

## Meeting Agenda

### Board of Directors of 375 Beale Condominium Corporation

**Board Members:**

*Jack Broadbent, Therese W. McMillan, Andrew B. Fremier, and  
Brad Paul*

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Tuesday, November 9, 2021

3:00 PM

REMOTE

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The Board of Directors of 375 Beale Condominium Corporation is scheduled to meet on Tuesday, November 9, 2021 at 3:00 p.m., in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding COVID-19 and in accordance with the recently signed Assembly Bill 361 allowing remote meetings, this meeting will be accessible via webcast, teleconference, and Zoom for all participants. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

The meeting webcast will be available at  
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.

Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Attendee Link: <https://bayareametro.zoom.us/j/82109928418>

iPhone One-tap: US: +14086380968,,82109928418# or +16699006833,,82109928418#

Join by Telephone (for higher quality, dial a number based on your current location) US:

+1 669 900 6833 or +1 408 638 0968 or +1 346 248 7799 or

+1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or

+1 312 626 6799 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 821 0992 8418

International numbers available: <https://bayareametro.zoom.us/j/82109928418>

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "\*9". In order to get the full Zoom experience, please make sure your application is up to date.

Members of the public may participate by phone or Zoom or may submit comments by email at [info@bayareametro.gov](mailto:info@bayareametro.gov) by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

## 1. Call Meeting to Order / Roll Call / Confirm Quorum

*Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.*

### 2. [21-0931](#) Minutes of the June 14, 2021 meeting

The Board will be asked to approve the Minutes of the June 14, 2021 375 Beale Condominium Corporation Board meeting.

**Action:** Board Approval

**Attachments:** [2 - 21-0931 - June 14, 2021 Condo Board Minutes.pdf](#)

### 3. [21-0932](#) 375 Beale Condominium Corporation Financial Statements for FY 2020-21 Fourth Quarter

The Board will receive and be asked to approve the 375 Beale Condo Financial Statements for FY 2020-21 Fourth Quarter ending June 30, 2020.

**Action:** Board Approval

**Presenter:** Brian Mayhew

**Attachments:** [3 - 21-0932 - 375 4th Quarter Financials.pdf](#)

### 4. [21-1383](#) FY 2020-21 375 Beale Condominium Corporation Audit Results and Required Communications

**Action:** Board Approval

**Presenter:** Kathy Lai

**Attachments:** [4 - 21-1383 - FY 2020-21 375 Beale Condo Corp Audit Report.pdf](#)  
[4 - 21-1383 - FY 2020-21 375 Beale Condominium Corporation Financial Stater](#)  
[4 - 21-1383 - FY 2020-21 Audit Results and Required Communications Present](#)

### 5. [21-0935](#) Building Operations and Project Report

The Board will receive a report on current building operations, and improvement projects.

**Action:** Information

**Presenter:** Denise Rodrigues and Ebony Horace

**Attachments:** [5 - 21-0935 - Building Operations and Projects Report.pdf](#)  
[5 - 21-0935 - Attachment A - Reopening Safely at 375 Beale.pdf](#)  
[5 - 21-0935 - Attachment B - BAMC Visitors Parking Other Services.pdf](#)  
[5 - 21-0935 - Attachment C - BAMC Shared Room Use.pdf](#)

6.     [21-1484](#)           Resolution No. 001 Providing for Remote Meetings Pursuant to AB 361

The Board will be asked to adopt Resolution No. 001 Regarding Remote Meetings Pursuant to AB 361.

**Action:**               Committee Approval

**Presenter:**       Kathleen Kane

**Attachments:**     [6 - 21-1484 - Resolution-001 AB 361 - 375 Beale Condo Corp.pdf](#)

7.     [21-1505](#)           ABAG Office Space Acquisition Proposal

Staff will present a proposal for the redistribution of the existing ABAG floor space, eliminating assigned staff component and assigning a one-third ownership of the common building area.

**Action:**               Information

**Presenter:**       Brian Mayhew

**Attachments:**     [7 - 21-1505 - ABAG Office Space Acquisition Proposal.pdf](#)

**8. Public Comment / Other Business**

**9. Adjournment / Next Meeting**

**The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.**

**Public Comment:** The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Meeting Conduct:** If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

**Record of Meeting:** Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site ([mtc.ca.gov](http://mtc.ca.gov)) for public review for at least one year.

**Accessibility and Title VI:** MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

**可及性和法令第六章:** MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

**Acceso y el Título VI:** La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

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Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.



# Metropolitan Transportation Commission

## Legislation Details (With Text)

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<b>File #:</b>	21-0931	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Minutes	<b>Status:</b>		Committee Approval	
<b>File created:</b>	6/15/2021	<b>In control:</b>		Board of Directors of 375 Beale Condominium Corporation	
<b>On agenda:</b>	9/16/2021	<b>Final action:</b>			
<b>Title:</b>	Minutes of the June 14, 2021 meeting				

The Board will be asked to approve the Minutes of the June 14, 2021 375 Beale Condominium Corporation Board meeting.

**Sponsors:****Indexes:****Code sections:****Attachments:** [2 - 21-0931 - June 14, 2021 Condo Board Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Minutes of the June 14, 2021 meeting

The Board will be asked to approve the Minutes of the June 14, 2021 375 Beale Condominium Corporation Board meeting.

**Recommended Action:**

Board Approval



Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

## Meeting Minutes

### Board of Directors of 375 Beale Condominium Corporation

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Monday, June 14, 2021

3:00 PM

Board Room - 1st Floor (REMOTE)

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#### Call Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 4 - Chair Broadbent, Board Member McMillan, Board Member Fremier, and Board Member Paul

#### 2. [21-0644](#) Minutes of the March 19, 2021 meeting

The Board was asked to approve the Minutes of the March 19, 2021 375 Beale Condominium Corporation Board meeting.

**Action:** Board Approval

**Upon the motion by Board Member Fremier and the second by Board Member McMillan, the Minutes of the March 19, 2021 were unanimously approved by the following vote:**

**Aye:** 4 - Chair Broadbent, Board Member McMillan, Board Member Fremier and Board Member Paul

At the request of Board Member McMillan, the Board took agenda item 6 out of order.

#### 6. [21-0646](#) Building Operations and Project Report

The Board received a report on current building operations, and improvement projects.

**Action:** Information

**Presenter:** Denise Rodrigues and Ebony Horace

Board Member McMillan left the meeting following agenda item 6.

3. [21-0643](#) 375 Beale Condo Corporation Financial Statements for FY 2020-21 Third Quarter

The Board received the 375 Beale Condo financial report for FY 2020-21 Third Quarter ending March 31, 2020.

**Action:** Information

**Presenter:** Brian Mayhew

4. [21-0642](#) Operating Budget and Assessments for FY 2021-22

The Board was asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2021-22 fiscal year.

**Action:** Board Approval

**Presenter:** Brian Mayhew

**Upon the motion by Board Member Fremier and the second by Board Member Paul, the Board unanimously approved the Operating Budget and Assessments for FY 2021-22. The motion carried by the following vote:**

**Aye:** 3 - Chair Broadbent, Board Member Fremier and Board Member Paul

**Absent:** 1 - Board Member McMillan

5. [21-0645](#) Bay Area Metro Center Space Modification: Room 8330

The Board was asked to approve the transfer of Office Space 8330 to a Jointly Used Space designation.

**Action:** Board Approval

**Presenter:** Denise Rodrigues

**Upon the motion by Board Member Fremier and the second by Board Member Broadbent, the Board unanimously approved the Bay Area Metro Center Space Modification: Room 8330. The motion carried by the following vote:**

**Aye:** 3 - Chair Broadbent, Board Member Fremier and Board Member Paul

**Absent:** 1 - Board Member McMillan

## 7. Public Comment / Other Business

## 8. Adjournment / Next Meeting

**The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.**

# Metropolitan Transportation Commission

## Legislation Details (With Text)

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**File #:** 21-0932      **Version:** 1      **Name:**

**Type:** Report      **Status:** Committee Approval

**File created:** 6/15/2021      **In control:** Board of Directors of 375 Beale Condominium Corporation

**On agenda:** 9/16/2021      **Final action:**

**Title:** 375 Beale Condominium Corporation Financial Statements for FY 2020-21 Fourth Quarter

The Board will receive and be asked to approve the 375 Beale Condo Financial Statements for FY 2020-21 Fourth Quarter ending June 30, 2020.

**Sponsors:****Indexes:****Code sections:****Attachments:** [3 - 21-0932 - 375 4th Quarter Financials.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

375 Beale Condominium Corporation Financial Statements for FY 2020-21 Fourth Quarter

The Board will receive and be asked to approve the 375 Beale Condo Financial Statements for FY 2020-21 Fourth Quarter ending June 30, 2020.

**Presenter:**

Brian Mayhew

**Recommended Action:**

Board Approval

## **375 Beale Condominium Corporation**

**November 9, 2021**

**Agenda Item 3 - 21-0932**

### **375 Beale Condominium Corporation Financial Statements for FY 2020-21 Fourth Quarter**

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**Subject:**

Attached are the FY 2020-21 unaudited fourth quarter financial statement for 375 Beale Condominium Corporation (“Corporation”).

As of the end of the fiscal year, the Corporation recorded total revenue of \$5.8 million and expense of \$4.4 million (Attachment A, Page 1). Revenue is in-line with the budget as quarterly assessments are collected from each owner at the beginning of the quarter. Total expense is below the budget at 76% as saving come from the building not fully occupied. Overall there is an operating surplus of about \$1.4 million which will be returned to the owners after the audit completion.

The shared services operations are comprised of services provided by the Bay Area Headquarters Authority (BAHA) on behalf of the three condominium unit owners. Shared services include a receptionist, meeting room coordinator, shared technology, as well as conference and meeting room setup. The shared services expenses are detailed on page 2 of Attachment A. Total expense of \$1.5 million is 70% of the expense budget. Expenses finished below the budget as most of the agencies’ employees are working from home.

The common area maintenance operations are contracted to Cushman + Wakefield. These operating expenses include cleaning, repairs and maintenance, utilities, ground landscaping, security, and administrative expenses. The common area expenses are shown on page 2 of Attachment A. Total expense of \$3 million is 80% of the approved budget. The actual expense is below budget due to some of the contractual services being delayed.

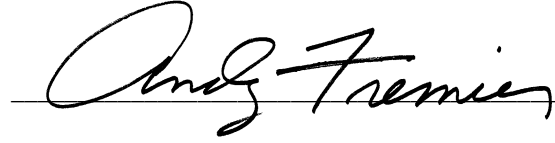
If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

**Recommendations:**

None. Provided for information only.

**Attachments:**

- Attachment A: 375 Beale Condo Corporation Financial Statements for FY 2020-21  
Fourth Quarter

A handwritten signature in black ink, reading "Andrew B. Fremier", written over a horizontal line.

Andrew B. Fremier

## 375 Beale Inc. Operations

As of June 30, 2021

	FY2020-21 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired
<b>Revenue</b>					
Assessment Fee - Shared Services	\$ 2,068,960	\$ 2,068,960	\$ -	100%	100%
Assessment Fee - Common Area	3,747,498	3,747,498	-	100%	100%
Other income	-	4,026	4,026	N/A	100%
Interest Income	-	98	98	N/A	100%
Total Revenue	5,816,458	5,820,581	4,123	100%	100%
<b>Expense</b>					
Salaries and Benefits	639,510	537,166	(102,344)	84%	100%
Overhead	338,940	307,098	(31,842)	91%	100%
Contractual services	473,603	432,194	(41,409)	91%	100%
IT Licenses, Maintenance	707,510	492,819	(214,691)	70%	100%
Audit/Accounting/Other	83,904	76,099	(7,805)	91%	100%
Office Supplies	97,000	31,916	(65,084)	33%	100%
Repairs & Maintenance	815,517	642,124	(173,393)	79%	100%
Coffee/Tea Service	100,000	-	(100,000)	0%	100%
Security	509,584	444,937	(64,647)	87%	100%
Other Exp	98,000	3,144	(94,856)	3%	100%
Insurance	195,826	177,944	(17,883)	91%	100%
Utility	638,118	561,795	(76,323)	88%	100%
Janitorial Service	1,046,687	712,284	(334,403)	68%	100%
Landscape	47,259	15,895	(31,364)	34%	100%
Special Event Setups	25,000	2,334	(22,666)	9%	100%
Total Operating Exp	5,816,458	4,437,748	(1,378,710)	76%	100%
Total Operating Suplus (Deficit)	\$ -	\$ 1,382,833			

