



## PETRINI PLACE NEWSLETTER - APRIL 2021

### **BOARD MEETING INFORMATION**

- *Per HOA Rules: 4-days' notice to be given before general board meetings and 30-days before the annual mtg.*
- *Board minutes are reviewed and approved at subsequent board meeting*
- *Until further notice, meetings will be held by ZOOM video conferencing (meeting ID and Password are emailed).*

#### 2021 Future Board Meetings (see website for more details)

September 30 6:00pm (Regular Board Mtg.)

July 6 at 6:00pm (Regular Board Mtg.)

### **COVID-19, HEALTH AND SAFETY OF OUR PROPERTY**

- Petrini Place continues to comply with the city of San Francisco's most current health guidelines.
- MASKS are required everywhere on the property other than in your unit (see notices in elevators and lobby).
- Given the small size and configuration of our gym, we must continue to keep it closed. The ventilation, equipment spacing, signage and cleaning staff do not meet the current guidelines to ensure safe usage. We appreciate everyone's understanding and will reopen as soon as feasible. The association does not incur any addition costs while it is not open for use.

### **NEW ONSITE MANAGER**

The HOA Board welcomes Romy David as our new onsite property manager. Both Romy and offsite manager Colin Lynch will work together to maintain high standards for our property. If you have any questions or concerns, please contact Romy (contact info on the website and at the end of newsletter). And please stop by the front office and say a "socially distanced" welcome if you haven't already.

### **NEW PACKAGE ROOM**



Based on the 2021 Petrini Place Owner and Renter Survey, the most desired new amenity is a dedicated package room. 83% of residents say they have problems retrieving packages from the various storage locations.

The board has approved a design concept to modify the existing common room and create a dedicated, single location, secure, 24/7 resident accessible package room. This concept also takes the remaining portion and modifies it for increased functionality.

Posters will be placed around the property for residents to review and feedback is welcome on the website page below. The board's next step is to obtain contractor bids. For more information (including the design with renderings) please visit: <https://thevillageatpetriniplace.com/new-package-room/>

## **HOA COMMUNICATIONS**

This past half year the Board made a strong effort to increase communications and provide resources for the association.

Many projects have been successfully completed and we will continue the efforts going forward:

- 2021 Owner and Renter Survey: The Board conducted an online survey to understand the needs and concerns of our owners and renters. Highlights of the survey were discussed at the last board meeting. The results will help guide decisions and resource management going forward. Thanks to all who participated.
- 2021 Roster Survey: The Board also conducted a survey of the residents to gather contact information. We now have a solid roster of residents and have been using it to inform everyone of property notices. If you need to make changes, please stop by the manager's office or complete our online form on the website.
- New Website: We now have a comprehensive website where owners and renters can receive notices, download documents, find out about amenities and operations, see future board meetings, get local referrals and find contact information. This will be the go-to source for information and the "What's New" page will mirror notices sent out to residents. Anyone can "follow" the website so you can receive emails every time a new "What's New" post is made.
- Property Signage: onsite management will continue to post flyers in the lobby, inside and outside the elevators and outside the manager's office. These flyers will include timely notices and will include a QR code that you can use with your cell phone camera to go directly to the relevant website page.
- Emails: both the onsite and offsite manager will continue to keep our owner and renters informed of all timely notices. Multiple emails will be sent out as appropriate to keep everyone continually informed.
- New Google Group: there is a Google Group (replaces the old Yahoo Group) for residents to ask questions, exchange information or bring attention to residential matters. To sign up please visit the Local Info website page.
- Newsletters: following board meetings where significant information discussed, the Board will provide a newsletter to the association.

## **ENERGY REBATE PROGRAM: BOILER AND LIGHTING IMPROVEMENTS**

Our two new gas boilers and hot water tanks have been installed and operational since the end of January. These high efficiency boilers should provide the property with lower cost hot water for many years to come.

Installation of the LED lighting across the property has been ongoing. Exterior property lighting, interior courtyard and hallway sconces and most of the garage light replacement has been finished. The installer is waiting for overseas parts to arrive to resume and finish the project. The delays will not impact our \$100,000 rebate. When the parts are received and available, installation will resume. This should have no impact on residents except for a few cars in the garages that need to be moved to complete installation. Additionally, new step lights, exit signs and recessed cans will be installed.

If you encounter any light bulbs that have fallen out of the wall sconces, please notify the onsite manager and tell her of the location of the sconce. Some of our existing sconces where light bulbs have fallen out have plastic sockets that need to be replaced. This is a minor problem that we are aware of and should be readily fixed as they occur.

