lights, broken items) in common areas
- Maintenance needed or damage in your unit (non-emergency, HOA responsibility)
- Missing bike or other personal property missing (including non-critical damage – e.g. broken bike rack)
- Significant trash in common areas or on sidewalks surrounding property
- Homeless encampment near property entrances (call City Services at 311 & report to Building Manager)
- Missing packages or package pickup (HOA not responsible, yet please report problems)
- Witnessed HOA Violation (pet waste, improper trash disposal, improper parking in garages)
- Resident Issues (noise or conflict): **During Building Security hours call: 415-535-4785**  
**Outside of Security hours:** Non-emergency SF Police **415-553-0123**

For Non-Emergency EMAIL: [Building Manager jeff@petriniplace.com](mailto:Building Manager jeff@petriniplace.com) or stop by office during office hours

## IF YOU HEAR THE FIRE ALARM

- Turn off appliances in your unit – **Exit Property** – assemble in front parking area off McAllister St.

## LOCKED OUT OF YOUR UNIT?

- Preferred locksmith Metro: **415-673-5050**

## EMERGENCY PLUMBING PROBLEM?

- Preferred plumber Roto-Rooter: **415-656-2130**

## ONGOING ISSUES NOT BEING ADDRESSED?

- Email: [boardmember@petriniplace.com](mailto:boardmember@petriniplace.com)
- Association Manager: **Colin Lynch** [clynch@bwpm.com](mailto:clynch@bwpm.com) **415-345-1270 x222**