## 375 Beale Inc. Operations

As of June 30, 2021

	Adopted FY2020-21 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired
<b>Common Area Breakdown</b>					
Revenue:					
Assessment fee - common area	\$ 3,747,498	\$ 3,747,498	\$ -	100.0%	100.0%
Total operating revenue	3,747,498	3,747,498	-	100.0%	100.0%
Operating expenses:					
Cleaning	1,046,687	712,284	(334,403)	68.1%	100.0%
Repairs & Maintenance	815,517	642,124	(173,393)	78.7%	100.0%
Utilities	638,118	561,795	(76,323)	88.0%	100.0%
Landscape (Grounds)	47,259	15,895	(31,364)	33.6%	100.0%
Security	509,584	444,937	(64,647)	87.3%	100.0%
Administrative	473,603	432,194	(41,409)	91.3%	100.0%
Taxes/Licenses/Permits	20,904	18,833	(2,071)	90.1%	100.0%
Insurance	195,826	152,819	(43,007)	78.0%	100.0%
Total operating expenses	3,747,498	2,980,881	(766,617)	79.5%	100.0%
Total operating gain (loss)	\$ -	\$ 766,617			
<b>Shared Service Operation Breakdown</b>					
Revenue:					
Assessment fee - shared services	\$ 2,068,960	\$ 2,068,960	\$ -	100.0%	100.0%
Other income	-	4,026	4,026	N/A	N/A
Interest income	-	98	98	100.0%	100.0%
Total operating revenue	2,068,960	2,073,083	4,123	100.2%	100.0%
Operating expenses:					
Salaries and Benefits	639,510	537,166	(102,344)	84.0%	100.0%
Overhead	338,940	307,098	(31,842)	90.6%	100.0%
IT licenses, maintenance	707,510	492,819	(214,691)	69.7%	100.0%
Audit/Tax/Bank Fee	63,000	57,266	(5,734)	90.9%	100.0%
Supplies/Signage/Copy Paper/Shredding	97,000	31,916	(65,084)	32.9%	100.0%
Comcast/Direct TV	3,000	3,144	144	104.8%	100.0%
Safety Equip. (AEDs, First Aid Kits)	40,000	-	(40,000)	0.0%	100.0%
Coffee/Tea Service	100,000	-	(100,000)	0.0%	100.0%
Other Exp	55,000	25,125	(29,876)	45.7%	100.0%
Special Event Setup	25,000	2,334	(22,666)	9.3%	100.0%
Total operating expenses	2,068,960	1,456,867	(612,093)	70.4%	100.0%
Total operating gain (loss)	\$ -	\$ 616,216			
<b>Total 375 Beale Inc operating gain (loss)</b>		<b>\$ 1,382,833</b>			



# Metropolitan Transportation Commission

## Legislation Details (With Text)

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**File #:** 21-1383      **Version:** 1      **Name:**

**Type:** Report      **Status:** Committee Approval

**File created:** 10/8/2021      **In control:** Board of Directors of 375 Beale Condominium Corporation

**On agenda:** 11/9/2021      **Final action:**

**Title:** FY 2020-21 375 Beale Condominium Corporation Audit Results and Required Communications

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [4 - 21-1383 - FY 2020-21 375 Beale Condo Corp Audit Report.pdf](#)  
[4 - 21-1383 - FY 2020-21 375 Beale Condominium Corporation Financial Statements.pdf](#)  
[4 - 21-1383 - FY 2020-21 Audit Results and Required Communications Presentation Slides.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

FY 2020-21 375 Beale Condominium Corporation Audit Results and Required Communications

**Presenter:**

Kathy Lai

**Recommended Action:**

Board Approval

## 375 Beale Condominium Corporation

November 9, 2021

Agenda Item 4 - 21-1383

### FY 2020-21 375 Beale Condominium Corporation Audit Results and Required Communications

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**Subject:**

Attached are the Final Financial Reports for the FY 2020-21 for 375 Beale Condominium Corporation. Crowe LLP, our independent auditor, will present the audit findings and required communications. MTC staff will present the FY 2020-21 year-end financial reports. The audit opinion is “unmodified” with no material weakness or significant deficiency in internal controls.

**Recommendations:**

Staff recommends acceptance of the information presented by Crowe LLP and the financial report for FY 2020-21.

**Attachments:**

- FY 2020-21 375 Beale Condominium Corporation Financial Statements
- Presentation Slides

DocuSigned by:

*Brian Mayhew*

A4345816EF31436...

Brian Mayhew

# **375 Beale Condominium Corporation**

**Financial Statements  
As of and for the Year Ended June 30, 2021**

Draft 10112021

# **375 Beale Condominium Corporation**

## **Table of Contents**

**For the Year Ended June 30, 2021**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
375 Beale Condominium Corporation  
San Francisco, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of 375 Beale Condominium Corporation ("375 Beale Condo"), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise 375 Beale Condo's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of 375 Beale Condo, as of June 30, 2021, and the changes in its financial position and its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Prior-Year Comparative Information*

The financial statements include partial prior-year comparative information. Such information does not include all of the information required to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with 375 Beale Condo's financial statements for the year ended June 30, 2020, from which such partial information was derived.

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise 375 Beale Condo's basic financial statements. The assessment fees allocation schedule and operating expenses allocation schedule, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The assessment fees allocation schedule and operating expenses allocation schedule are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the assessment fees allocation schedule and operating expenses allocation schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Crowe LLP

San Francisco, California

<> 2021

# **375 Beale Condominium Corporation**

## **Financial Statements for the Year Ended June 30, 2021**

### **Management's Discussion and Analysis (unaudited)**

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#### **Management's Discussion and Analysis**

This financial report is designed to provide a general overview of the 375 Beale Condominium Corporation's (375 Beale Condo) financial statements. 375 Beale Condo is a non-profit organization formed to manage the three condominium unit owners' common interest development in 375 Beale Street, San Francisco, California (the Property). This Management's Discussion and Analysis presents an overview of the financial activities of 375 Beale Condo for the year ended June 30, 2021. The discussion has been prepared by management and should be read in conjunction with the financial statements and the notes which follow.

Bay Area Headquarters Authority (BAHA) acquired the Property in October 2011 for the purpose of establishing a Bay Area regional agency headquarters for Metropolitan Transportation Commission (MTC), Bay Area Air Quality Management District (BAAQMD), and Association of Bay Area Governments (ABAG). BAHA renovated the Property and named it Bay Area Metro Center (BAMC). In May 2016, MTC, BAAQMD and ABAG moved into BAMC and occupied level six to level eight and partial level five of the 8-level BAMC building. Rentable space on level one to level five has been rented out to commercial tenants.

In December 2016, BAHA signed the Declaration of Covenants, Conditions and Restrictions for 375 Beale Street, San Francisco (the CC&Rs) which defined the ownership of BAMC among the three owners: BAHA, BAAQMD and ABAG, the rights and responsibilities of the unit owners, and the management and operating guidance of the condominium. On June 22, 2017, 375 Beale Condominium Corporation was incorporated under the Non-profit Mutual Benefit Corporation Law (California Corporations Code section 7110 *et seq.*) to provide for the management of the association of the three agency owners in BAMC. Cushman & Wakefield of California, Inc. (C&W) was contracted to provide the day-to-day property management services on behalf of the three condominium unit owners. BAHA, in its individual capacity, is solely responsible for the management and operation of the commercial space in BAMC.

#### **A. Financial Highlights**

For the fiscal year 2021, 375 Beale Condo collected a total of \$5.8 million assessment fees, incurred \$4.6 million of operating expenses, and will refund approximately \$1.2 million to the condo unit owners.

#### **B. Overview of the 375 Beale Condo's Financial Statements**

375 Beale Condo's financial statements include: (1) *Statement of Net Position*, (2) *Statement of Revenues, Expenses, and Changes in Net Position*, and (3) *Statement of Cash Flows*. The financial statements are prepared in accordance with accounting principles generally accepted in the United States of America.

**375 Beale Condominium Corporation**  
**Financial Statements for the Year Ended June 30, 2021**  
**Management's Discussion and Analysis (unaudited)**

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The *Statement of Net Position* reports assets and liabilities and the difference as net position. The *Statement of Revenues, Expenses, and Changes in Net Position* consists of operating revenues and expenses and nonoperating revenues and expenses. The *Statement of Cash Flows* is presented using the direct method.

The *Statement of Net Position*, *Statement of Revenues, Expenses, and Changes in Net Position*, and *Statement of Cash Flows* are presented on pages 7 through 9 of this report.

**C. Financial Analysis**

The following table is a summary of 375 Beale Condo's statement of net position as of June 30 for the last two fiscal years:

	2021	2020
Cash	\$ 510,438	\$ 332,004
Accounts receivable	238,041	401,801
Due from BAHA	599,307	-
Other assets	10,444	-
Total assets	1,358,230	733,805
Due to condominium owners	1,162,196	494,233
Due to BAHA	-	151,957
Other current liabilities	196,034	87,615
Total liabilities	1,358,230	733,805
Net position	\$ -	\$ -

Total assets increased by \$624 thousand in fiscal year 2021. Cash increased by \$178 thousand as a result of lower operating costs. Accounts receivable decreased by \$164 thousand offset by an increase in due from BAHA in the amount of \$599 thousand for condominium operation for FY 2021.

The total due to condominium owners increased by \$668 thousand in fiscal year 2021. The increase is a result of lower occupancy levels which helped lower overall operating costs. The result of the lower operating costs will be an increase to the refund of FY 2021 assessment fees. Other current liabilities increased by \$108 thousand in fiscal year 2021. The increase is mainly due to an increase in invoices received from vendors at year-end.



**375 Beale Condominium Corporation**  
**Financial Statements for the Year Ended June 30, 2021**  
**Management's Discussion and Analysis (unaudited)**

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The following table is a summary of 375 Beale Condo's statement of revenues, expenses, and changes in net position for the last two fiscal years ended June 30:

	2021	2020
Total operating revenues	\$ 4,658,288	\$ 4,968,967
Operating expenses		
Common area	3,201,540	3,250,943
Shared services	1,456,860	1,720,071
Total operating expenses	4,658,400	4,971,014
Operating loss	(112)	(2,047)
Total nonoperating revenues	112	2,047
Change in net position	-	-
Net position - beginning	-	-
Net position - ending	\$ -	\$ -

Total operating revenue decreased by \$311 thousand in fiscal year 2021. Actual assessment fees increased from \$5,462 thousand to \$5,816 thousand for FY 2020 and FY 2021 respectively. The higher assessment fees were to cover an expected return to full occupancy which, as a result of the continuing health restrictions, did not occur in FY 2021. The decline in overall operating revenue is the result of the increased refund of excess assessment fees owed to the condominium owners as a result of the lower overall occupancy level and costs. Overall expenses decreased by \$313 thousand during FY 2021, with the main reduction in operating costs reflected in the shared services reduction of almost 15%.

**D. Notes to the Financial Statements**

The notes to the financial statements, beginning on page 10, provide additional information that is essential to a full understanding of the data provided in this management discussion and analysis as well as the financial statements.

**E. Economic Factors**

The Bay Area economy ended a nine-year expansion during FY 2020 with sudden "crash" at the end of FY 2020 but quickly recovered during FY 2021. In fact, the "crash" was the steepest drop in GDP since the Great Depression. The recovery was just as rapid with GDP surpassing the January 2020 level by December 2020. The change in economic conditions had significant impact on 375 Beale Condo's operations, including:

**375 Beale Condominium Corporation**  
**Financial Statements for the Year Ended June 30, 2021**  
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- Sales tax revenue was projected to fall 14% from the FY 2019 total, falling for the second consecutive year, after nine straight fiscal years of growth. Instead, the increase in internet sales combined with a federal court decision that removed the federal prohibition on the assessment of state sales tax, produced revenue of over \$14 million, almost exactly the level of FY 2020 and only \$600 thousand below FY 2019. 375 Beale Condo projects strong sales tax revenue growth for FY 2022 with the combination of the reopening economy and state sales tax assessments on internet sales.
- Unemployment in the Bay Area dipped below 3% in June 2019 and increased to over 9.6% by June 2020. Unemployment remains stubbornly high in California at 7.7%, and well above the national trend of 5.2%.
- Office occupancy is down 20% from pre-pandemic levels with an uncertain future given the level of remote workers in the Bay Area. As such, the impact of the current economic slowdown may not be known for some time.
- Signs of an improving economy include strength in housing prices and construction. However, the short recession did nothing to improve the critically low supply of affordable housing in the San Francisco Bay Area.

**Requests for information**

Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Chief Financial Officer, 375 Beale Condominium Corporation, 375 Beale Street, Suite 800, San Francisco, CA 94105.

