

## UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION

### Board of Directors Regular Board Meeting Minutes August 17, 2023, 6 PM via Zoom

Homeowners without internet are welcome to come to the commons room where a device will be available for watching/participating in the zoom meeting. Please contact the manager, Dave Rosenblatt [drosenblatt@commoninterest.com](mailto:drosenblatt@commoninterest.com) if you are having trouble getting onto the Zoom meeting.

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**5:30pm-Ballot counting-** for the governing document revision took place at 5:30pm in the Commons Room & Zoom with our inspector of elections Anne Aaboe. The results were announced during the meeting (see below).

**The Board meeting began at 6pm on Zoom.**

**6pm - Called to Order**

**Board members present-** President- Sarah Reynolds, VP- Lewis Ames, Treasurer – Bea Motta, Secretary- Alix Schwartz, Director- Andrew Leong. Absent- Eric Gillet

**University rep present:** Shauna Brown

**Homeowners Open Forum** – Approximately 20 Minutes– The Open Meeting Act allows Boards of Directors to establish reasonable time limits for the Open Forum and for speakers to address the Board. ([Civ. Code §4925, § 5000 \(b\).](#)) Members are limited to 3 minutes per member—Open Forum will close after 20-minutes. Once Open Forum is closed members have a right to observe the conduct of the Boards business, but they do not have a right to participate in the meetings unless recognized by the Board. No Comments about the water policy were proffered. The policy went out July 14<sup>th</sup>. Thanks to Amy for planning the potluck this year.

#### **Administrative**

Approval of Meeting Minutes-June 15, 2023, regular and executive session- MSC

#### **Financial**

- A. Financial Reports: Bea reported- June 2023, \$188,883.00 in operating and \$703,890.75 in reserves. This is the year-end financial, and we ended up \$6,113.26 over budget mostly due to Plumbing repairs, Misc. Maintenance, and insurance.
- B. Items for discussion-June 2023: we are working on transferring funds to stay within the FDIC limits. Bea recommended holding off on the transfer for now because of some pending expenses.
- C. Finance Committee Charter Review- MSC

#### **Action and Discussion Items**

- A. Governing Document Revision Voting Results (Anne): There were 64 verified ballots 60, yes 4 No. The measure passed. We needed 55 yes votes. Thank you to all who voted.
- B. Vote on Water Leak Policy & Reimbursement Policy (Bea & Andrew) MSC
- C. Legal Liaison Committee Charter Review (Bea & Andrew) MSC
- D. Annual Calendar Adoption (Alix & Sarah): Sarah went over the spreadsheet that will assist with the reserve study, and with keeping the Board and management on track with all of our activities and responsibilities. MSC
- E. Insurance Renewal (Dave): the insurance expires in October. Socher will shop many carriers and get back to us a quote. The Board requested an earthquake insurance quote and a flood insurance quote.
- F. Elevator Maintenance Contract Renewal (Dave): address correction for mailing the invoices.
- G. Reserve Study Proposals & Maintenance Matrix (Dave, Alix & Andrew): Andrew presented a new matrix, which still needs to go to our attorney for final review. There were 3 proposals for the updated reserve study. MSC to approve Association Reserves with the prepay option.
- H. B9 Roof Inspection (Dave): per reserve study due replacement. Dave to solicit proposals to inspect all roofs.
- I. Next Steps for Deck Inspection, buildings 1-8 (Dave, Eric & Sarah): Ask for proposals to inspect decks and flashings.
- J. Special Projects Status Update (Bea & Alix): Alix reported status on 1609: interior work is in progress. Other units: 1610 waiting for permits and 1606 has a proposal. MSC to look at other project management companies for future projects. Dave recommended Pound Management and RFICM.
- K. Building 9 Fire System update (Dave, Bea): Bay alarm and Statcomm both agree the panel is not communicating. If the fire alarm goes off residents should call 911. We are waiting for a

- proposal from Statcomm for a panel replacement which includes a code upgrade. In the meantime, Bea to cancel unnecessary phone line. Sarah will post signage about calling 911.
- L. B9 intercom update (Dave):MSC to allow a building-9 group to approve a new system not to exceed \$6,000.
  - M. Tree trimming/oak tree replacement (Dave): The committee will look at the proposals for removing the Monkey Puzzle tree. Whichever company is selected for removal will be asked about replacement. Lewis will look for an independent arborist. ARB and University to approve removal of monkey puzzle.  
The Board received 2 proposals for tree trimming. MSC to approve A-plus tree for tree trimming.
  - N. Landscaping/Irrigation Search update (Dave, Lewis, Bev, Eric, David B): Board created an RFP to send out to landscapers. Add drain inspections to the RFP. Send out RFPs to Green Ventures, Gardeners Guild and other candidates to be identified by CIMS to achieve three competitive responses. The current landscape company will be requested to submit a proposal as well.
  - O. Management Oversight Committee Update (Sarah): updated charter approved MSC.

### **Adjournment 8pm**

Thank you for joining us. The next meeting is 6:00 pm October 19, 2023 (3rd Thursdays of even months).

### **Executive Session**

*The Board may adjourn Executive Session to discuss legal issues, contract formation, disciplinary hearings, personnel issues, payment plans, collections, or foreclosures.*

**Manager: Dave Rosenblatt** [drosenblatt@commoninterest.com](mailto:drosenblatt@commoninterest.com)

**Assistant: Kathryn Garrett** [Kgarrett@commoninterest.com](mailto:Kgarrett@commoninterest.com)

**Log into your account at** [Portal.commoninterest.com](https://portal.commoninterest.com)

