

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION

Policy Regarding Reimbursement for Owner Payments for Common Area Repairs

WHEREAS, Section 5.1(b) of the Bylaws authorizes the Board of Directors ("Board") to make rules and regulations that are not inconsistent with the law, Articles of Incorporation, Bylaws and Declaration of Covenants, Conditions & Restrictions for University Terrace Berkeley Homes ("CC&Rs");

WHEREAS, Section 7.9 of the CC&Rs requires the University Terrace Berkeley Homeowners Association ("Association") to maintain and repair the Common Areas and Exclusive Use Common Areas;

WHEREAS, the Board wishes to clarify and expedite situations in which Owners seek reimbursement for payment of repairs to the Common Area and Exclusive Use Common Areas which repairs and costs remain the responsibility of the Association pursuant to the CC&Rs; and

THEREFORE, the Board hereby adopts the following policy to evaluate and to approve reimbursements to Owners who have paid for repairs to Common Area and Exclusive Use Common Areas:

1. This reimbursement policy only applies to the Owner's emergency repairs to the Common Area and Exclusive Use Common Areas components where there is an imminent threat to personal property or of bodily harm. Requests for routine repairs and maintenance should be submitted through normal channels to the Association's managing agent.
2. This reimbursement policy does NOT apply to Owners seeking reimbursement for damage to their personal property and/or Unit interior, which would be governed by the Association's Policy Regarding Water Leaks and/or CC&Rs Sections 4.27, 5.1(a), and 10.4.
3. Requests for reimbursement must be accompanied by photographic and/or written documentation from a licensed contractor that itemizes and separates repair costs for Common Area or Exclusive Use Common Area components from repair costs of the individual Unit (e.g., fixtures, finishes, and personal property).
4. Requests for reimbursement must be accompanied by documentation of any claim filed with the Owner's insurance policy (HO-6 policy) or a written explanation of why no such claim was filed (e.g., repair and reimbursement cost falls below the deductible). Costs already covered by a homeowner insurance claim are not eligible for Association reimbursement (i.e., "no double-dipping").

5. Requests for reimbursement must be presented to the managing agent for inclusion on the agenda and in the meeting packet for the next regularly scheduled Board meeting.

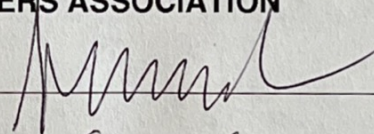
6. Any reimbursement approved by the Board at a duly-noticed open meeting will be processed and paid by the Association through its managing agent. Reimbursement may take 30 to 45 days to process after Board approval.

The foregoing Policy Regarding Water Leaks was adopted by the Board of Directors of University Terrace Berkeley Homeowners Association at an open meeting of the Board held on August 17, 2023, following notice to the members, the opportunity for member comment and Board consideration of member comments pursuant to Civil Code § 4360.

Date: 8/24/23

**UNIVERSITY TERRACE BERKELEY
HOMEOWNERS ASSOCIATION**

By: _____



Its: _____

Secretary