**375 Beale Condominium Corporation**  
**Statement of Net Position**  
**June 30, 2021**  
**(With comparative information for the prior year)**

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	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
Current assets		
Cash	\$ 510,438	\$ 332,004
Accounts receivable	238,041	401,801
Due from BAHA	599,307	-
Prepaid expenses	10,444	-
<b>Total assets</b>	<u>1,358,230</u>	<u>733,805</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	132,778	41,881
Accrued liabilities	62,834	45,312
Due to condominium owners	1,162,196	494,233
Due to BAHA	-	151,957
Unearned revenue	422	422
<b>Total liabilities</b>	<u>1,358,230</u>	<u>733,805</u>
<b>Net Position</b>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

**375 Beale Condominium Corporation**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Year Ended June 30, 2021**  
**(With comparative information for the prior year)**

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	<b>2021</b>	<b>2020</b>
<b>Operating Revenues</b>		
Assessment fees	\$ 5,816,458	\$ 5,461,872
Refund of excess assessment fees	(1,162,196)	(494,233)
Other operating revenue	<u>4,026</u>	<u>1,328</u>
<b>Total operating revenues</b>	<u>4,658,288</u>	<u>4,968,967</u>
<b>Operating Expenses</b>		
Common area	3,201,540	3,250,943
Shared services	<u>1,456,860</u>	<u>1,720,071</u>
<b>Total operating expenses</b>	<u>4,658,400</u>	<u>4,971,014</u>
<b>Operating loss</b>	<u>(112)</u>	<u>(2,047)</u>
<b>Nonoperating Revenues</b>		
Interest income	<u>112</u>	<u>2,047</u>
<b>Total nonoperating revenues</b>	<u>112</u>	<u>2,047</u>
<b>Change in Net Position</b>	<u>-</u>	<u>-</u>
<b>Net Position - Beginning of Year</b>	<u>-</u>	<u>-</u>
<b>Net Position - End of Year</b>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

**375 Beale Condominium Corporation**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2021**  
**(With comparative information for the prior year)**

	<b>2021</b>	<b>2020</b>
<b>Cash flows from operating activities</b>		
Cash receipts from condominium owners for assessment fees	\$ 5,482,494	\$ 4,672,391
Other cash receipts	7,517	388,058 *
Cash payments to suppliers for goods and services	(4,560,425)	(4,941,295)
Other cash payments	(751,264)	- *
<b>Net cash provided by operating activities</b>	<b>178,322</b>	<b>119,154</b>
<b>Cash flows from investing activities</b>		
Interest received	112	2,047
<b>Net cash provided by investing activities</b>	<b>112</b>	<b>2,047</b>
<b>Net increase in cash</b>	<b>178,434</b>	<b>121,201</b>
<b>Cash - Beginning of year</b>	<b>332,004</b>	<b>210,803</b>
<b>Cash - End of year</b>	<b>\$ 510,438</b>	<b>\$ 332,004</b>

**Reconciliation of operating loss to net cash provided by / (used in) operating activities**

	<b>2021</b>	<b>2020</b>
Operating loss	\$ (112)	\$ (2,047)
Adjustments to reconcile operating loss to net cash provided by / (used in) operating activities:		
Net effect of changes in:		
Accounts receivable	163,760	(301,811)
Due from BAHA	(599,307)	651,615
Prepaid expenses	(10,444)	1,055
Accounts payable and accrued expenses	108,419	(58,475)
Due to condominium owners	667,963	(323,513)
Due to BAHA	(151,957)	151,957
Unearned revenue	-	373
<b>Net cash provided by operating activities</b>	<b>\$ 178,322</b>	<b>\$ 119,154</b>

\* Fiscal year 2020 positive balance of other cash payments has been reclassified to other cash receipts.

The accompanying notes are an integral part of these financial statements.

**375 Beale Condominium Corporation**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2021**

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**1. Organization**

The 375 Beale Condominium Corporation (“375 Beale Condo”) was incorporated on June 22, 2017 in the state of California under the Non-profit Mutual Benefit Corporation Law (California Corporations Code section 7110 *et seq.*). 375 Beale Condo is an association of the three condominium unit owners: Bay Area Headquarters Authority (BAHA), Bay Area Air Quality Management District (BAAQMD), and Association of Bay Area Governments (ABAG), in the property known as 375 Beale Street, San Francisco, California (the Property). The Property has been subdivided into four condominium units: two units are owned by BAHA, one unit is owned by BAAQMD, and one unit is owned by ABAG. 375 Beale Condo is formed to manage the common interest development in the Property under the Commercial and Industrial Common Interest Development Act and within the meaning of Section 501 (c)(4) of the Internal Revenue Code. 375 Beale Condo’s governing board consists of four directors appointed by the owners of each unit.

BAHA was established in September 2011 pursuant to the California Joint Exercise of Powers Act, consisting of Sections 6500 through 6599.2 of the California Government Code to provide for the joint exercise of powers common to Metropolitan Transportation Commission (MTC) and the Bay Area Toll Authority (BATA). BAHA is authorized to plan, acquire and develop BAHA’s office space and facilities; to employ agents and employees; to acquire, construct, provide for maintenance and operation of, or maintain and operate, any buildings, works or improvements; to acquire, hold or dispose of property wherever located, including the lease or rental of property; and to receive gifts, contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations and any governmental entities.

MTC was established under Government Code Section 66500 *et seq.* of the laws of the State of California in 1970 to provide comprehensive regional transportation planning for the nine counties that comprise the San Francisco Bay Area. The nine counties are the City and County of San Francisco and the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano and Sonoma.

BATA was established pursuant to Chapter 4.3 of Division 17 of the California Streets and Highways Code Section 30950 *et seq.* with the power under California Streets and Highways Code section 30951 to apply for, accept, receive, and disburse grants, loans, and other assistance from any agency of the United States or of the State and to plan projects within its jurisdiction under California Streets and Highways Code Section 30950.3.

BAAQMD was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. BAAQMD is authorized to regulate stationary sources of air pollution and agricultural burning and enact certain transportation and mobile source measures. BAAQMD’s jurisdiction includes the City and County of San Francisco and the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, south-western Solano County, and southern Sonoma County.

ABAG was established in 1961 by an agreement among its members – counties and cities of the San Francisco Bay Area pursuant to the Joint Exercise of Powers Act, California

# **375 Beale Condominium Corporation**

## **Notes to Financial Statements**

### **For the Year Ended June 30, 2021**

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Government Code Section 6500 *et seq.* As the regional council of governments, ABAG serves as a permanent forum to discuss and study matters of interest and concerns, develop policies and action plans, as well as provide services that members need. On July 1, 2017 ABAG's staff and functions were consolidated to MTC under a Contract for Services agreement signed on May 30, 2017.

## **2. Summary of Significant Accounting Policies**

### **Basis of Accounting and Financial Statement Presentation**

The financial statements for 375 Beale Condo have been prepared in accordance with accounting principles generally accepted in the United States of America using the economic resources measurement focus and the accrual basis of accounting. 375 Beale Condo follows standards of Governmental Accounting Standard Board (GASB) for financial statements presentation.

### **New Accounting Pronouncements**

GASB Statement No. 84, *Fiduciary Activities*, establishes criteria for identifying fiduciary activities of all state and local governments. The requirements of this statement are effective for reporting periods beginning after December 15, 2019. 375 Beale Condo adopted this standard for fiscal year ended June 30, 2021. The adoption of the standard has no impact on 375 Beale Condo's financial statements.

GASB Statement No. 87, *Leases*, is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The requirements of this statement are effective for reporting periods beginning after June 15, 2021. Management is currently evaluating the effect of this statement on 375 Beale Condo's financial statements.

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, establishes accounting requirements for interest cost incurred before the end of a construction period. This statement enhances the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period. The requirements of this statement are effective for reporting periods beginning after December 15, 2020. Management is currently evaluating the effect of this statement on 375 Beale Condo's financial statements.

GASB Statement No. 90, *Majority Equity Interests*, provides guidance on how to improve reporting of Majority Equity Interests. This statement improves the consistency and comparability of reporting a government's majority equity interest in legally separate organizations and to improve the relevance of financial statement information for certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. 375 Beale Condo adopted this standard for fiscal year

**375 Beale Condominium Corporation**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2021**

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ended June 30, 2021. The adoption of the standard has no impact on 375 Beale Condo's financial statements.

GASB Statement No. 91, *Conduit Debt Obligations*, provides single method of reporting conduit debt obligations. This statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. Management is currently evaluating the effect of this statement on 375 Beale Condo's financial statements.

GASB Statement No. 92, *Omnibus 2020*, establishes accounting and financial reporting requirements for specific issues related to leases, intra-entity transfers of assets, postemployment benefits, government acquisitions, risk financing and insurance related activities of public entity risk pools, fair value measurements, and derivative instruments. The initial requirements of this Statement are effective as follows: (a) The requirements in paragraphs 4, 5, 11, and 13 are effective upon issuance. (b) The requirements in paragraphs 6 and 7 are effective for fiscal years beginning after June 15, 2021. (c) The requirements in paragraphs 8, 9, and 12 are effective for reporting periods beginning after June 15, 2021. (d) The requirements in paragraph 10 are effective for government acquisitions occurring in reporting periods beginning after June 15, 2021. Management is currently evaluating the effect of this statement on 375 Beale Condo's financial statements.

GASB Statement No. 93, *Replacement of Interbank Offered Rates (IBOR)*, establishes accounting and financial reporting requirements related to the replacement of IBORs in hedging derivative instruments and leases. It also identifies appropriate benchmark interest rates for hedging derivative instruments. The requirements of this Statement, except for paragraphs 11b, 13, and 14 are effective for reporting periods beginning after June 15, 2020. The requirement in paragraph 11b is effective for reporting periods ending after December 31, 2021. The requirements in paragraphs 13 and 14 are effective for fiscal years beginning after June 15, 2021, and all reporting periods thereafter. Management is currently evaluating the effect of paragraphs 11b, 13, and 14. The adoption of the remaining paragraphs has no impact on 375 Beale Condo's financial statements.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships (PPPs) and Availability Payment Arrangements (APAs)*, establishes standards of accounting and financial reporting for PPPs and APAs for governments. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022. Management is currently evaluating the effect of this statement on 375 Beale Condo's financial statements.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*, establishes standards of accounting and financial reporting for SBITAs by a government end user (a government). The requirements of this Statement are effective for fiscal years beginning after June 15, 2022. Management is currently evaluating the effect of this statement on 375 Beale Condo's financial statements.



# **375 Beale Condominium Corporation**

## **Notes to Financial Statements**

### **For the Year Ended June 30, 2021**

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GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*, (a) clarifies how the absence of a governing board should be considered in determining whether a primary government is financially accountable for purposes of evaluating potential component units and (b) modifies the applicability of certain component unit criteria as they relate to defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans (for example, certain Section 457 plans). The requirements of this statement are effective as follow: (a) The requirement in (1) paragraph 4 of this Statement as it applies to defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans and (2) paragraph 5 of this Statement are effective immediately. (b) The requirements in paragraphs 6–9 of this Statement are effective for fiscal years beginning after June 15, 2021. (c) All other requirements of this Statement are effective for reporting periods beginning after June 15, 2021. 375 Beale Condo adopted paragraphs 4 and 5 of this statement in fiscal year 2020. The adoption of paragraphs 4 and 5 did not have any material impact on 375 Beale Condo's financial statements. Management is evaluating the effect of the remaining paragraphs of this statement on 375 Beale Condo's financial statements.

#### **Cash**

375 Beale Condo considers all balances held on deposit at banks to be cash.

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, 375 Beale Condo may not be able to recover its deposits that are in the possession of an outside party. All checking accounts are insured by the Federal Depository Insurance Corporation (FDIC) up to the limit of \$250,000. Under California Government Code Sections 53651 and 53652, depending on specific types of eligible securities, a bank must deposit eligible securities to be posted as collateral with its agent with the securities having a fair value of 110% to 150% of 375 Beale Condo's cash on deposit.

#### **Assessment Fees**

Assessment fees represent charges levied and collected from the condominium unit owners for the purpose of meeting the operations and maintenance obligations incurred by 375 Beale Condo. 375 Beale Condo collects two types of assessment fees: common area assessment fee and shared services assessment fees. Assessment fees are predetermined annually by the budget approved by the board. Any year-end surplus from the condominium operations will be credited to the three condominium unit owners and paid the following fiscal year.

#### **Allocation of Common Area Expenses**

The Declaration of Covenants, Conditions and Restrictions (CC&Rs) summarizes the operating, maintenance, and management expenses incurred by 375 Beale Condo in the common area of the Property into two categories: facility common expenses and agency common expenses. Facility common expenses are the expenses that are incurred for the

**375 Beale Condominium Corporation**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2021**

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benefit of both the agency space and the commercial space; whereas agency common expenses are the expenses that are incurred solely for the benefit of the three agency owners, excluding BAHA's commercial space. Common area expenses are allocated to the three agency owners based on the percentage ownership interest set forth in the CC&Rs.

