

University Terrace Berkeley Homeowners Association
Board of Directors Meeting
Minutes
July 7, 2022
6:00 pm
Via Zoom

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
Josh Lichtman, Director at Large	Term Expires 2022

ABSENT: Eric Gillet, Director at Large Term Expires 2022

ALSO PRESENT: Kris Peterson of Common Interest Management Services

(MSC) Motion, seconded and carried

Call to Order: The meeting was called to order at 6:03 pm by President, Ben Tucker.

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

Minutes:

Table March 2, 2022, until next meeting so corrections can be made.

MSC March 31, 2022, budget meeting

MSC April 21, 2022, regular board meeting

MSC April 21, 2022, executive session meeting

Financial Reports: The Financial Report for the month of **May 31, 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 review. Treasurer, Beatriz Motta, provided general ledger reclassifications that must be made for FYE 6.30.22.

Items of Discussion:

EV Charging Station: Lewis Ames, Director at Large, presented a plan for an EV Charging Station. There were several questions from the board and the homeowners that are needed the parking space in question, The board **MSC** putting a committee together comprised of Lewis Ames, Josh Lichtman, Elizabeth Rate, and Scott Moura o do further research.

Election Timeline Updates: The Board **MSC** the Annual Meeting Date of February 16, 2023.

Inspector of Election Proposals: The Board declined the proposals and **MSC** appointed Anne Aaboe as Inspector of Election.

Legal Retainer Proposals: Declined.

Governing Document Revision Proposal: The Board would like to interview three potential legal candidates for legal representation for the government document revision.

Reserve Project Review 2022: Already reviewed.

Boiler Update from Project Support: Board asked for the boiler update from Project Support including the contract and any warranties.

Rental Tracking Proposal: Board asked management to send the rental tracking proposal to the University Representative, Shauna Brown.

AT&T Proposal – Retroactive Approval: The Board retroactively **MSC** approved the AT&T proposal to upgrade to a cloud-based phone line to replace the old-school analog service.

Landscape Maintenance: Management is tasked with obtaining three proposals to grind the oak tree roots in the park area in addition to cutting a cross-section of the stump for educational purposes and creating bench space for remaining large logs.

Sidewalk Proposal: Management is tasked with obtaining three proposals for trip hazards – grind only. Also, have vendors look at spaces between sidewalk on Addison and bid on that.

Late Fee Policy Discussion: Board discussion.

Communication and Tasks Between Meetings: Ben Tucker, Sarah Reynolds and Beatriz Motta will be an Oversight Committee to make sure management and board are on task between meetings. Management is to provide a weekly Friday update on outstanding issues.

Board Meetings: The next board meeting is scheduled for August 18, 2022. Board meetings are held on the 3rd Thursday on even months.

Adjournment: The meeting adjourned at 8:09 pm.

Minutes Prepared by and Respectfully Submitted By: Kris Peterson, CAM
Common Interest Management Services

Grace O'Connell
Secretary-Board of Director

2/16/2023
Date