## **WATER SHUTDOWNS**

The Board and Bay West management fully understand the inconvenience of shutting Hot and Cold water down for any duration of time. Our property was designed with a central hot water boiler and hot/cold water distribution without individual unit isolation (shut off) valves. Therefore, when any single unit performs plumbing work that requires water to be shut off, water for the entire property must be shut off. During the last few shutoffs, we have tried to test building isolation valves (to stop water to one building at a time). There was minor success and further tests will be performed only if time permits for subsequent shutdowns.

The Board's goal is to have a maximum of one shutdown per month (if needed) during which residents can coordinate their work. Schedules are prioritized to those who need emergency work, then unit renovations and lastly minor work. First owner to request a date will set the date. All other requests for that month will take place on that date. Several weeks' notice will be needed for the scheduling to give the association proper notice. Work will only be permitted Tuesdays through Thursday between the hours of 10am and 2pm (pending availability of our managers and plumbers to perform the shutdown). To reserve a date and receive more information, please see our onsite manager.

## **SECURITY**

No significant security issues have occurred within our property since the last report.

Please continue to ensure a safe environment by monitoring all entry/exits when entering and exiting the property. This includes doors with key-fob and the garage doors. Do not let anyone in you do not know, and wait until all doors fully close before exiting and entering the property. Lastly, meet all deliveries at the front entrance.

## **BIRD ABATEMENT**

We have received and reviewed several bids for bird abatement on the Fulton side of our property. The board has approved a quote and the work will soon be scheduled. If your unit requires access or items to be cleared for this work, you will be notified by the onsite property manager. Thank you in advance for your cooperation.

## **QUESTIONS OR CONCERNS ABOUT PETRINI PLACE?**

*For news, documents, board meeting dates, contact and local information visit: [www.thevillageatpetriniplace.com](http://www.thevillageatpetriniplace.com)*

*For issues specifically for the board to address:*

- Email [boardpresident@thevillageatpetriniplace.com](mailto:boardpresident@thevillageatpetriniplace.com)
- Attend HOA meetings and discuss issues during open sessions.

*For emergency, maintenance, or security:*

Bay West Property Management

- EMERGENCY RESPONSE 415-445-2132
- Office Hours 9AM-5PM, M-F 415-345-1270 (Reception X200, Colin Lynch X222)
- Non-emergency: Offsite Property Manager: Colin Lynch [clynch@bwpm.com](mailto:clynch@bwpm.com)

Onsite Property Manager: Romy David [petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com)

- M-F 9AM-5PM - OFFICE 415-931-6423 (office is located at the main entrance courtyard)

Evening Security (located in the Onsite Property Manager's office)

- 9PM-8AM DAILY - SECURITY CELL 415-535-4785

*For general community discussion:*

The optional and private Google Group that all residents are welcome to join is [thevillageatpetriniplace](https://groups.google.com/forum/#!forum/thevillageatpetriniplace). Visit the LOCAL INFO page of the website for link to join or click: <https://groups.google.com/forum/#!forum/thevillageatpetriniplace/join>

(It is not monitored by the Board or Bay West – please do not expect official replies or maintenance responses)



## PETRINI PLACE NEWSLETTER - JULY 2021

### **BOARD MEETING INFORMATION**

- *Per HOA Rules: 4-days' notice to be given before general board meetings and 30-days before the annual mtg.*
- *Board minutes are reviewed and approved at subsequent board meeting*
- *Until further notice, meetings will be held by ZOOM video conferencing (meeting ID and Password are emailed).*

2021 Future Board Meetings (see website for more details)

September 30 (Thursday) 6:00pm (Regular Board Mtg.)

### **COVID-19, HEALTH AND SAFETY OF OUR PROPERTY**

- Petrini Place continues to comply with the city of San Francisco and CA's most current health guidelines.
- MASKS are required ONLY IN THE GYM until further notice. New wipe and hand sanitizer dispensers have been installed. Please wipe down equipment after use.

### **HOA COMMUNICATIONS**

The board continues to make efforts at effective communication through temporary signage, email notices and website updates. Everyone who provides us with their email address will receive property-wide updates that are mirrored on the website. Please keep your contact information current with our Onsite Property Manager or update it through the website.

### **PACKAGE ROOM UPDATE**

A construction contract has been awarded, signed and now permits are being obtained. Once permits are issued, the entire common room will be closed for construction. Given the variability of the Department of Building Inspection's review process, it is anticipated that construction could start within a month. And, pending availability and shipping delays for major components, we hope to have the new package room and common space ready for use starting early fall. The new package room will have more security measures including new cameras and electronic locks.