**Operating and Nonoperating Revenues and Expenses**

Operating revenues are those necessary for principal operations of the entity. Operating expenses are those related to condominium service activities. Nonoperating revenues and expenses are all other revenues and expenses not related to condominium service activities.

**Use of Estimates**

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Prior Year Comparative Information**

Selected information regarding the prior year has been included in the accompanying financial statements. This information has been included for comparison purposes only and does not represent a complete presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with 375 Beale Condo's prior year financial statements, from which this selected financial data was derived.

**Recent Event**

During FY 2020, a novel strain of coronavirus spread around the world and was declared a Public Health Emergency of International Concern by the World Health Organization on January 30, 2020. In March 2020, the State of California declared a statewide shelter-in-place order which included strict limitations on entrance to the 375 Beale office site. The restrictions remained in place for all of FY 2021 which resulted in significantly lower occupancy and resulting operating costs. Operating revenue, particularly assessment and lease revenue were not impacted. The extent to which the coronavirus may impact business activity will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of the coronavirus and the actions required to contain the coronavirus. Management has not included any contingencies in the financial statements specific to this recent event.

**375 Beale Condominium Corporation**  
**Notes to Financial Statements**  
**For the Year Ended June 30, 2021**

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**3. Accounts Receivable**

As of June 30, 2021, 375 Beale Condo accounts receivable consists of \$235,758 shared services assessment fee due from one condominium unit owner and \$2,283 common area operating receivables.

**4. Due from BAHA**

BAHA is the facility operator responsible for daily operations of 375 Beale Condo. As of June 30, 2021, as a result of the lower overall occupancy level and costs, 375 Beale Condo has \$599,307 due from BAHA for the condo's portion of common area operations.

**5. Due to Condominium Owners**

Any surplus from 375 Beale Condo operations at the year-end will be refunded to the condominium unit owners. The excess assessment fees to be refunded to MTC / BATA and BAAQMD at June 30, 2021 are as follows:

MTC / BATA *	\$ 634,786
BAAQMD	<u>527,410</u>
Total Due to Condominium Owners	<u>\$ 1,162,196</u>

\* BAHA's assessment fees are paid by MTC and BATA.

**6. Allocation of Assessment Fees / Common Area Expenses**

Assessment fees and Common area expenses are allocated based on the percentage of each agency owner's rentable square footage (RSF) to the total RSF of the three agency owners excluding the BAHA commercial portion. For fiscal year 2021, the agency owners' RSF and the percentage to the total are as the following:

	<b>BAHA</b>	<b>BAAQMD</b>	<b>ABAG</b>	<b>Total</b>
Total Agency Space RSF	89,154	88,741	17,687	195,582
% of Total	45.58%	45.38%	9.04%	100.00%

## **Other Supplementary Information**

**375 Beale Condominium Corporation**  
**Assessment Fees Allocation Schedule**  
**For the Year Ended June 30, 2021**

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For the fiscal year ended June 30, 2021, total assessment fees collected by 375 Beale Condo are as follows:

	<b>BAHA*</b>	<b>BAAQMD</b>	<b>ABAG</b>	<b>375 Beale Condo Total</b>
Assessment fees	\$ 2,817,950	\$ 2,639,508	\$ 359,000	\$ 5,816,458
Refund of excess assessment fees	(634,786)	(527,410)	-	(1,162,196)
<b>Total assessment fees</b>	<b>\$ 2,183,164</b>	<b>\$ 2,112,098</b>	<b>\$ 359,000</b>	<b>\$ 4,654,262</b>

\* BAHA's assessment fees are paid by MTC and BATA.

**375 Beale Condominium Corporation**  
**Operating Expenses Allocation Schedule**  
**For the Year Ended June 30, 2021**

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For the fiscal year 2021, the total common area expenses for the condominium unit owners are as follows:

	<b>375 Beale Condo</b>			
	<b>BAHA</b>	<b>BAAQMD</b>	<b>ABAG</b>	<b>Total</b>
Cleaning service	\$ 324,642	\$ 323,215	\$ 64,387	\$ 712,244
Repairs and maintenance	292,661	291,374	58,045	642,080
Utilities	256,058	254,932	50,785	561,775
Security	202,789	201,897	40,220	444,906
Property management service	91,117	90,717	18,072	199,906
Professional fees	41,618	41,435	8,254	91,307
Computer maintenance and services	74,754	74,426	14,826	164,006
Parking service	57,798	57,544	11,463	126,805
Taxes / licenses / permits	8,584	8,546	1,702	18,832
Insurance	69,650	69,344	13,814	152,808
Other expenses	39,597	39,422	7,852	86,871
<b>Total common area expenses</b>	<b>\$ 1,459,268</b>	<b>\$ 1,452,852</b>	<b>\$ 289,420</b>	<b>\$ 3,201,540</b>

For the fiscal year 2021, the total shared services expenses for the condominium unit owners are as follows:

	<b>375 Beale Condo</b>			
	<b>BAHA</b>	<b>BAAQMD</b>	<b>ABAG</b>	<b>Total</b>
Salaries and benefits	\$ 244,838	\$ 243,764	\$ 48,559	\$ 537,161
Communication charges	13,977	13,915	2,772	30,664
Professional fees	26,957	26,838	5,346	59,141
Computer maintenance and services	210,650	209,727	41,779	462,156
Supplies and equipment rental	20,224	20,135	4,011	44,370
Overhead	141,348	140,729	28,034	310,111
Other expenses	6,043	6,016	1,198	13,257
<b>Total shared services expenses</b>	<b>\$ 664,037</b>	<b>\$ 661,124</b>	<b>\$ 131,699</b>	<b>\$ 1,456,860</b>





Smart decisions. Lasting value.™

# 375 Beale Condominium Corporation

Audit Results and Required Communications

November 9, 2021





Dear Members of the 375 Beale Condominium Corporation Board,

We are pleased to present our report on the audit of 375 Beale Condominium Corporation. Our report includes a summary of the audit results and also required auditor communications under professional standards.

Our audit is substantially completed. The remaining open items typical of this stage are the receipt of the management representation letter and standard subsequent event procedures through the date of audit report issuance.

We welcome any questions you or others may have on our audit. Thank you for the opportunity to discuss the audit results.

Sincerely,

A handwritten signature in black ink that reads "Katherine V. Lai".

Katherine V. Lai  
Engagement Partner



# Client Service Team





# Agenda

**1**

Audit Objectives

**2**

Audit Results

**3**

Required  
Communications

# Audit Objectives





# Engagement Objectives

- The objective of an audit of financial statements is to express an opinion that the financial statements are in accordance with accounting principles generally accepted in the United States.
- The audit of financial statements will be performed in accordance with auditing standards generally accepted in the United States (GAAS).
- Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud.
- Our audit includes consideration of internal controls over financial reporting, but we do not express an opinion on the effectiveness of such internal controls. Management is responsible for the design and the effectiveness of internal controls.



# Audit Results

# Financial Statement Audit Report



- Independent Auditor’s Report on the financial statements as of and for the year ending June 30, 2021.

Entity	Opinion
375 Beale	Unmodified

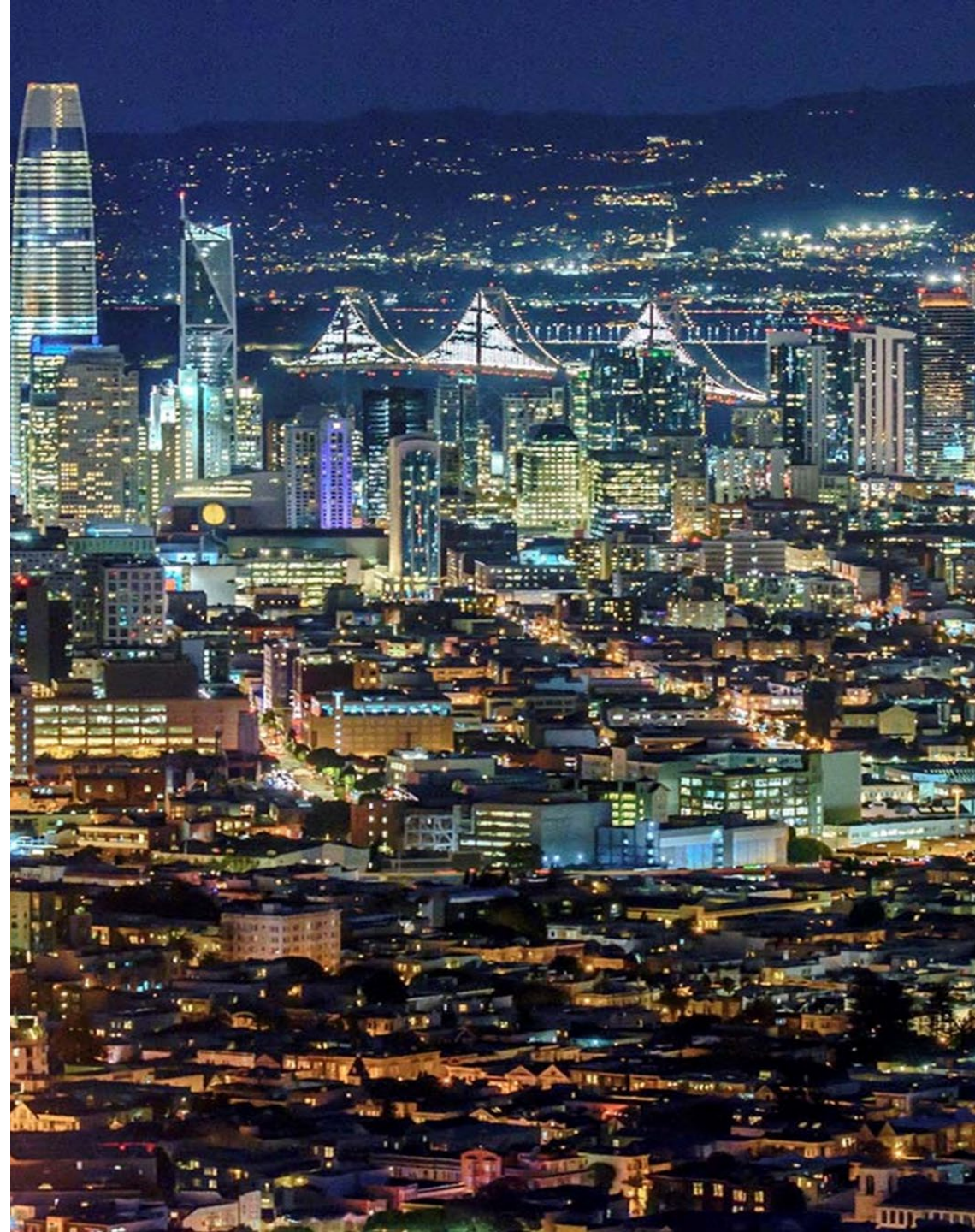
- We did not identify any deficiencies, significant deficiencies, or material weaknesses during our audit.

