

**University Terrace Berkeley Homeowners Association  
Board of Directors Meeting  
Minutes  
November 4, 2021  
5:30 PM  
Via Zoom Conference Call**

|                               |                                  |                   |
|-------------------------------|----------------------------------|-------------------|
| <b>Board Members Present:</b> | 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 |
|                               | Lewis Ames, Director at Large    | Term Expires 2022 |
|                               | Eric Gillet, Director at Large * | Term Expires 2022 |
|                               | Vacant, Director at Large        | Term Expires 2022 |

**Board Members Absent:**

**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 6:01 p.m. by President, Ben Tucker via conference call.

**Homeowner Forum:** Several owners joined the call with questions or concerns. Topics were moving the recycling area, trees, landscaper using gas equipment.

**Minutes:** MSC to approve the July 21, 2021 Regular Meeting minutes as written by prior management.

**Financial Reports:** MSC to accept The Financial Reports for the months of July 31, 2021 and September 30, 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.

**New Management Company:** Common Interest Management Services started as the management company on October 1, 2021. Community Manager and Customer Service Representative names were provided during the meeting.

**Ratify Insurance renewal:** It was MSC (5-0) to approve the Insurance renewal from Socher Insurance.

**Board VP nomination:** It was MSC (4-1) to appoint Sarah Reynolds to Vice President position.

**Call for Candidates/Annual Meeting date:** The Annual Members meeting will be held in April of 2022. The Call for Candidates will be sent out to the membership in December.

**UC UT Rental update:** Tobias Liebermann was present to provide an update on the rentals. To date they have three rentals, and none are occupied at this time. (2121California, 2107 California and 2113 California.

**Emergency Preparedness committee:** Tucker and Ames are putting all the details together and will provide a plan to the Board and Management.

**Allied Trustee agreement:** The Board acknowledged the agreement in place with Allied Trustee Services.

**Proposal 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. This will be added to the next board meeting to discuss further.

**Boiler update:** Ames gave a presentation of the boiler update project and explained the report. Ames mentioned this will be a project they need someone to take the lead on. Manager will get Project Management to contact board on details for details of the agreement.


**Dryer Vent Proposal:** It was MSC (6-0) to approve the dryer vent cleaning proposal from Duct Cleaning Services for \$9,375

**CPA Engagement proposal:** It was MSC (6-0) to approve the proposal from Levy Erlanger for \$1325 for the year-end financial review and \$425 to do the taxes.

**Balcony proposals:** It was MSC (6-0) to approve Axis Construction to do the balcony inspections and provide a report.

**Adjournment:** The meeting adjourned at 8:12 p.m.

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

DocuSigned by:  
  
Secretary-Board of Director  
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12/23/2022  
Date