

University Terrace Annual Meeting Minutes April 19, 2024

Call to Order 6pm

Attendance: Sarah Anne Reynolds (P), Lewis Ames (VP), Alix Schwartz (S), Bea Motta (T), Andrew Leong (Director at Large), Martín Perna (incoming director) Absent: Eric Gillet (Director at Large)

Acclamation- January 18, 2024, was the deadline for receiving nominations for candidates in the upcoming election of directors. There are seven (7) positions to be filled on the Board. As of the deadline, three (3) qualified candidates were nominated. California Civil Code provides if the number of qualified candidates is not more than the number of vacancies to be elected, as determined by the inspector(s) of the elections, the Association may consider the qualified candidates elected by acclamation. In accordance with California Civil Code, the following qualified candidates are **Beatriz Motta, , Alix Schwartz, Andrew Leong, Eric Gillet. Thank you to Sarah Reynolds for her service to the Board.**

Motion to approve the following slate of appointments of new officers and new members – Alix Schwartz (P), Lewis Ames (VP), Andrew Leong (S), Bea Motta (T), Martín Perna (Director at Large), Eric Gillet (Director at Large) - **MSC**

Annual Meeting Adjourned

CALL TO ORDER REGULAR MEETING

Homeowner Forum

Mei asked a question about the landscape maintenance schedule and concerns about hedge/tree maintenance near Building 3. She will send a follow-up e-mail to Dave. Dave will contact landscapers about concerns.

Motion to approve the minutes of the February 15, 2024, meeting. MSC

FINANCIAL REPORT - Bea (Treasurer)

Financials:

Bea: There is **\$216,389** in the general operating account. There is a **deficit of \$1554.26** for Building 9 operating which will be corrected by the end of the month. There are **\$661,316.83** in total reserves (\$617,129.77 – general, \$44,187 – Building 9).

Motion to ratify the reserve study approved in executive session April 11 - MSC

Motion to ratify the annual budget as approved during the executive session April 11 – MSC

Motion to ratify the decision to move \$50,000 from Operating (General) to the First Citizens Bank General Reserves Account. MSC

Bea observed that the operating account would still cover 6 months of expected expenses after this transfer.

COMMITTEE UPDATES

Intercom Committee

Anne Aboe (chair) reported on the updated proposals for replacing the door/intercom system for Building 9. Anne discussed the overlapping challenges of finding a simple and reliable system that did not rely on proprietary software. The Committee still needs to collect more information about the monthly cost of the R&S DoorKing system and the potential reduction of cost through using CIMS' volume discount.

Dave will reach out to CIMS' customer service contact with DoorKing to determine actual monthly cost and will inform Anne and the Intercom Committee.

The Intercom Committee retains standing authorization from the Board to select and authorize a bid with a cost not to exceed \$10,000.

Anne and Bea will coordinate later if/when the Intercom requires an internet connection via AT&T.

Ben– Emergency Committee Update

Ben reported that the Emergency Committee has inventoried the emergency cache and ordered water storage, filtration systems, rechargeable and battery-powered flashlights, etc. Items will be placed in the cache by the end of the month.

The Committee has concerns and recommendations about fire extinguisher locations and wishes to provide guidance about where they are and how to use them along with a reminder that each Unit should have a fire extinguisher.

The Committee will develop a final Emergency Response Plan for Board Approval.

The Committee needs a Building 5 emergency coordinator. It was suggested that since Building 5 only has six units that it be combined with the Building 4 and/or 6 coordinators. Ben will look into this.

Bea – Special Projects Committee Update

The water leak in Dan Melia's unit returned during the rains. The work is still under warranty, so no additional expenses. Axis Construction is currently conducting work to fix the leaky ceiling again.

Bea - Legal Liaison Committee

Bea reported that the Legal Liaison Committee forwarded the questions and requests of the Rental Committee. Hanh Pham (legal counsel) met with David Robinson (counsel for UC Berkeley) to review state legislation and concluded that the CC&R restrictions on rentals were still enforceable. David has indicated that UC will support enforcement efforts – although the exact form of such support is not yet clear. Hanh suggests that we make use of CIMS' rental tracking services.

Shauna will ask colleagues at other UC real estate offices about whether/how comparable complexes have enforced rental restriction provisions.

Andrew reported that Hanh also noted that there are no laws dictating time/place/modality requirements for Board subcommittees. Committees that are solely advisory need not take minutes (but simply report their findings to the Board); committees with decision making power are required to take minutes documenting the reasons for their decisions.

Dave – Landscape/Irrigation

Dave reported that Felix (landscape management) has indicated that the condition of the irrigation system is worse than thought; two controllers need to be replaced, many broken and disconnected valves. The Tot Lot sprinkler electricity is controlled by a panel in the Convent and non-functional. ARB/Alix has asked for assistance from UC. Shauna will assist in coordinating this assistance.

Dave – B9 fire system update

The fire system replacement is progressing. The company is checking with designers about new plans and may do walkthroughs in the interior or one unit.

Dave – Roof tune-up schedule

April 29- May 3 weather permitting.

Board Training Sessions

Andrew will contact counsel to see if they can provide a Board Training on Thursday May 23, 6pm. Dave will also provide a training session on using Vantaca (either on the 23rd or at another date).

Scheduled Maintenance

Dave shared the scheduled maintenance report.

Maintenance Matrix

The board reviewed the maintenance matrix. Andrew and Alix will contact Hanh to review the line item of "Storage Units" and add a line re: "Carports."

Adjourned 7:20pm

EXECUTIVE SESSION

Motion to issue a fine of \$100 that will double in 30 days to the owner of an abandoned car that remains in a parking spot. Letters have already been sent; fine is the next natural step. **MSC**