### **BIRD ABATEMENT UPDATE**

Bird abatement is finished. High voltage strips on the peaks of our roofs have been installed, as well as spikes placed on the patio walls on the Fulton side. Netting has been added and/or repaired in various locations. We also switched from a solar powered high voltage system to a plug-in version, to save ongoing battery and solar cell replacements.

### **CARPET CLEANING UPDATE**

The HOA successfully spot cleaned carpets in A and B building saving considerable costs. We will continue to spot clean until a full property-wide cleaning is necessary. Please let Onsite Property Management know if you encounter stains or damage.

### **SECURITY**

Only one security breach has been documented since the last newsletter - a bike theft within A Garage. Please be vigilant in waiting for the garage doors to open and close before leaving garage entrances. Many times, bike thieves wait outside the door and slip in before the door fully closes. Bike thieves specifically target valuable bikes and those with easily cut locks. Often thieves carry power tools to cut through locks and chains quickly. Consider upgrading your locks and using bike covers in addition to being vigilant at garage entrances.

Please help ensure a safe environment by monitoring fobbed doors and garage gates when entering and exiting the property. Do not let strangers in unless they show a key fob and wait until doors fully close before exiting and entering the property. Lastly, meet all deliveries at the front entrance. No "food drop offs" outside or inside the front door.

## **ENERGY REBATE PROGRAM UPDATE**

BOILERS: Our two new gas boilers and hot water tanks have performed flawlessly since they were installed.

LIGHTING: Installation of LED lighting across the property is almost complete. We experienced a significant shipping delay due to COVID but are in process of the final retrofits. When installation is complete, we will do a final walkthrough ensuring all fixtures are working as designed. If you see any lights not working (check at night as not all operate during the daylight), please note the location and type of light fixture and include a photo within an email to the Onsite Property Manager ([petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com)).

After the walkthrough, we will have our final energy audit. When certified, we will receive the \$100,000 rebate to be transferred to our reserve account. We appreciate everyone's patience during the boiler replacements and lighting retrofits. This was a beneficial project which will lead to a more comfortable property with ongoing cost savings.

## **WATER SHUTDOWN REVIEW**

To date we have had 4 water shutdowns in 2021 one of which was for the boiler replacements (4 in 2020, 7 in 2019 and 11 in 2018). During the last water shutdown in June, we added several additional pieces of equipment that allow faster shutdowns (quicker draining), and improved monitoring when returning the system to operation. We hope to save money, water, and time with quicker shutdowns. We now can monitor specific problems during restart to avoid low temperatures for the first few hours or days thereafter. We've also prepared a new comprehensive troubleshooting and shutdown guidebook to further save costs.

During the last shutdown, we coordinated 6 separate unit repairs. We also provided original parts (at cost) to homeowners for their repairs. And on behalf of the owners, the HOA hired and coordinated an outside plumber who performed repairs with costs divided among the owners.

Going forward, we continue to allow one scheduled shutdown per month (only if needed and not including emergencies) with the owner's request requiring at least two weeks-notice. The first owner to request a date will set the date for that month pending property management's availability. All subsequent requests for a shutdown within that month will take place on that date. Work is permitted on Tuesday or Thursday between the hours of 10am and 2pm, pending management's availability. To reserve a date and receive more information, please contact our Onsite Property Manager.

The HOA also received a final opinion from our legal counsel, which clarified our CC&Rs to state that all internal wall unit repairs are the responsibility of the unit owner and not the HOA. The HOA is only responsible for perimeter wall plumbing. Going forward all shower cartridge, washing machine water valves and any other repairs on original installed equipment are the responsibility of the unit owner. The HOA will still coordinate shutdowns and keep a stock of original shower and washing machine water valves for purchase, at cost. And when more efficient, we will try to hire and coordinate the plumber for multiple units with divided costs being charged to each unit.

## **PROPERTY WIDE FIRE ALARM TESTING AND SYSTEM VERIFICATION**

Our property's fire alarm sirens must be certified that they produce a minimum level of sound within each unit by July 1, 2023 (original deadline of July 1, 2021, was extended: reference: San Francisco 2016 Ordinance 165- 16; 2019 SFFC Section 1103.7.6.1; 2013 NFPA 72 Section 18.4.5- "Sleeping Area Requirements"). The test involves sounding the property alarm, entering each unit, and measuring the alarm's sound level at each sleeping location when all doors are closed. If the sound levels meet requirements, we can be certified.