# **Required Communications**



# Required Communications

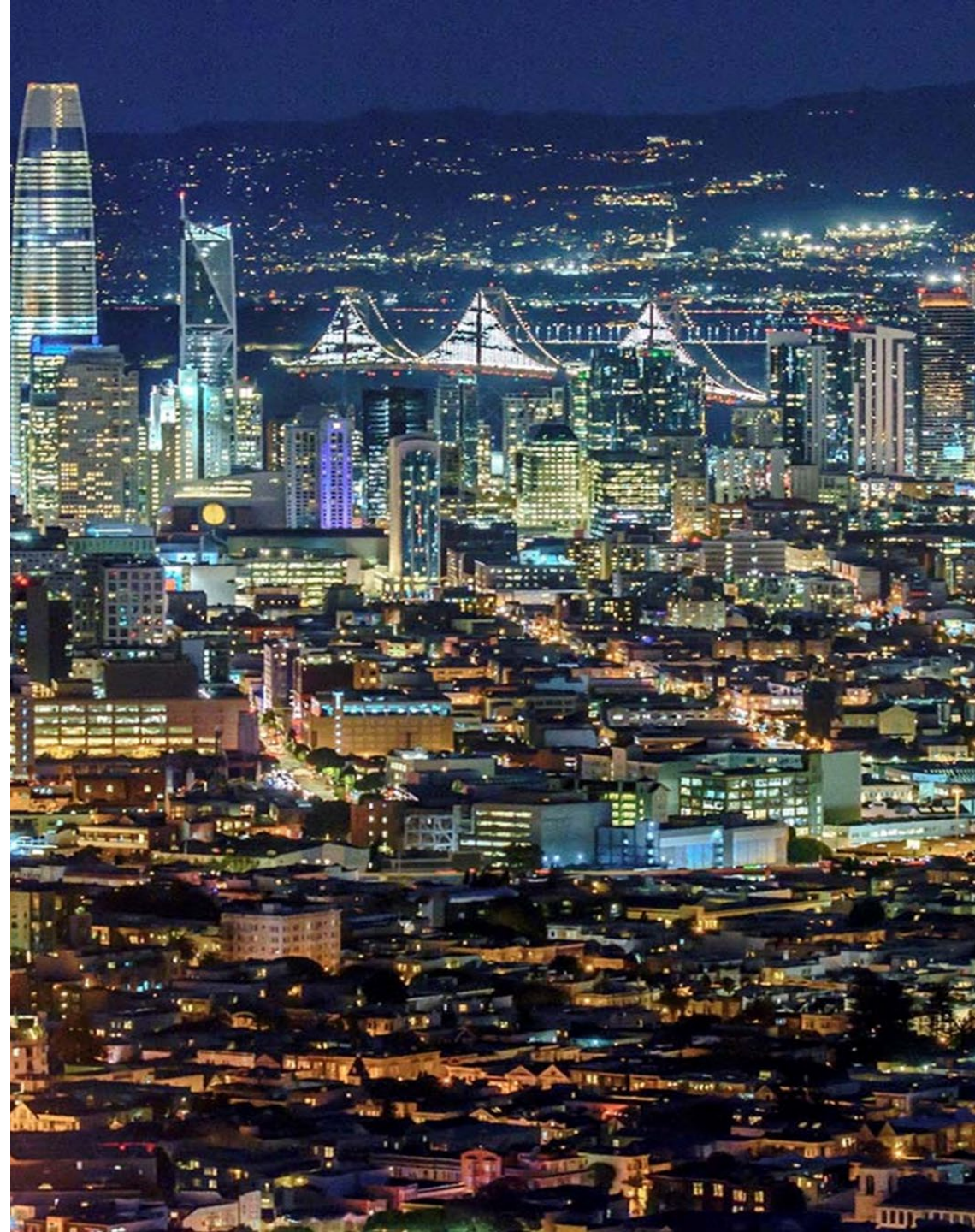
- Significant Accounting Policies: Those Charged with Governance should be informed of the initial selection of and changes in significant accounting policies or their application. Management has disclosed the summary of significant accounting policies in footnote 1 of each report.
- Management Judgments and Accounting Estimates: Further, accounting estimates are an integral part of the financial statements prepared by management and are based upon management's current judgments.





# Required Communications

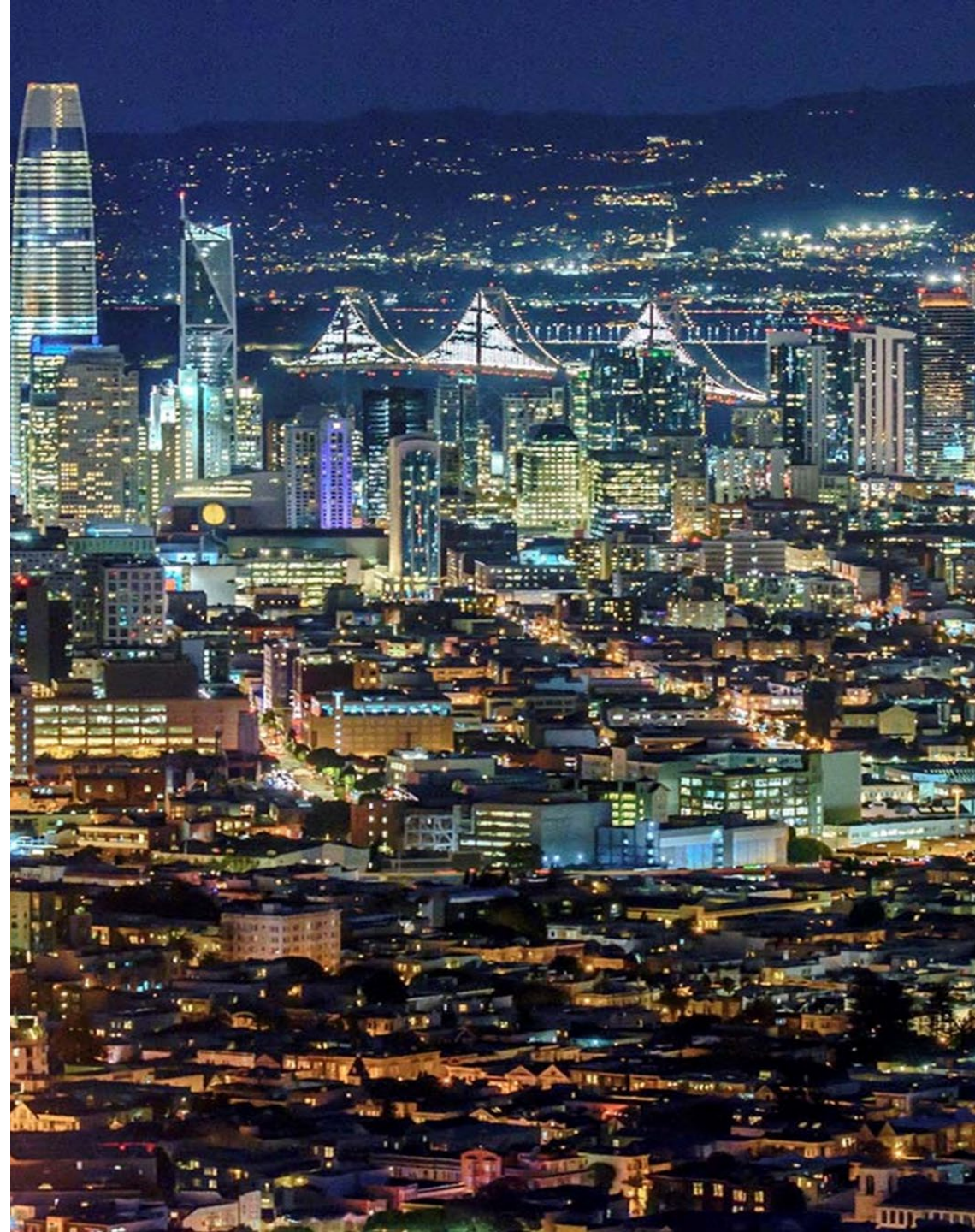
- Adoption of New Accounting Standards:
  - GASB Statement No. 84, *Fiduciary Activities*
  - *GASB Statement No. 90, Majority Equity Interests*
  - *GASB Statement No. 93, Replacement of Interbank Offered Rates*
  - *Implementation Guide 2019-1 & 2019-2*





# Required Communications

- Corrected Misstatements: We did not note any material corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Uncorrected Misstatements: We did not note any uncorrected misstatements that were brought to the attention of management as a result of our audit procedures.

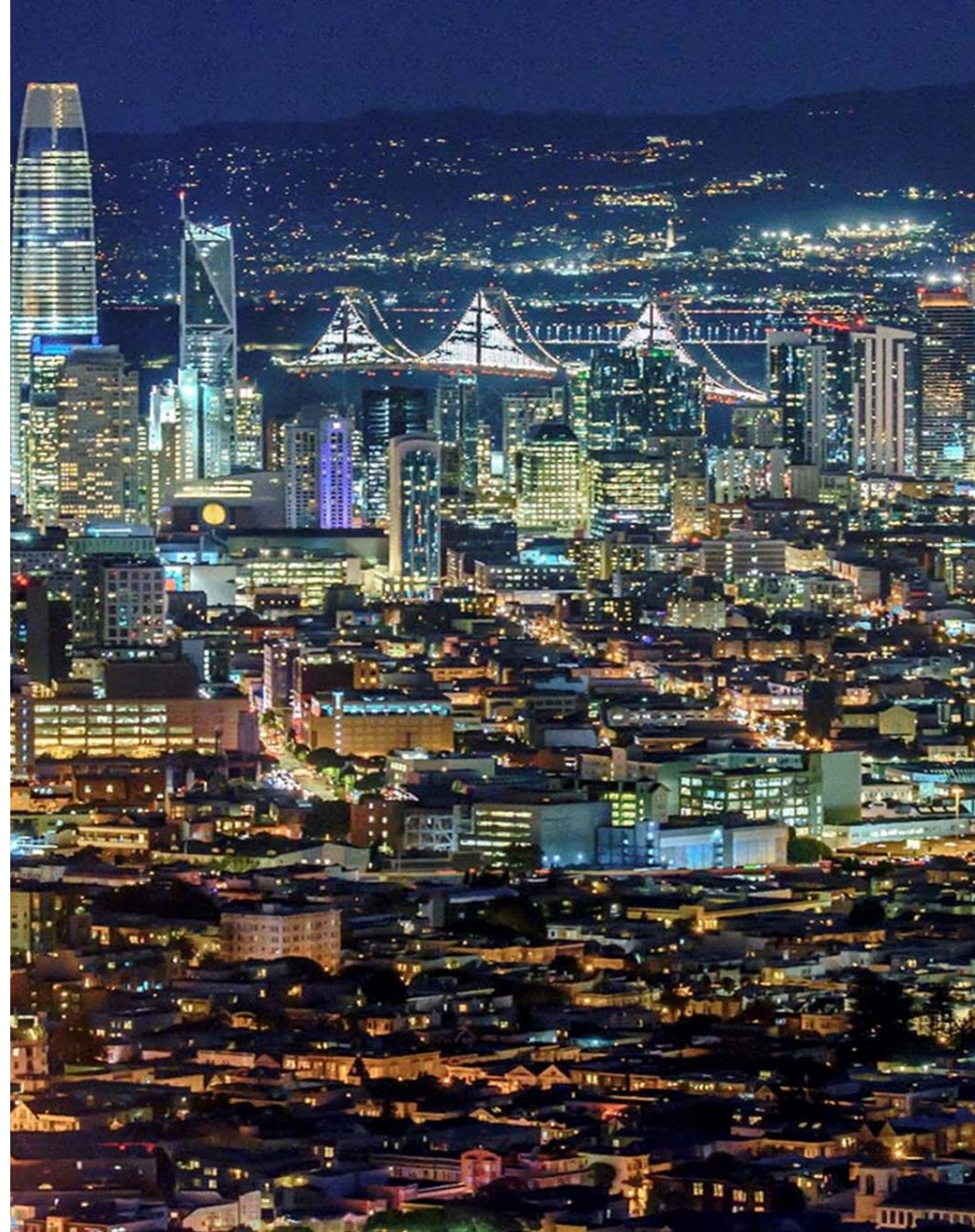




# Required Communications

We did not note:

- Significant Accounting Policies in Controversial or Emerging Areas
- Significant Unusual Transactions
- Significant Difficulties Encountered during the Audit
- Disagreements with Management
- Consultations with Other Accountants
- Significant Related Party Findings and Issues
- Independence matters



# Questions?



# Thank You

**Katherine V. Lai, CPA, CGMA**

Partner

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<https://www.linkedin.com/in/kathylaicpa/>

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# 375 BEALE CONDOMINIUM CORPORATION

375 Beale Condominium Corporation (Condo Corp) is a non-profit organization formed to manage the three condominium unit owners' common interest development in 375 Beale Street, San Francisco, California.

The 375 Beale Condo Corp is managed by the executive officers of the three condominium owners, BAHA, Bay Area Air Quality Management District (BAAQMD) and the Association of Bay Area Governments (ABAG). Highlights of the Condo Corp

- The operation is intended to be self-supporting during the operating years with any positive or negative adjustment made in the following year.



# 375 Beale Corporation

- ▶ 375 Beal is designed to be a self-funding / self-balancing account with residual year end balances assessed back to the condominium owners
- ▶ Statement of Revenue & Expenses
  - ▶ Revenue \$5.8 million up 6.5%
  - ▶ Expenses \$4.7 million down 6.3%
- ▶ Balance refunded to owners
  - ▶ FY 2021 \$1.16 million
  - ▶ FY 2020 \$ 494 thousand

**375 Beale Condominium Corporation**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Year Ended June 30, 2021**  
**(With comparative information for the prior year)**

	2021	2020
<b>Operating Revenues</b>		
Assessment fees	\$ 5,816,458	\$ 5,461,872
Refund of excess assessment fees	(1,162,196)	(494,233)
Other operating revenue	4,026	1,328
<b>Total operating revenues</b>	<b>4,658,288</b>	<b>4,968,967</b>
<b>Operating Expenses</b>		
Common area	3,201,540	3,250,943
Shared services	1,456,860	1,720,071
<b>Total operating expenses</b>	<b>4,658,400</b>	<b>4,971,014</b>
<b>Operating loss</b>	<b>(112)</b>	<b>(2,047)</b>
<b>Nonoperating Revenues</b>		
Interest income	112	2,047
<b>Total nonoperating revenues</b>	<b>112</b>	<b>2,047</b>
<b>Change in Net Position</b>	<b>-</b>	<b>-</b>
<b>Net Position - Beginning of Year</b>	<b>-</b>	<b>-</b>
<b>Net Position - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>

# Metropolitan Transportation Commission

## Legislation Details (With Text)

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<b>File #:</b>	21-0935	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Report	<b>Status:</b>		Informational	
<b>File created:</b>	6/15/2021	<b>In control:</b>		Board of Directors of 375 Beale Condominium Corporation	
<b>On agenda:</b>	9/16/2021	<b>Final action:</b>			
<b>Title:</b>	Building Operations and Project Report				

The Board will receive a report on current building operations, and improvement projects.

