

University Terrace Homeowners Association Board of Directors Meeting Minutes – April 21, 2021

Board Members Present: Eric Gillet – President, Ben Tucker – Vice President, Lewis Ames – Treasurer, Grace O’Connell – Secretary, Sarah Reynolds – Director, and Tobias Liebermann – Director

Board Members Absent: None.

Others Present: Dina Varellas – Willis Management Group, Inc (WMG)

Call to Order

Meeting called to order at 6:00 p.m. via Zoom Video Conference.

Open Forum

EV Charging Station proposal via Scott Moura. Proposal to move the current recycling area from the south end of building 9 facing the commons to around the corner of building 9 facing the carport via Jodi Halpern.

Minutes

The regular meeting minutes of January 20, 2021 and April 4, 2021 were approved as drafted.

Management Report

The Board reviewed the April report and calendar of events.

Financial / Collections

1. February 2021 Financial Reports – The balance in the operating account is \$235,993.88 and reserves is \$514,683.38. The Board verified that WMG distributed the December 2020, January and February 2021 reports to each member of the Board and the reports included:
 - (a) Balance sheet;
 - (b) Budget comparison report (a/k/a income and expense report) reflecting the current year's actual operating revenues and expenses compared to the current year's budget;
 - (c) An income and expenses for the Association's operating and reserve accounts;
 - (d) Accounts receivable reflecting delinquent assessments and other fees and/or costs owed to the Association;
 - (e) Accounts payable;
 - (f) Check register;
 - (g) Pre-paid assessments;
 - (h) General ledger (monthly and year-to-date);
 - (i) Bank statements for operating and reserve accounts along with reconciliation of each.
2. 2021 / 2022 Annual Budget Draft – The Board approved the second draft of the annual budget, as drafted by WMG. Annual assessments to increase overall by an average of 9% due to increase in legal expenses and the landscape maintenance contract.
3. 2021 / 2022 Reserve Study Draft – The Board tabled approval of the draft and requested additional time to review in detail. WMG requested a deadline for approval of May 7, 2021.
4. Excess Membership Income – All owners present unanimously approved, via vote, for the excess membership income from prior fiscal year to be used to offset Association expenses for the next fiscal year.

Old Business

1. Rodent Control Update – Clark Pest Control reviewed the buildings and does not see an issue with the building layout, nor do they recommend exterior exclusion work at this time. Clark recommends bait stations to control the rodent population or trap stations designed to trap a rodent without toxic pesticides. Tucker to reach out to his contact at Vector Control for additional advice and information. The Board tabled further action at this time and will revisit matter later.

2. Compliance with Civil Code §5551 / Balcony and Elevated Stairs Inspection – To date, WMG received estimates from Richard Avelar & Associates and Axis Construction Consulting and is waiting for A.C. Enterprises to submit an estimate. Once third estimate is received, the Board approved to have WMG send estimates to legal counsel for review and recommendation.
3. Boiler Replacement Estimates / Building 9 – Ames to compile a list of questions and request for additional details from Berkeley Plumbing and Pacific Heating & Piping to best compare estimates.

New Business

1. Annual Board Election via Acclamation – There were seven open positions available on the Board and Eric Gillet, Ben Tucker, Lewis Ames, Grace O’Connell, Sarah Reynolds, and Tobias Liebermann (University representative) submitted nomination for a one-year term. As there were no additional owners who expressed interest in running for a position on the Board, the Association did not issue secret ballots as the number of qualified candidates was less than the number of available positions. Note: The Call for Candidates was emailed to all owners on January 26, 2021 and the deadline for nominations was February 26, 2021. The officers to remain as follows: Gillet – President, Tucker – Vice President, Ames – Treasurer, O’Connell – Secretary, Reynolds – Director, and Liebermann – Director.

There being no further business to discuss, the meeting adjourned at 7:38 p.m.