

University Terrace Berkeley Homeowners Association
Board of Directors Meeting
Minutes
April 21, 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
Eric Gillet, Director at Large Term Expires 2022

Board Members Absent: Vacant, 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 6:01pm. by President, Ben Tucker via conference call.

Homeowner Forum: There were owners present joined the call with questions or concerns.

Appoint New Board Member – Josh Lichtman: It was **MSC** to appoint **Josh Lichtman as Director at Large**.

Minutes: **Minutes from the March 2, 2022, and March 31, 2022**, Regular and Budget Meeting minutes were tabled due to minor corrections needed. Will approve in the next general meeting with corrections.

Financial Reports: The Financial Reports for the months of **February 28th, 2022, and March 31st, 2022**, provided by CIMS were 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 **MSC** to approve.

Items of Discussion:

Item 1: It was **MSC** to approve funds to be moved from the CIT Reserve account to PAC West account. Board Treasurer, Beatriz Motta requested all funds over \$250,000 moved to a 6-month CD. CAM to work with accounting to get this process completed.

Item 3: **\$40,000** will be moved to the PAC West bank account and will reflect in **April 2022 financials**.

Item 4: This item was **Tabled**. Board requested information on possibility of combining **Building 9 and General operating** bank account into one account. CAM to work with accounting on getting this process initiated.

Item 5: This item was **Tabled**. Board request to a wait for recommendation from CPA.

Item 6: This item was **Tabled**.

Election Timeline / Update on Legislation laws and changes: It was **MSC** to approve the Annual Meeting date of December 15th, 2022.

Inspector of Elections – Board Approval requested: Board requested precise bids to be sent to the board for immediate review. Board will approve through email to keep with the timeline of elections just approved.

Budget Review and Approval for 2023 and review of CC&R's: It was **MSC** to approve the 2022-2023 budget for University Terrace with a variable assessment. The budget was approved at the March 31, 2022, meeting, prior to the attorney's recommendations. Board decided not to reverse the prior decision and to seek proposals to amend the CC&Rs to mirror the budget.

Reserve Project Review 2022 – Broad review and Discussion requested: The Reserve Study projects for 2022 were reviewed with the Board of Directors. CAM to reach out to AXIS to schedule exterior inspections of all decks due to concerns on membrane replacement and seal coating needs.

Reserve Study approval 2022-2023 - Board Approval requested: It was **MSC** to approve the Reserve Study prepared by **Murray Joseph and Associates**.

Meeting with CPA: Board requested a proposal to balance the budget.

Axis Construction balcony contract SB326 / CIMS Project Support – Update: CAM to reach out to AXIS and also seek comp proposals for potential additional deck work needed in regard to membrane replacement and seal coating needs outside of the already in place SB326 AXIS balcony project already in place. CAM to schedule exterior inspections of all decks due to concerns on membrane replacement and seal coating needs per Board request.

Boiler Project Update/Forced Hot Water System: Update provided on timeline of Boiler project completion date of April 25th, 2022.

Board Training- Review Proposals – It was **MSC** to approve **Andrea O'Toole** proposal for board training **NTE \$500** per hour for approximately 2 hours.

Request for Reimbursement: This item was **tabled**. And reviewed in Executive Session.

Recycling Area / Discussion requested on decision – Update: This item was **tabled** .

Lewis Ames – Request for Charging Station Grant – Review: This item was **tabled** to provide time for further Board review. Lewis Ames to provide more information and updates.

Insurance – Falling Tree Claim: This item was **tabled**. No claim needed at this time due to expenses being less than deductible.

Trip Hazard Project: It was **MSC** for Ben Tucker and Lewis Ames to be Board delegates on property wide potential concrete trip hazard project. **CAM** to seek **comp proposals** for work needed from Black Diamond Paving and American Asphalt. Ben and Lewis to approve proposal between meetings. Will **ratify** in next general meeting.

Invoice Approval: It was **MSC** to approve Hughes Gill Cochrane, Tinetti **Invoice # 52661 NTE \$1945**.

Trash Cans in the Sidewalk: Board discussion.

Adjournment: The meeting adjourned at **8:05 p.m.**

Minutes Prepared by and Respectfully Submitted By: Ashley Babitt, CAM
Common Interest Management Services



Secretary-Board of Director

4/16/2022

Date

DRAFT