**Sponsors:****Indexes:****Code sections:**

**Attachments:** [5 - 21-0935 - Building Operations and Projects Report.pdf](#)  
[5 - 21-0935 - Attachment A - Reopening Safely at 375 Beale.pdf](#)  
[5 - 21-0935 - Attachment B - BAMC Visitors Parking Other Services.pdf](#)  
[5 - 21-0935 - Attachment C - BAMC Shared Room Use.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Building Operations and Project Report

The Board will receive a report on current building operations, and improvement projects.

**Presenter:**

Denise Rodrigues and Ebony Horace

**Recommended Action:**

Information



# 375 Beale Condominium Corporation

November 9, 2021

Agenda Item 5 - 21- 0935

## Building Operations and Projects Report

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### **Background:**

The Bay Area Headquarters Authority (BAHA) is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 confer upon the Facility Operator all powers, duties, and responsibilities for the day-to-day operation, management, and maintenance of the Common Area and the Jointly Used Space (as defined in the CC&Rs). This includes: implementing adopted rules; preparing and implementing the approved budgets; maintaining the accounting records; contracting service providers; and collecting and depositing authorized assessments.

### Cushman & Wakefield (CW)

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, CW is responsible for a full range of services including, but not limited to:

- Developing a plan for the management and operations of the facility (including parking).
- Providing for the operation and maintenance of building equipment and systems.
- Maintaining an on-site business office and being available 24 hours, 7 days a week for owner and tenant issues.
- Developing and maintaining the annual operating and capital budgets.
- Completing financial accounting including the collection and reporting of all revenues received.

### Bay Area Metro Center (BAMC) Activities

In this report, we advise you of scheduled activities and shared services utilization since the June 14, 2021, Board meeting.

### ***Continued Response to COVID-19 Pandemic:***

- On June 11, 2021 the San Francisco Department of Public Health (SFDPH) Health Order issued the Safer Return Together Health Order (“Order”).

- The Order removed some restrictions and changed others, but as a practical matter, it changes very little for BAMC. As guidance has been fluid and it takes time to review and then operationalize new requirements most employees that work within BAMC continue to primarily work remotely.
- One change that BAMC has implemented under the current Order is the allowance of visitors. As of August 1, 2021, visitors for agencies and tenants were allowed to come into BAMC under guidelines included in Attachment A: Reopening Safely at 375 Beale are followed.
- Based on the ongoing Orders, CW has implemented a variety of cost saving measures. From July 2020 through June 2021 CW saved approximately \$353,721 for building operations and \$115,458 for agency expenses. Since July 2021, CW has continued reducing costs where possible and has saved approximately \$123,587 for building operations and \$67,048 for agency related expenses.
- BAHA and CW staff continue to closely monitor updates to the Order to determine how changes affect the ability to reoccupy BAMC.
- Staff will continue to implement measures to respond as required, communicate changes to tenants and agency staff, and revise the BAMC Building Resumption Plan to comply with updated requirements.

#### Shared Services

Since the last Board meeting BAMC served as the venue for seven American Red Cross blood drives and as a polling place for the September 19, 2021 recall election. All conference room spaces used allowed for socially distanced public access.

Utilization reports for Shared Services activities since the last Board meeting are attached as follows:

- Attachment B: BAMC Visitors, Parking and Other Service Requests
- Attachment C: Room Reservations for Agency Meetings at 375 Beale

#### Security Update

There has been one reported incident that occurred in the building on October 5, 2021. On that date there was a forced entry into the main lobby through the Beale Street entrance with use of a

rebar. Security responded quickly to redirect the intruder out of BAMC, contact 9-1-1, and de-escalate the issue safely. There was no notable damage made to the lobby door. The San Francisco Police Department (SFPD) responded after the intruder vacated the building and documented the incident, building staff is actively looking into additional security measures that could be implemented to mitigate future risks of this type. Additional measures will be added to the follow up security recommendations presentation that was put on hold as efforts were focused on the COVID-19 pandemic

### Projects

#### ***1st Floor Reconfigurations***

BAHA is progressing with design related to optimizing the usable space in the 1<sup>st</sup> Floor Yerba Buena and Ohlone conference rooms and the adjacent warming kitchen. The architect is nearly complete with Architectural, Mechanical, Electrical, and Plumbing (MEP) permit drawings for the conference room and warming kitchen expansion. Staff has also restarted design related to integrating existing AV systems in the multipurpose rooms, Board Room, and Temazcal conference room; a draft Basis of Design (BOD) for this scope of work is under review.

#### ***LED Lighting Upgrade for 1<sup>st</sup> Floor Meeting Rooms***

The Board, Yerba Buena, and Ohlone Rooms are currently lit by a combination of linear florescent fixtures and LED down lights. The florescent light fixtures consist of electrical ballasts and florescent tubes, which have begun to fail in large numbers. Replacement parts have become increasingly expensive and difficult to procure. Staff reviewed multiple repair and replacement options, including: 1. continuing with individual replacement parts; 2. retrofitting all existing linear fixtures with LED components; and 3. replacing the existing linear fixture with its LED counterpart. Staff determined that the fixed audience seating and wood ceilings in the Boardroom make Options 1 and 2 too labor-intensive. Additionally, the work would cause extensive downtime during the heavily used 1<sup>st</sup> floor meeting rooms. Staff determined that Option 3 is the best long-term solution and has issued a Task Order for CW to upgrade lighting in the Board, Yerba Buena, and Ohlone Rooms.

***Agency Floor Space Planning***

BAHA has entered into a contract with TEF Architecture & Interior Design, Inc. (TEF) for design and other related project management design services to assist BAHA in determining how the agency space within BAMC may evolve with the changing needs related to a hybrid work environment. TEF will provide in depth research to determine what types of space changes would benefit the occupants and the experience in the building and assistance with reopening goal and process documentation including a review and comparison of values generated from BAMC's initial design. Staff will provide updates on this work at future Board meetings.

***375 Beale Street Community/Event Space(s), and Café***

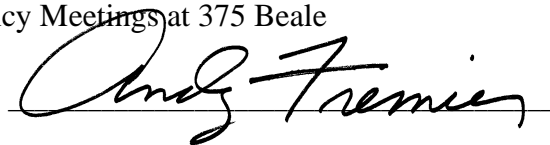
BAAQMD and MTC staff will develop and finalize the operating rules and procedures for the Temazcal space and present them to this Condominium Board in 2022.

***Parking Feasibility Study***

A parking feasibility study has been initiated to review its current financial standing in comparison to current market rates in the downtown San Francisco area. This will include a review of parking behavior, leasing and CC&R commitments and parking stall availability. BAHA will present recommendations for operational restructure at a future Board Meeting.

**Attachments:**

- Attachment A: Reopening Safely at 375 Beale
- Attachment B: BAMC Visitors, Parking and Other Service Requests
- Attachment C: Room Reservations for Agency Meetings at 375 Beale



Andrew B. Fremier

# REOPENING SAFELY TOGETHER

Presented by: Ebony Horace, Sr. Property Manager



This presentation outlines changes made to the Social Distancing Impacts at 375 Beale in order to have a **Safer Return Together** (pursuant to Order C19-07y\_updated July 20, 2021). Our primary goal is to provide a healthy workplace for all individuals that enter the Bay Area Metro Center.

1. Current Health Order Requirements - REVIEW
2. Occupant Communication
3. Building Entrances
4. Lobby & Security Desk
5. Management Office
6. Elevators
7. Service Elevator & Mail Room
8. Amenities – Wellness Room / Cove
9. Amenities – Shower Rooms / Bicycle Rack Area
10. Common Areas – Indoor & Outdoor Seating
11. Common Areas – Hallways & Stairways
12. Common Areas – Restrooms
13. Parking Structure and Loading Zone
14. Conference rooms and meeting spaces
15. Common Areas – Shared Pantries
16. Occupant Spaces
17. Janitorial Cleaning Specifications and Preparations
18. Visitor and Contractor Management
19. Questions, Comments & Next Steps



# CURRENT HEALTH ORDER REQUIREMENTS – GREEN TIER

*Order No. C19-07y(updated July 8<sup>th</sup> and July 20<sup>th</sup>) went into effect on June 11, 2021 at 12:01 a.m.*



**City and County of  
San Francisco**

**Department of Public Health  
Order of the Health Officer**

**ORDER OF THE HEALTH OFFICER No. C19-07y (updated)**

**ORDER OF THE HEALTH OFFICER  
OF THE CITY AND COUNTY OF SAN FRANCISCO**

**ENCOURAGING COVID-19 VACCINE COVERAGE  
AND REDUCING DISEASE RISKS  
(Safer Return Together)**

DATE OF ORDER: June 11, 2021, updated July 8, 2021 and July 20, 2021

**Directive No. 2020-18d (regarding indoor offices – updated May 6, 2021)**

- **Social Distancing Protocols / Health Safety Plan**

- No Longer Required.
- 6ft social distancing recommended in all common areas of building.

- **Mandatory Reporting Requirements**

- Must report within 48 hours of being tested positive to Building Management.
- 3 or more cases within a 2 week period.

- **Required Signage** <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- Get vaccinated; stay home if sick; wear a mask for added protection, maximize fresh air.
- Reporting Violations to 3-1-1.

- **Ventilation Guidance**

- All Businesses and governmental entities with indoor operations are urged to review the Ventilation Guidelines and implement ventilation strategies for indoor operations as feasible.

- **Face Coverings**

- A “well-fitted mask” is “*recommended*” for all individuals regardless of vaccination status in all indoor areas including occupant spaces but **required** for entry into the building and inside all common areas. A non-vented N95 mask is strongly recommended. A Well-fitted mask does not include a scarf, ski mask, balaclava, bandana, turtleneck collar, or single layer fabric or any mask that has an unfiltered one-way exhaust valve.

# ONGOING OCCUPANT COMMUNICATION

**Communication will be paramount to ensure all tenants are aware of updates that are made in this rapidly changing environment.**

## **CONTINUE TO COMPLETE ROUTINE CHECK-INS WITH OCCUPANTS AS REOPENING PLANS**

- Understand each occupants occupancy plans in alignment with order?
- Learn what the WFH policies are and if will they be continued?
- Obtain estimates of employees to return to plan for the flow of traffic.
- Remind occupants to continue reporting any COVID-19 confirmed positive cases.

## **ONGOING COMMUNICATIONS FROM BUILDING MANAGEMENT**

- Memo notifications to be sent out as needed with any action items.
- Building website will continue to be updated with all COVID-19 communications at [www.375beale.com](http://www.375beale.com) under Emergency Management.
- Provide an outline for Building Resumption Plans as they are revised.



# BUILDING ENTRANCES



- **Beale Lobby Entrance doors** will continue to be used as the sole and primary entrance into the building to assist with security measures and reduce the number of frequently touched areas. A “well-fitted” mask will still be required to be worn prior to entering and in all common areas.
- **Rincon Entrance doors** will continue to remain locked and be used as an exit route only to help with flow of traffic as occupants increasingly return back to the building.
- **Harrison Entrance door** will be fully accessible M-F from 7am-7pm. Security badges will be verified upon entering. This location will be the sole entrance for bicycle riders.
- **Security** will remain posted at both the Beale and Harrison entrance to complete badge verification checks upon entering the building.
- **Hand Sanitizer stations** – will remain at each lobby entrance (Beale, Harrison, Rincon).
- **Face Coverings: REQUIRED** prior to entry.

# LOBBY & SECURITY DESK



- For **Path of travel** purposes in the lobby, we will be asking those entering Beale stay to the right and those exiting the elevator directed toward Rincon. Belted stanchions will be used to control the flow (as applicable).
- **Signage** will remain in lobby and elevator banks to remind occupants of face covering requirements and encourage social distancing. Decals has been placed on the lobby floor and crowd control stanchions at the security desk console for visitor and contractor check in.
- **Acrylic Splash Guards** will remain as an additional barrier at the security desk console.
- **Janitorial** will continue addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – located at the Beale and Rincon entrances.

# MANAGEMENT OFFICE



**Management Office** to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.

To schedule an appointment please contact Building Management at 628-220-2080 or [375bealest@cushwake.com](mailto:375bealest@cushwake.com).