If we do not pass, property upgrades will need to be performed. This test will be an extreme inconvenience to those working from home and with noise sensitive pets. Additionally, it will be a challenge to get access to everyone's unit on the 2-4 days of testing. The board and property management will provide updates as we plan out the testing process and set final dates and times. We ask for everyone's cooperation and understand the difficulties with this request.

## **KEY STORAGE FOR INDIVIDUAL UNITS**

The HOA will no longer keep spare keys for any homeowner, renter, or service personnel. All keys that were stored had to be picked up by May 15, 2021. Any unclaimed keys after that date were destroyed. A safer and more convenient option is the installation and use of an electronic deadbolt. Please see the website for more information. If you require a lockbox for your unit, you must first notify the Onsite Property Manager for permission.

## **WINDOW WASHING**

All accessible windows will be washed this July. Residents will be notified of the schedule and are requested to remove ALL SCREENS on windows/doors you would like washed. Window washers will not remove any screens and will skip windows with screens. Additionally, those with patios are requested to move patio contents to allow for window washers to access units above. Note: all enclosed patios/balconies or patios/balconies with metal railings will not have their patio doors cleaned (the patios will not be accessed). Only patio doors accessible on ground floor / walk in areas will have their doors cleaned if the screens doors are unlocked.

## **COURTYARD POWER WASHING**

We are in the process of evaluating services to wash our inner courtyard and entry courtyard surfaces. We will notify residents of the schedule once a vendor is secured. Note, courtyard patios enclosed by fences will not be cleaned and could experience water and debris being sprayed inside. This is an unfortunate consequence of this cleaning and will ask vendor to minimize. It might be beneficial to move patio contents away from the fence until the process is finished.

## **REVIEW OF SPENDING AND CONTRACTS, IDENTIFYING COST SAVINGS**

Bay West annually prepares Petrini's budget which is reviewed and adjusted before being approved by the board. This process reflects the prior year's budget, actual spending and incorporates anticipated increases and adjustments for inflation. The process also ensures sufficient funding of our reserve accounts. Only necessary, annual HOA Fee increases are considered.

Our home is now 20 years of age and many changes have occurred with our property and selected vendors. Along with the more significant changes we've experienced this past year, this year has presented an opportunity to perform a comprehensive review of our spending and vendor choices. The board and property management are specifically reviewing maintenance contracts, utility consumption (gas, electric, water, phone) and our refuse volume. We are also removing any unnecessary services and evaluating additional needs where appropriate.

We have already found substantial cost savings. And we have a few projects that will contribute to the savings and better use of our resources. The HOA and property management's goal is to maintain a high quality of life at Petrini through excellent service and maintenance, reducing unnecessary costs and planning for the decades ahead. We are also ensuring that our garage doors, elevators, camera, and lock systems are always maintained and operational.

Three new and significant projects being planned or considered are reduction of refuse volume through better recycling efforts, a comprehensive plan for our 134 courtyard planters and their aging contents and further out, cleaning and repainting of the property's dirty and faded stucco surfaces and signage.

## **PARKING SPACE STORAGE**

Please note that only bikes, bike equipment and rolling grocery carts can be stored at your parking space. We perform periodic inspections and will email unit occupants if other objects are left in the spaces. Please note you are limited in what you can keep at your parking space for safety, help in rodent control and in theft reduction.

## **QUESTIONS OR CONCERNS ABOUT PETRINI PLACE?**

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### **PETS ON LEASH**



In all Common Areas pets  
always on leash & in control

### **CLEAN UP AFTER PETS**



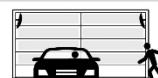
Clean up every accident  
Notify manager if help needed

### **BREAKDOWN EVERY BOX**



Flatten ALL boxes. Place  
BIG boxes in gray dumpster

### **GARAGE EXIT / ENTER**



Wait for doors to fully close  
BEFORE leaving or parking

### **TRASH / RECYCLING**



ONLY Bagged Trash in Chute  
Use Recycle AND Compost

### **DELIVERIES / ENTRY**



Meet ALL deliveries at front  
Check for other's key fobs

**THANK YOU FOR KEEPING PETRINI SAFE & CLEAN**

### **CONTACTS**

### **MORE INFO**

On-site Manager - Romy David (415) 931-6423

Night Security - Daily 9pm-8am (415) 535-4785

Bay West Emergency Number (415) 445-2132 [thevillageatpetriniplace.com](http://thevillageatpetriniplace.com)



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## PETRINI PLACE NEWSLETTER - DECEMBER 2021

### **BOARD MEETING INFORMATION**

- *Per HOA Rules: 4-days' notice to be given before general Board meetings and 30-days before the annual mtg.*
- *Board minutes are reviewed and approved at subsequent Board meeting*

### **2022 Scheduled Board Meetings** (see website for details including meeting method)

January 20 (Thursday) 6:00pm (Annual Board Mtg.), after Annual Board Mtg. (Regular Board Mtg.)

