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**University Terrace Berkeley Homeowners Association  
Board of Directors Meeting  
Minutes  
December 9, 2021  
6:00 PM  
Via Zoom Conference Call**

Board Members Present:	Ben Tucker, President	Term Expires 2022
	Beatriz Motta, Treasurer	Term Expires 2022
	Grace O'Connell, Secretary	Term Expires 2022
	Sarah Reynolds, Vice President	Term Expires 2022
	Eric Gillet, Director at Large *	Term Expires 2022

Board Members Absent:	Lewis Ames, Director at Large	Term Expires 2022
	Vacant, Director at Large	Term Expires 2022

Management: Stacey Anderson of Common Interest Management Services

(MSC) Motion, seconded and carried

\*Late arrival

\*\*Absent

Call to Order: The meeting was called to order at 6:05 p.m. by President, Ben Tucker via conference call.

Homeowner Forum: Two owners joined the call with questions or concerns.

Minutes: MSC to approve the November 4, 2021 Regular Meeting minutes as written by management.

Financial Reports: MSC to accept The Financial Reports for the months of October 31, 2021 provided by prior management. The report was previously reviewed by the individual members of the board monthly, upon receipt, and independent of a board meeting. The report included, but was not limited to: (a) a current reconciliation of the association's operating accounts, (b) a current reconciliation of the association's reserve accounts, (c) the current year's actual operating revenues and expenses compared to the current year's budget, (d) the latest account statements prepared by the financial institutions where the association has its operating and reserve accounts, (e) an income and expense statement for the association's operating and reserve accounts, and (f) the check register, monthly general ledger, and delinquent assessment receivable reports.

The financials were accepted by the Board.

It was **MSC** (4-0) to open at \$50K CD with Pacific Western. \$50K to be removed from account with \$291K to get under the \$250k FDIC limit.

**Boiler Update/Project Management Representative:** Marisol Velazquez from Project Support spoke on the upcoming boiler project. It was stated the project is estimated to be 22-26 hours of time at the rate of \$150.00 per hours unless some unexpected issues come up during the project. It was **MSC** (4-0) to approve project support as described. Due to the time of the year it was agreed for the project to start in April so owners do not have to go without heat for the two weeks of the project in the winter season.

It was **MSC** 4-0 to appoint Ben Tucker and Lewis Ames to be the committee between meetings to make any decisions to keep the project going.

Marisol Velazquez also talked about the balcony inspections that will be performed by Axis Construction. It was stated the project is estimated to be 6-8 hours of time at the rate of \$150.00 unless some unexpected issue come up during the project. It was **MSC 4-0** to approve project support as described.

It was **MSC 4-0** to appoint Sarah Reynolds and Eric Gillet to be the committee between meetings to make any decisions to keep the project going.

**Dryer vent Cleaning:** The dryer vent cleaning is scheduled for the week of December 13<sup>th</sup> to the 17<sup>th</sup> and will be able to do the work from the exterior and will not need to access inside the homes.

It was **MSC 4-0** to notify the company doing the vent cleaning to also replace any screens that need it. The cost approved is NTE \$1,000.

**Emergency Preparedness committee:** Ben Tucker provided a brief update and will be meeting with the committee again at the end of the month. He is also trying to get a count of items that have expired and need to be updated and working on talking to the fire station #2.

**Axis Construction balcony contract:** The contract was not signed. Manager was directed to get destruction costs and have legal counsel review the contract.

**Proposals for Common Room:** The Board reviewed and discussed the proposal to add sound baffling for \$3,554 and mitigation to the common room and also discussed the furniture to be added for \$1,000.

It was **MSC (4-0)** to approve a reimbursement of \$1,000 for the new commons room furniture once the receipt has been submitted to management. The remainder of the money was donations towards the furniture.

It was **MSC (4-0)** to approve the proposal for the sound baffling for \$3,554.

**Proposal from BSM for Stucco building (2119 California):** It was **MSC (5-0)** to approve the proposal for \$2,595.

**Proposal from A Plus Tree:** It was **MSC (5-0)** to approve the proposal for \$6,821 plus the cost of removing the stump from the oak tree.


**Proposal for Axis for 2137 California:** It was **MSC (5-0)** to approve the proposal for \$3,960.

**Building 9 project:** This was tabled until June of 2022 for further discussion of the financials after the boiler project.

**Governing documents update:** Manager will get two other proposals from legal for By-laws update or a combination of CC&R's and By-law's from both firms.

**Adjournment:** The meeting adjourned at 8:15 p.m.

Minutes Prepared by and Respectfully Submitted By:  
Common Interest Management Services

DocuSigned by:  
  
Secretary-Board of Director

12/23/2022  
Date