

University Terrace Berkeley Homeowners Association
Board of Directors Meeting
Minutes
March 2, 2022
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
	Lewis Ames, Director at Large	Term Expires 2022

Board Members Absent:	Vacant, Director at Large	Term Expires 2022
	Eric Gillet, Director at Large	Term Expires 2022

Management: Ashley Babitt and Crystal Manoiki of Common Interest Management Services

(MSC) Motion, seconded and carried

Call to Order: The meeting was called to order at 6:14pm. by President, Ben Tucker via conference call.

Homeowner Forum: 13 owners joined the call with questions or concerns.

Minutes: **MSC** to approve the December 9, 2021, Regular Meeting minutes as written by former manager Stacey Anderson management.

Financial Reports: The Financial Reports for the months of November, December 31, 2021, and January 2022 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 tabled by the Board. Board requested more information on their current financials prior to approving. Would like to have CPA prepare a report on \$17k spending of Reserves to be traced.

New Community Manager Introduction – Ashley Babitt, CAM / CIMS – This was just an update on information for the new CAM Ashley Babitt.

Vantaca - Owner Portal Usage - This was just an update on information on how to get registered for the portal .

Review Annual Calendar – This was just an update to confirm dates for the upcoming calendar year of 2022.

Election Timeline / Update on Legislation laws and changes- This item was tabled. More information to come on the election timeline must wait 125 days to submit call for candidates. Need proposal for inspector of elections. CAM to seek bids.

Annual Financial Review and Budget Timeline – This item was tabled.

Reserve Project Review 2022 – This item was tabled. Murray Joseph will be performing the Reserve Study for University Terrace for 2023.

Axis Construction balcony contract SB326 / CIMS Project Support – This as an update on this project and timeline . Project support advised project will happen Summer of 2022. More information to come .Axis to provide agreement to Board for review.

Boiler Project Update – Contract Review - This contract was approved prior to meeting drafted by PHP and is being managed by CIMS project support . This item was **ratified and MSC** to approve the boiler project contract. CAM to confirm that all materials are in before starting project and timeline to advise membership prior to starting the project.

Building 9 door lock and heating – This was just an update . Board to have Anne Aaboe purchase lock box for Commons Room building 9 for vendor key access.

Proposal for Reserve study update – CAM to schedule meeting for Reserve Study once study is received to review with Board. CAM to request notes from preparer.

Approve By-law's update cost – This item was tabled .

Patio Inspections/ Violations- CAM to eblast about trash can violations and parking before violations start to go out. Will continue to monitor this upon each site visit and correspond with the Board.

Update on Sound Baffling and New Furniture – Vendor Set Update – This was an update the Board decided to use their own personal credit card for ordering .

Board Training – CAM to look into Board training proposals to present for approval.

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

33E2DCB6531B43F...

12/23/2022

Date