### **HOLIDAY SCHEDULE FRONT OFFICE:**

Friday, Dec 24<sup>th</sup> Open 8:30am – 12pm, Monday, Dec 27<sup>th</sup> closed all day

Tuesday, Dec 28<sup>th</sup>, Wednesday, Dec 29<sup>th</sup> and Thursday Dec 30<sup>th</sup>, 12:30pm-1:30pm – limited services

Friday, December 31<sup>st</sup> and Monday, January 3<sup>rd</sup> closed all day

### **COVID-19, HEALTH AND SAFETY OF OUR PROPERTY**

- Petrini Place continues to comply with San Francisco's and CA's most current health guidelines.
- **MASKS are required in ALL COMMON AREAS** (Package Room, Lobby, Elevators, Office)
- The HOA will reopen the GYM when mask mandates are lifted for everyone in SF

### **NEW ONSITE MANAGER**

The HOA Board welcomes Anne Leyva as our new Onsite Property Manager. Both Anne and Offsite Manager Colin Lynch will continue to work together to maintain high standards of security, cleanliness and maintenance.

All questions or concerns should be sent to Anne at [petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com)

### **MESSAGE FROM BOARD PRESIDENT**

*As this year comes to an end, I'd like to review our past year's accomplishments at Petrini Place. Despite the pandemic, supply chain issues and multiple property managers, we accomplished much and made significant, positive changes to our property. A few highlights:*

**Increased Energy Efficiency:** Installed new boilers and hot water tanks, replaced interior and exterior property lighting with energy efficient and long-lasting LED fixtures, and created more efficient water shutdowns routines with new equipment and quicker processes.

**Enhanced Security:** Added new strategically placed cameras, implemented new security protocols, emailed targeted reminders to residents when violations occur, stopped keeping resident unit keys, added new, secure key boxes for Firefighters and Elevator repair, added reinforcements to garage and stairwell doors to prevent being pried open.

**Improved Communications:** Created a new master roster, improved and added new signage, created a new and continually updated website with notices, contacts, documents and property information. Created a new Google Group for resident-to-resident communications, and overall increased communication and improved email response times.

**Amenities:** Cleaned and reorganized lobby to reduce clutter. Designed and built new package room to handle increased volume of deliveries and make spaces safer. Redesigned common room for quicker cleaning and with more flexibility.

Improved gym lighting, added wipe stations, sanitizer dispensers and installed a new water cooler and AC unit.

**Property Upgrades:** Installed new mailboxes, installed new easily maintainable elevator flooring, upgraded outdated office equipment, and installed bird abatement products on south face of property.

**Maintenance and Cleaning:** Continued targeted carpet cleaning, annual window cleaning and courtyard power washing, rebuilt C level garage gate, and gained better control over landscaping vendor to keep plants healthy and property beautiful. Accomplished numerous window repairs and facilitated many plumbing repairs for residents.

**Property Management:** For the first six months of 2021, Romy helped with transition, reorganization and improvement of front office and processes. Anne will continue to add to these improvements with her expertise and attention to detail. Our goal is improved response time and a high level of client service to residents, and strong interface to our vendors.

**Continued Budget Review:** Changed property phone carriers, reduced Recology bills, found overcharges and received refunds from several vendors. We continue to review vendors for services, billing accuracy and cost-effective alternatives.

Our goal for 2022 is to continue to build upon our success and add the following:

- Comprehensive review of landscaping with goal of creating a master plan for replanting, rejuvenation, growth and improved privacy over the next 10-15 years.
- To prep for next painting cycle, inspect and repair downspouts, gutters, and evaluate stucco surfaces and wall penetrations for repair and cleaning. Add and/or replace new signage where needed
- Comprehensive review of mechanical systems ensuring they are properly maintained, evaluate all service contracts.
- Several significant mechanical maintenance projects including property drain flushing.
- Review and receive quotes for new front door entry call box with video feed and remote app access.
- Comprehensive cleanout of storage and trash closets to remove old paint, used building components, discarded furniture and electronics, reducing hazardous waste on the property and free up space.