**Face coverings** are **REQUIRED** prior to entry.



# ELEVATORS



- **“Wait Here” sign** and/or floor decal will remain on lobby flooring so people do not congregate.
- **Security** will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 to reduce crowding and direct an upward flow of traffic.
- **Each elevator** to be designated to a 2-person cab and up to 4 persons during peak travel.
- **Hand Sanitizer Station** located at 1<sup>st</sup> floor elevator lobby.
- **Face coverings** are **REQUIRED** while inside cab.

# SERVICE ELEVATOR & MAIL ROOM



- **Due to the usage** of the service elevator, this elevator will be set in Angus to reserved only for contractors, occupants and vendors traveling with carts. Security will need to be contacted to assist when needed.
- **L1 Mail room** is too small to maintain safe distance. Signage will indicate to keep distance and only one person allowed in the mail area at a time.
- **Face coverings** REQUIRED at all times in these areas.



# AMENITIES – WELLNESS CENTER - COVE



## OPEN FOR RESERVATION ONLY

Please contact [meetings@bayareametro.gov](mailto:meetings@bayareametro.gov).

- **Used on Reserved basis** only to control maximum capacity of this room. Badge access limited to users on a case by case scenario.
- **Addition of a liability notice** on front door stating gym use at your own risk.
- **Signage** to encourage cleanliness and social distancing.
- **Face coverings** **REQUIRED** at all times in this area.

# AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



- **Signage** to encourage cleanliness of personal belongings and social distancing. Reminders are posted inside lockers that personal belongings should not be left overnight.
- **Liability notices are posted** on shower room and bike rack area to use at your own risk.
- **Janitorial services** will continue to replenish supplies in restrooms throughout the day, disinfect all frequently touched areas and disposal of trash. Nightly service will include enhanced cleaning service and disinfecting of all areas to include shower curtains being cleaned nightly. Will continue to wipe down each bike rack to frequently touched areas nightly.
- **Face coverings REQUIRED** at all times in these areas.



# COMMON AREAS – INDOOR & OUTDOOR SEATING



- **Benches** and **commonly shared seating** areas are no longer restricted from use.
- **Seat cushions outside** will not be provided until further notice.





# COMMON AREAS – HALLWAYS & STAIRWELLS



- We will no longer be designating connecting stairwells for path of travel needs to social distance.
- We encourage all occupants to social distance when necessary to minimize congregating in the hallways and stairwells.
- **Signage** indicating to practice social distancing and no breaks or lunches in these areas.
- **Face coverings** **REQUIRED** at all times in this area.

# COMMON AREAS – RESTROOMS



- **Max Occupancy** signage will remain outside restrooms to limit crowding inside restroom.
- **Decals on floor** will remain to promote social distancing when necessary.
- **Doors will continue to be propped open** to reduce frequently touched areas.
- **Hand sanitizer dispensers are located** outside of restroom doors for door opening.
- **Face coverings REQUIRED** at all times in these areas.



# PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be **REQUIRED** inside the garage at all times.
- **Signage** directing occupants towards using Beale entrance only to gain access into the building and not back hallway by freight elevator. This reduces the amount of frequently touched areas and assist with path of travel. Double doors next to service elevator will be used to exit the building to enter into the garage or retrieve mail from L1 only.
- **Additional** social distancing signage to mitigate congregating in the garage.
- **Hand Sanitizer stations** – will be placed inside both Harrison and Beale garage.

# CONFERENCE ROOMS AND MEETING SPACES



- **Virtual Meetings** encouraged to be held whenever possible.
- **Max Occupancy Signage on doors will remain** to encourage social distancing.
- **Face coverings** are **REQUIRED** to be worn in these areas at all times.



# COMMON AREA – SHARED PANTRY SPACES



- **Promote staggered lunches and breaks if necessary** to reduce congregating in these areas when using a microwave and when trying to get coffee.
- **Max occupancy signage** to be posted within breakroom / kitchen to limit crowding of employees.
- **Additional signage should include** promoting proper handwashing at kitchen sink areas with additional signs recommending that equipment be wiped down before and after each use.
- **Recommendation to remove excess chairs** to promote non congregating.

Please visit <https://sf.gov/outreach-toolkit-coronavirus-covid-19> for other required signage from SFDPH.

# OCCUPANT SPACES



- **Continue to Implement a FREE and CLEAR desk policy** – to keep desk free and clear from any personal belongings or paperwork each night so that the night janitorial team can fully wipe down each surface thoroughly.
- **Tenants are to follow SFDPH and Cal/OSHA rules when developing a screening process** inside their space for visitors and guests, front desk and in common areas throughout space.(i.e. copiers, or other frequently touched equipment areas.)



# JANITORIAL CLEANING SPECIFICATIONS

**High-touch points will continue to be cleaned throughout the building at higher disinfecting levels.**

- **Doors:** Wipe knobs often and place hand sanitizer near entrances/exits.
- **Stair railings:** Wipe and clean these surfaces at least daily.
- **Elevator buttons:** Sanitize hands and place hand sanitizer in high-traffic areas.
- **Conference tables:** Wipe tables, phones, etc. before each meeting.
- **Lobby areas:** Wipe hard surfaces and provide hand sanitizer for guests.
- **Copy stations:** Sanitize or wash hands when using common office machines.
- **Water cooler/kitchen space:** Wipe all surfaces, even if they appear to be clean.
- **Reception:** Provide hand sanitizer in public or common areas.
- **Bike Racks:** Place hand sanitizer near high-use items such as this.

**Night cleaning services have been enhanced with a specialized cleanser which is used on nightly basis inside occupant spaces. For additional details, please contact Building Management.**

**For occupants that wish to obtain pricing a full Enhanced Cleaning service for their suite, please contact Building Management.**

# VISITOR AND CONTRACTOR MANAGEMENT – (NON-BUILDING BADGE HOLDERS)

## IMPORTANT:

All visitors **will be required** to complete a Pre-Screening form and provide a valid photo I.D. (if visiting floors 2 through 8) at time of check-in. A well-fitted mask is also required to be worn at all times prior to entering the building and within common area spaces (lobbies, elevators, restrooms, hallways, and stairwells).


☐ Headache  
☐ Sore Throat  
☐ New Loss of Taste or Smell  
☐ Congestion or runny nose (not attributed to allergies)  
☐ Nausea or vomiting  
☐ Diarrhea  
☐ Feeling unusually weak or fatigue

☐ I have not been in close contact with someone who in the past 14 days has or had COVID-19  
☐ I will wear a well-fitted mask in accordance with federal and state law while inside the building and throughout all common areas i.e., ... (meeting spaces, restrooms, elevators, common area hallways and lobby).

☒ I Agree ☐ I Do Not Agree

The image below is your Visit Pass (QR code) that can be scanned in the lobby, either from your smart phone or by printing out this email.

Sincerely,  
Bay Area Metro Center



## CONTRACTORS:

- All Contractors must be pre-registered in the Angus System in advance as a “Vendor Access” work order ticket. **A certificate of insurance (COI) must also be verified and approved in advance of their visit by Building Management.**
- The pre-screening form **will be required** upon check-in via a tablet device at the Security Desk Console.

## SCHEDULED VISITORS:

- Visitors **must be pre-registered** in the Angus System in advance as a “Visitor Request”.
- An e-mail address will be required for pre-screening form to be sent in advance of their visit. Within the body of the e-mail the personalized QR code will be displayed toward the bottom to be used upon check-in. (Please see left image as an example).

## UNSCHEDULED VISITORS:

- Visitors who are **NOT** pre-registered in advance will be required to complete the pre-screening Form upon check-in via a tablet device at the Security Desk Console.

## MEMBERS OF THE PUBLIC FOR GROUND FLOOR MEETING SPACES:

- Visitors who are **NOT** pre-registered in advance will be required to complete the pre-screening Form upon arrival at the Building entrance and directed to their specific location. No I.D. will be required for any visits on the ground floor.

## NEW HIRES:

- Must** be pre-registered in advance in Angus as a “Visitor Request”.
- Screening to be performed by the occupant.

## MAIL CARRIERS:

- The pre-screening form **will be required** upon check-in via a tablet device at the Security Desk Console.





# QUESTIONS, COMMENTS & NEXT STEPS

# Visitor Summary & Check-In Source

## Agenda Item 5 - Attachment B

Generated By: Ebony.Horace@cis.cushwake.com  
October 15, 2021

### PARAMETERS

**Period:** Expected from July 1, 2021 to September 30, 2021

**Property:** Bay Area Metro Center

**Tenant:** ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Tenant	EXPECTED VISITORS	PRE-REGISTERED BY TENANT		Total		CHECKED IN VISITORS								CHECKED OUT VISITORS	
		#	%			Desktop		Touchscreen		Mobile		Kiosk			
				#	%	#	%	#	%	#	%	#	%	#	%
Bay Area Metro Center	256	181	71%	164	64%	155	95%	0	0%	0	0%	0	0%	19	12%
BAAQMD	79	45	57%	58	73%	58	100%	0	0%	0	0%	0	0%	16	28%
BAHA - Construction	1	0	0%	1	100%	1	100%	0	0%	0	0%	0	0%	0	0%
Bay Conservation and Development Commission (BCDC)	22	18	82%	22	100%	22	100%	0	0%	0	0%	0	0%	0	0%
MTC	154	118	77%	83	54%	74	89%	0	0%	0	0%	0	0%	3	4%
Grand Totals:	256	181	71%	164	64%	155	95%	0	0%	0	0%	0	0%	19	12%

# Summary By Month

Generated By: Ebony.Horace@cis.cushwake.com  
October 15, 2021

## PARAMETERS

**Period:** Received January 1, 2021 to December 31, 2021

**Sorted By:** Request Type

**Property:** Bay Area Metro Center

**Tenant:** ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Bay Area Metro Center	16	25	39	34	35	29	16	40	44	21	0	0	299
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Building Services	1	-	-	-	-	-	-	-	2	-	-	-	3
Building Utilities	-	-	-	-	-	-	-	1	1	-	-	-	2
Cleaning	-	-	2	1	1	-	1	1	4	-	-	-	10
Dedicated Porter Service	-	-	-	-	-	-	-	-	1	-	-	-	1
Electrical - Light Bulbs	1	1	3	3	1	3	3	-	1	-	-	-	16
Electrical Repair - Misc	-	2	-	-	1	-	-	-	1	-	-	-	4
Electricity Charge	-	-	-	-	-	-	-	1	-	-	-	-	1
Elevator Operation	-	-	-	-	1	-	-	-	-	-	-	-	1
HVAC - Too Hot	-	-	-	-	-	-	1	-	-	1	-	-	2
Janitorial Supplies	-	-	-	-	-	1	-	-	-	-	-	-	1
Keys & Locks	-	-	1	1	5	-	2	4	1	1	-	-	15
Miscellaneous Repairs	-	-	2	2	-	1	-	-	1	-	-	-	6
Office/Workstation Cleaning	-	-	-	1	-	-	-	3	3	2	-	-	9
Parking - Contract	-	-	1	-	-	-	-	-	-	1	-	-	2
Parking Inquiry	-	-	13	7	5	3	1	2	-	2	-	-	33
Patch and Paint	1	-	-	1	-	-	-	-	-	-	-	-	2
Plumbing	-	1	1	-	-	-	-	4	2	-	-	-	8
Repair/other	1	-	-	-	-	-	-	-	1	1	-	-	3
Replacement Access Card	-	-	-	1	1	-	-	1	-	-	-	-	3
Restroom Service	-	-	-	-	-	1	-	-	-	-	-	-	1
Rubbish Removal	-	-	-	1	-	1	-	-	-	-	-	-	2
Security Access Card	12	21	15	13	19	18	8	23	26	13	-	-	168
Trash/Recycling Removal	-	-	-	1	-	-	-	-	-	-	-	-	1

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Bay Area Metro Center	16	25	39	34	35	29	16	40	44	21	0	0	299
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Vendor Access	-	-	1	2	1	1	-	-	-	-	-	-	5
Grand Totals	16	25	39	34	35	29	16	40	44	21	0	0	299



# Summary By Month

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October 15, 2021

## PARAMETERS

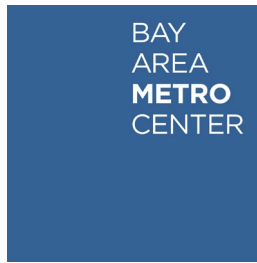
**Period:** Received January 1, 2021 to December 31, 2021

**Sorted By:** Tenant

**Property:** Bay Area Metro Center

**Tenant:** ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Bay Area Metro Center	16	25	39	34	35	29	16	40	44	21	0	0	299
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ABAG	-	-	-	-	-	-	-	3	3	-	-	-	6
BAAQMD	7	12	6	9	13	15	3	16	10	13	-	-	104
BAHA - Construction	-	-	1	1	-	-	-	1	-	-	-	-	3
BAHA - Shared Services	1	-	2	3	-	2	3	1	2	-	-	-	14
Bay Conservation and Development Commission (BCDC)	1	1	4	2	1	3	-	1	1	1	-	-	15
MTC	7	12	26	19	21	9	10	18	28	7	-	-	157
Grand Totals	16	25	39	34	35	29	16	40	44	21	0	0	299



**Room Reservations for Agency Meetings at 375 Beale**

**From May 2021 through October 2021**

As a result of the COVID-19 pandemic, some public agency meetings were hosted using Zoom video teleconferencing software during this reporting time period, thus allowing attendees to participate remotely. Below is a summary of the meetings held using the shared Zoom account proctored by the Bay Area Headquarters Authority (BAHA) Shared Services Team.