*We hope all residents appreciate the improvements and are enjoying the new amenities. The Board thanks everyone for your patience in reduced office hours and small inconveniences due to package room construction and new mailbox installation during late summer and fall.*

*Happy & Safe Holidays!*

David Polifko  
HOA Board President

#### **NEW PACKAGE ROOM & REDESIGNED COMMON ROOM UPDATE**

Our new package room is open and operating successfully. Open 24 hours with keyless entry to a well-lit and organized space has helped facilitate the enormous number of packages. The new room includes space for newspapers, mail coupon inserts, package returns for USPS, UPS and FedEx, food boxes, battery and small fluorescent lamp recycling, and a sign board for oversized packages (held in maintenance room) all complementing the large, organized shelves.

Package room's courtyard door entrance will be functional once the electronic door latches arrive from the manufacturer (delayed by supply chain issues). The new entry door will have a dedicated call box for coded entry, or for dialing the office and manager's phone (for remote opening). We hope the new door system will be functional in early 2022.

The newly designed common room has a few final touches to be completed. An email will be sent when finished and ready for resident's reservations.

#### **ENERGY REBATE PROGRAM UPDATE**

Our new hot water boilers and storage tanks have been performing flawlessly. Our new LED property lighting has been operating with substantial cost savings and has increased our security and sense of safety.

We received our energy program rebate check for \$100,500! And we received our 7-year, interest free loan for energy savings project to be paid through our regular PGE bills (we continue to pay our old invoice total monthly, the difference between it and the new energy saving amount to pay off the loan balance). Both will help our reserve budget balance. Thanks to all who helped with this project.

#### **RECOLOGY REFUND**

Our Recology (trash) refund was \$36,718.18 which will be added back into our 2022 operating budget.

#### **WINDOW REPAIRS**

We continue to coordinate and group window repairs for owners. Most repair work and costs are paid by the HOA (with certain exceptions including broken glass, locks/handles/screens for original owners who contract Milgard directly).

Common window problems are failed glass units (foggy glass) and balancers (window hard to open or stay open). If owners experience window issues, contact [petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com) with description and photos. Anne will coordinate the evaluation, quote and repair. We will group problems and do repairs every 3-4 months for efficiency and vendor discounts.

## **SECURITY**

This past year we had several bike thefts, two major garage intrusions (both immediately extracted by security), and one major security breach with intruder climbing over spiked gate on McAllister. The intruder opened the gate, and two men entered the lobby, pried open one of the mailbox units and stole contents – within six minutes.

We now have two security officers (Federico and new guard Hari) who have been doing an excellent job keeping our property safe and secure. We provided new protocols, added new cameras and refined existing cameras to provide excellent property coverage at our most vulnerable points.

As always, we ask all residents to do their part when entering/exiting garage gates and any fobbed entry door.

- **Do not let strangers in unless they show a key fob, wait until doors fully close before exiting and entering.**
- **Meet all deliveries at the front entrance. No “food drop offs” outside or inside the front door.**
- **Anytime an unknown person is let into the property, security is compromised for all residents.**

## **WATER SHUTDOWNS**

We have optimized our water shutdown process to reduce costs and wasted water. If you require a water shutdown for renovation or repair, please email [petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com). Include description of your request and front office will try to accommodate and if needed, schedule a water shutdown. We group renovations and repairs to reduce shutdowns. We also maintain control by hiring plumbers on owner's behalf, to facilitate quick professional repairs. Owners pay for their portion of work for their unit. Going forward all washing machine water valve and shower cartridge repairs (parts and labor) are paid by unit owners.

## **RESIDENT ROSTER UPDATES**

From the beginning of 2021, we are maintaining a comprehensive resident roster which includes names, emails, emergency phone numbers and contacts for all units. Roster is used to communicate issues of maintenance and announcements. Please keep your contact information current with our Onsite Property Manager or update through the website. For new residents, to add your name to front entry call box, please email Anne with your full name, unit number and a 415-area code number (use Google Voice if have a non-415 number).

## **2022 BUDGET UPDATE**

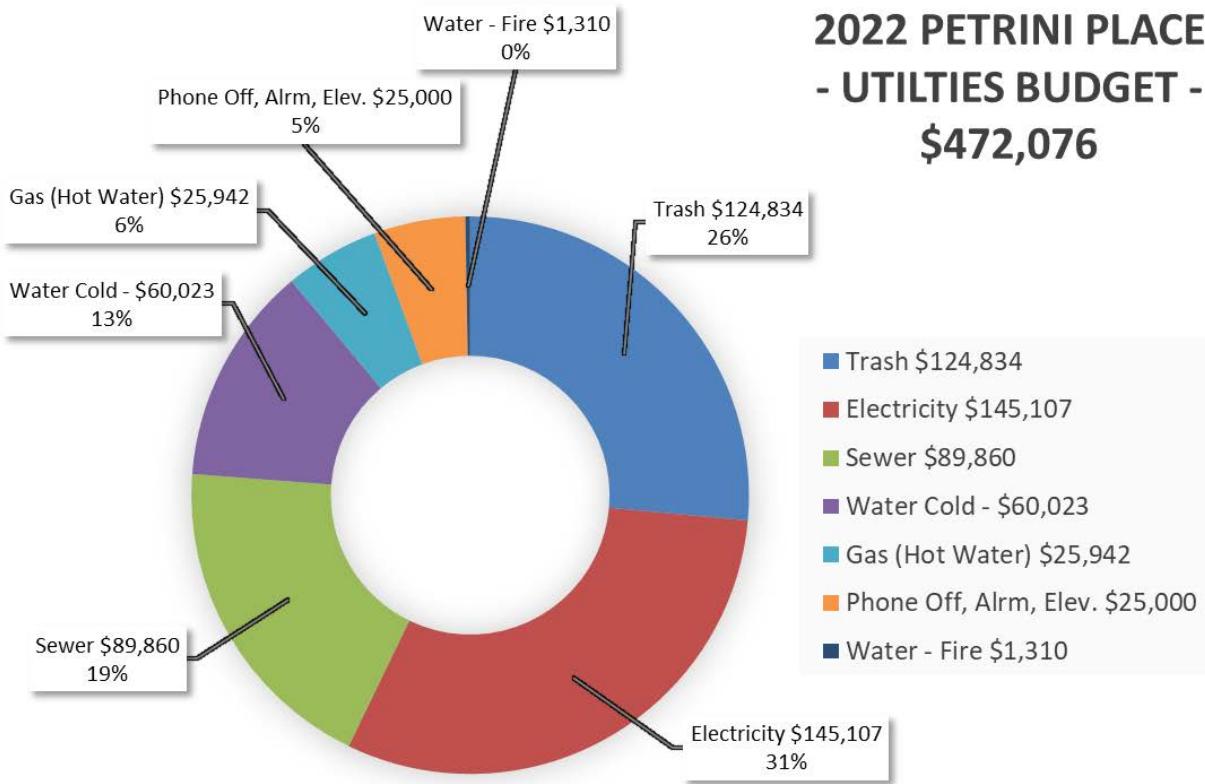
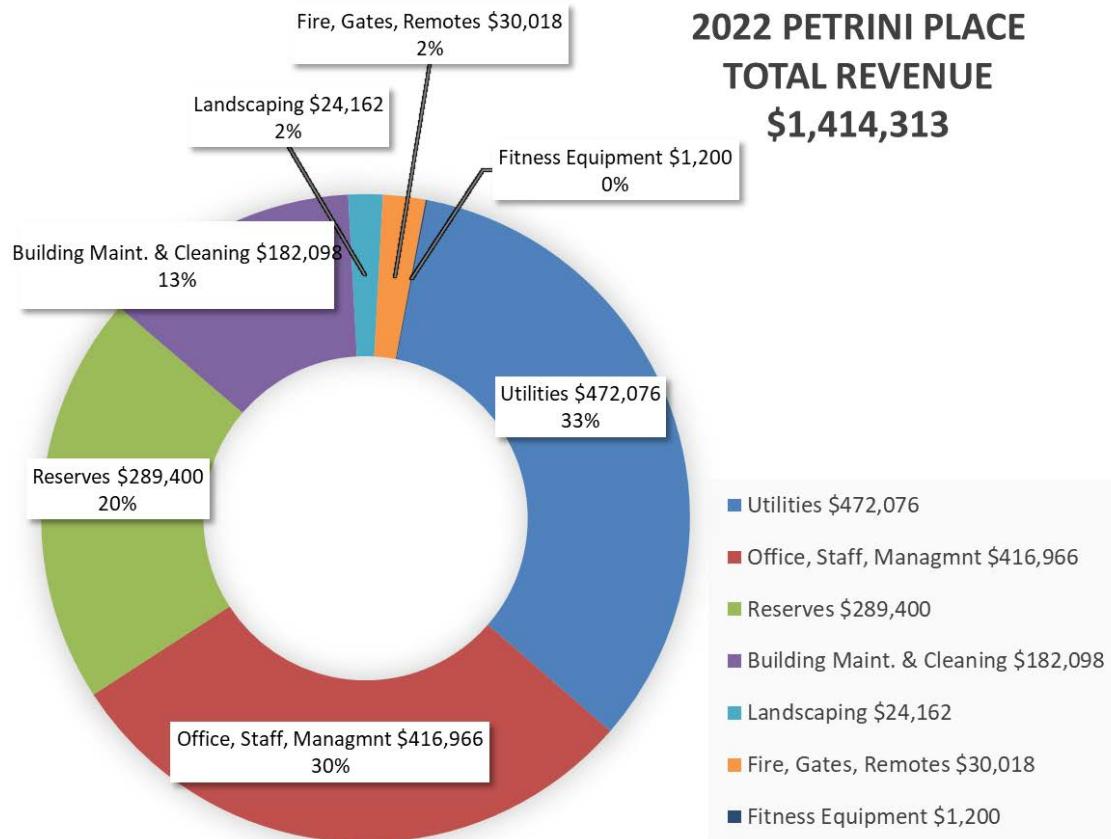
Owners have received the 2022 Annual Budget Report which is mailed to the owner address on file. Our 2022 approved budget includes revenue (assessments and other contributions) of \$1.414M (2021 was \$1.379M), total expenses of \$1.126M (2021 was \$1.107M) with the remainder of \$0.289M (2021 was \$0.273M) going to reserves.