Agency	Number of Meetings
Bay Area Air Quality Management District (BAAQMD)	32
Metropolitan Transportation Commission (MTC)	73
<b>Total Meetings</b>	<b>105</b>

*\* Bay Conservation and Development Commission (BCDC) use their own video teleconferencing software for their public meetings.*

## Agenda Item 5 - Attachment C

The following onsite meetings/events were hosted during the reporting period. Building access and City and County of San Francisco COVID-19 protocols were followed for each event.

Agency	Meeting/Event	Meeting Space	Number of Events/Meetings
American Red Cross	Blood Drives	Yerba Buena	7
ABAG	Administrative Committee: Regional Housing Needs Allocation (RHNA) Appeals Meeting – <i>public comment location only</i>	Ohlone	4
City and County of SF Department of Elections	Recall election poll location	Temazcal	1
Conduent	New hire training and staff meetings	Yerba Buena	39
MTC	Hybrid Commission Workshop	Yerba Buena/Ohlone	2
MTC	Blue Ribbon Task Force Reception	Rincon Place	1
<b>Total Meetings</b>			<b>54</b>

# Metropolitan Transportation Commission

## Legislation Details (With Text)

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**File #:** 21-1484      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Committee Approval

**File created:** 10/28/2021      **In control:** Board of Directors of 375 Beale Condominium Corporation

**On agenda:** 11/9/2021      **Final action:**

**Title:** Resolution No. 001 Providing for Remote Meetings Pursuant to AB 361

The Board will be asked to adopt Resolution No. 001 Regarding Remote Meetings Pursuant to AB 361.

**Sponsors:****Indexes:****Code sections:**

**Attachments:** [6 - 21-1484 - Resolution-001 AB 361 - 375 Beale Condo Corp.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

Resolution No. 001 Providing for Remote Meetings Pursuant to AB 361

The Board will be asked to adopt Resolution No. 001 Regarding Remote Meetings Pursuant to AB 361.

**Presenter:**

Kathleen Kane

**Recommended Action:**

Committee Approval

## **375 Beale Condominium Corporation**

**November 9, 2021**

**Agenda Item 6 - 21-1484**

### **375 Beale Condominium Corporation Resolution No. 001 Providing for Remote Meetings Pursuant to AB 361**

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#### **Subject:**

Approval of 375 Beale Condominium Corporation Resolution No. 001 Regarding Remote Meetings Pursuant to AB 361

#### **Background:**

The recently-enacted bill, AB 361, provides for continuing availability of remote meetings during the pandemic-related state of emergency in California. In order to invoke this option, governing boards of Brown Act bodies, or their authorized designated committees must make certain findings in support of remote meetings within 30 days of the first meeting occurring after October 1, 2021, and every 30 days thereafter. Attached for your review and approval is a resolution invoking AB 361 and providing for remote meetings prospectively for 30 days following the 375 Beale Condominium Corporation's action.

#### **Issues:**

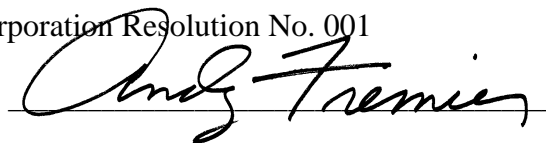
Findings in support of Resolution No. 001 are found in the attached. Given the continuing state of public health emergency and the improved public access afforded by holding public meetings of regional bodies in a virtual setting, the resolution under AB 361 is supportable.

#### **Recommended Action:**

The 375 Beale Condominium Corporation is requested to adopt Resolution No. 001, authorizing its committees and related entities, to meet remotely pursuant to the provisions of AB 361.

#### **Attachments:**

- Attachment A: 375 Beale Condominium Corporation Resolution No. 001



Andrew B. Fremier

Date: November 9, 2021  
Referred by: 375 Beale Condo. Corp.

ABSTRACT  
Resolution No. 001

This resolution makes findings pursuant to AB 361 to continue virtual public meetings for the 375 Beale Condominium Corporation, its related entities and committees during the COVID-19 State of Emergency

Further discussion of this subject is contained in the 375 Beale Condominium Corporation  
Summary Sheet dated November 9, 2021.



Date: November 9, 2021  
Referred by: 375 Beale Condo. Corp.

RE: Findings Pursuant to AB 361 to Continue Virtual Public Meetings for the 375 Beale Condominium Board, With its Related Entities and Committees, During the COVID-19 State of Emergency

375 BEALE CONDOMINIUM CORPORATION

Resolution No. 001

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic; and

WHEREAS, the State of Emergency remains in effect; and

WHEREAS, beginning in March 2020, the Governor's Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting; and

WHEREAS, Executive Order N-08-21 extended the previous order until September 30, 2021; and

WHEREAS, the 375 Beale Condominium Corporation and its related entities and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020; and

WHEREAS, on September 16, 2021, the Governor signed into law AB 361, an urgency measure effective upon adoption, that provides flexibility to government bodies, allowing them to meet virtually without conforming to the Brown Act teleconferencing rules if: (i) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; (ii) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of

determining, by majority vote, whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (iii) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, although applicable social distancing requirements are currently no longer in effect, the San Francisco Public Health Department continues to recommend measures to promote social distancing in combination with other safety precautions when activities occur in shared indoor spaces to mitigate the risk of COVID-19 transmission; and

WHEREAS, in the last few months, the Delta variant has surged in the United States and become the predominant COVID-19 variant, the Delta variant is believed by medical experts to be twice as contagious as previous variants, and data has shown the variant has increased transmissibility even among some vaccinated people; and

WHEREAS, due to uncertainty and concerns about the Delta variant and current conditions, many workplaces that had announced a return to regular in-person operations have pushed back the full return date until later in the year or next year; and

WHEREAS, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

WHEREAS, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees;

NOW, THEREFORE, BE IT RESOLVED, that the 375 Beale Condominium Corporation hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees; and be it further

RESOLVED, that in accordance with AB 361, based on the findings and determinations herein, meetings of 375 Beale Condo Corporation, its related entities and its committees will be held virtually, with Brown Act teleconferencing rules suspended; and be it further

RESOLVED, that this resolution shall be effective upon adoption and remain in effect for 30 days after the first meeting held in accordance with AB 361.

375 BEALE CONDOMINIUM CORPORATION

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Jack Broadbent, President

The above resolution was approved by the 375 Beale Condominium Corporation at a regular meeting of the 375 Beale Condominium Corporation held in San Francisco, CA and at other remote locations, on November 9, 2021.

# Metropolitan Transportation Commission

## Legislation Details (With Text)

<b>File #:</b>	21-1505	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Report	<b>Status:</b>		Informational	
<b>File created:</b>	10/29/2021	<b>In control:</b>	Board of Directors of 375 Beale Condominium Corporation		
<b>On agenda:</b>	11/9/2021	<b>Final action:</b>			
<b>Title:</b>	ABAG Office Space Acquisition Proposal				

Staff will present a proposal for the redistribution of the existing ABAG floor space, eliminating assigned staff component and assigning a one-third ownership of the common building area.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [7 - 21-1505 - ABAG Office Space Acquisition Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

ABAG Office Space Acquisition Proposal

Staff will present a proposal for the redistribution of the existing ABAG floor space, eliminating assigned staff component and assigning a one-third ownership of the common building area.

**Presenter:**

Brian Mayhew

**Recommended Action:**

Information

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**ABAG Office Space Acquisition Proposal**

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**Subject:**

Staff proposes a redistribution of the existing ABAG floor space, eliminating assigned staff component and assigning a one-third ownership of the common building area. The change will result in an overall reduction of ABAG space by approximately 14,000 square feet and result in a refund of approximately \$3.7 million based on the original purchase price.

**Background:**

ABAG does not have any staff under their organization after the MTC – ABAG staff consolation finalized in FY2017. Nevertheless, ABAG is paying for staff support space for what is now MTC employees. ABAG currently owns 17,687 square foot of office space on the seventh floor of the BAMC and an additional of 1,404 square foot of agency area on the first floor, totaling 19,091 square feet. Staff suggests that ABAG sell its floor space on the seventh floor and increase its ownership of agency space on the first floor by 3,596 square feet. The transaction would result in a refund of approximately \$3.7 million and a reduction of their annual assessment by approximately \$272,000. Total square footage owned by ABAG after this transaction will be 5,000 square feet.

Staff estimates the \$3.7 million payout based on the percentage changes in ABAG square footage ownership and the amount ABAG paid for the original 19k square foot. ABAG paid about \$5 million in 2015 for the space in BAMC, and it will be reducing its square footage ownership by about 74% with the recommended change.

Staff is suggesting that MTC and BAAQM District split the purchase cost and shared service costs on an even basis. With the purchase of the ABAG office space, MTC and BAAQM District will own 100% the floor Space on fifth through eighth floor. Given the potential need to remodel space for the return of employees on a hybrid work basis, the redesign might be easier with the two major owners having control of decisions.

After the acquisition, one of both owners, MTC and BAAQM District, will be the assessed on both the Common Area and Shared Services related expense while ABAG will be assessed on the Common Area only. The revised assessment schedule along with the revised square footage ownership information is included in Attachment 1.



Staff requests that the condo owners consider the staff proposal and return with a formal direction to obtain approval from their respective boards.

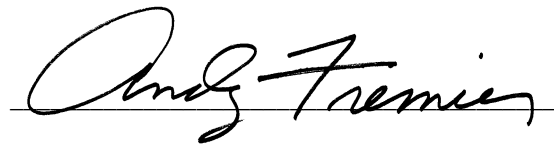
If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

**Recommendation:**

None. Provided for information only.

**Attachments:**

Attachment 1: Draft Assessment Schedule and Square Footage Ownership

A handwritten signature in black ink, reading "Andrew B. Fremier", written over a horizontal line.

Andrew B. Fremier

## Revised Distribution of Condo Area Fees (Draft for discussion only)

<u>FY 2021-22 Revised Fees</u>	<u>Common Area</u>	<u>Shared Services</u>	<u>Total</u>
BAQQMD	\$ 1,854,004	\$ 1,145,668	\$ 2,999,672
ABAG	95,060	0	95,060
MTC	2,065,922	1,150,717	3,216,639
Total	\$ 4,014,986	\$ 2,296,385	\$ 6,311,371

<u>FY 2021-22 Current Fees</u>	<u>Common Area</u>	<u>Shared Services</u>	<u>Total</u>
BAAQMD	\$ 1,822,001	\$ 1,042,100	\$ 2,864,101
ABAG	159,207	207,593	366,800 *
MTC	2,033,778	1,046,692	3,080,470
Total	\$ 4,014,986	\$ 2,296,385	\$ 6,311,371

<u>Change</u>			
BAAQMD	\$32,003	\$103,568	\$ 135,571
ABAG	(64,147)	(207,593)	(271,740)
MTC	32,144	104,025	136,169
Total	\$ 0	\$ 0	\$ 0

\* Max ABAG assessment fee for FY22 is \$366,800 based on CC&R Section 2.01(h)(6).

	<b>Current RSF</b>	<b>Common Area</b>	<b>Shared Services</b>
MTC/BATA	103,318	48.92%	50.11%
BAAQMD	102,864	48.71%	49.89%
ABAG	5,000	2.37%	0.00%
<b>375 Condo Sq. Ft</b>	<b>211,182</b> **	<b>42.67%</b>	<b>100.00%</b>
<b>Total CC&amp;R Sq. Ft.</b>	<b>494,956</b>	<b>57.33%</b>	

\*\* Agency Space RSF from CC&R Exhibit B and 15,600 RSF for 1st floor

	<b>Current RSF</b>	
MTC/BATA	96,257	45.58%
BAAQMD	95,834	45.38%
ABAG	19,091	9.04%
<b>375 Condo Sq. Ft</b>	<b>211,182</b> **	<b>42.67%</b>
<b>Total CC&amp;R Sq. Ft.</b>	<b>494,956</b>	<b>57.33%</b>

\*\* Agency Space RSF from CC&R Exhibit B and 15,600 RSF for 1st floor