Last year's (2021) average HOA fee assessment increase was 3% for all units. **For 2022 the average HOA fee assessment increase is only 2.5%.** We continue to review all expenses and reduce where possible while maintaining or improving service levels.

See the following page for a visual breakdown of the revenue and planned expenditures for 2022.

Please note that Utilities are third of our budget and two main components can be directly reduced by residents:

- Trash is a large component of our budget at \$125K. The more you recycle the more we can lower this cost!
- Our water (hot & cold and the sewage it creates) bill comes in at \$176K. Saving water can lower this cost!



## QUESTIONS OR CONCERNS ABOUT PETRINI PLACE?

For news, documents, Board meeting dates, contact and local information visit: [www.thevillageatpetriniplace.com](http://www.thevillageatpetriniplace.com)

For issues specifically for the Board to address:

- Email [boardpresident@thevillageatpetriniplace.com](mailto:boardpresident@thevillageatpetriniplace.com)
- Owners can attend HOA meetings and discuss issues during open sessions.

For emergency, maintenance, or security:

Bay West Property Management

- EMERGENCY RESPONSE 415-445-2132
- Office Hours 9AM-5PM, M-F 415-345-1270 (Reception X200, Colin Lynch X222)
- Non-emergency: Offsite Property Manager Colin Lynch [clynch@bwpm.com](mailto:clynch@bwpm.com)

Onsite Property Manager: Anne Leyva [petrinimanager@bwpm.com](mailto:petrinimanager@bwpm.com)

- M-F 8:30AM-5PM - OFFICE 415-931-6423 (office located at main entrance courtyard)

Evening Security (located in Onsite Property Manager's office)

- 9PM-8AM DAILY - SECURITY CELL 415-535-4785

For general community discussion:

The optional and private Google Group all residents are welcome to join is thevillageatpetriniplace. Visit the LOCAL INFO page of the website for link to join or click: <https://groups.google.com/forum/#!forum/thevillageatpetriniplace/join>

(not monitored by the Board or Bay West – please do not expect official replies or maintenance responses)



### FACE MASK RULES REQUIRED IN ALL COMMON AREAS

**EXCEPTIONS:** CHILDREN UNDER 2 YEARS, ANYONE CLAIMING A MEDICAL EXEMPTION, IS DEAF OR HAS A DISABILITY PREVENTING ONE FROM WEARING A FACE COVERING.

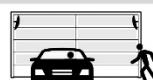
per sf.gov guidelines

#### PHYSICAL DISTANCING



Keep 6 feet from others  
Don't crowd elevators

#### GARAGE EXIT / ENTER



Wait for doors to fully close  
BEFORE leaving or parking

#### MAILBOXES / PACKAGES



Don't crowd areas  
Wait for others to finish

#### DELIVERIES / ENTRY



Meet ALL deliveries at front  
Check for other's key fobs

**THANK YOU FOR KEEPING PETRINI SAFE & CLEAN**

#### CONTACTS

On-site Manager: Anne Leyva (415) 931-6423 M-F 8:30am-5pm

Night Security: Daily 9pm-8am (415) 535-4785 Packages 9pm-10pm

Bay West Emergency Number (415) 445-2132 [thevillageatpetriniplace.com](http://thevillageatpetriniplace.com)

#### MORE INFO



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