

University Terrace Berkeley Homeowners Association
Board of Directors Meeting
Minutes
August 18, 2022
6:30 pm Regular Session Start
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
Eric Gillet, Director at Large	Term Expires 2022

ABSENT:

Josh Lichtman, Director at Large	Term Expires 2022
Lewis Ames, Director at Large	Term Expires 2022

ALSO PRESENT: Kris Peterson of Common Interest Management Services and Shauna Brown with UC Berkeley

(MSC) Motion, seconded and carried

Call to Order: The meeting was called to order at 6:32 pm by President, Ben Tucker.

Homeowner Forum: There were owners present with questions or concerns. Homeowner at 2110 Jefferson Avenue stated they do not support the EV Charging Station proposal. Homeowner at 2138 Jefferson Avenue reminded the board that homeowners used to be informed of rentals and also asked about a replacement garbage receptacle by the front entrance. Homeowner at 1604 Addison Street asked about the tree agenda item and was told it would be discussed during the Board Action section of the meeting and that she could bring up her questions or concerns at that time.

Minutes:

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

MSC July 7, 2022, with two revisions.

Financial Reports: The Financial Report for the month of **June 30, 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.

Per Treasurer Motta, July financials were not available to review but at the fiscal year end of June 30, 2022, the HOA was underbudget in the operating account.

The Board **MSC** the following: 1) move \$330,000 from CIT reserve accounts into Pacific Western reserve accounts; 2) CIT Building 9 reserve-transfer all monies in the account to a Pacific Western reserve account for Building 9 and close out the CIT Building 9 reserve account; and 3) then move monies from CIT reserve account to a Pacific Western reserve account so that the total money move equals \$330,000.

Items of Discussion:

EV Charging Station: Lewis Ames, Director at Large, was not present at the meeting but sent out a Listserv update to the community.

SB 326 – Balcony Report: VP Reynolds commented on the report stating the vendor did a nice job. There were 3 items needing discussion and clarification 1) Proposals (Project Support is available for a Zoom meeting to answer any questions and get proposals for any work recommended in the repairs section; 2) Trim needs to be removed on Balcony 4 – upper (Board had asked for letter to be sent to remove with picture showing compliance but I would recommend asking Project Support for some language for the letter in case there is a special way to remove it safely); 3) One balcony had lots of wear & tear; should they reminded (Again, manager recommends a Zoom meeting with Project Support to go over all items in the recommended repair matrix).

Governing Documents Revision Update: Committee is in the process of setting up meetings with attorneys and has already had one appointment with a consultant. The Board **MSC** John Cligny, Association Consulting Group, to NTE \$2,250 if the Board ends up using Consultant Cligny. Board **MSC** getting a proposal from Consultant Cligny.

Sidewalk Proposals: Management to coordinate vendor meetings with President Tucker to walk the community. Treasurer Motta to contact Randy at the City of Berkeley to repair the gaps in the sidewalk that was repaired on Addison.

Oak Tree Root Grinding Proposals: Board directed management to contact Joe McBride, Professor of Urban Forestry regarding the root grinding.

Tree Planting in Sidewalk Area of Addison Update: Homeowner at 1604 Addison Street has opened a case in April of 2022 and requested an update again in August 2022. The case number is 924182.

CPA Proposal: The Board reviewed the proposal but do not necessarily need to solve the imbalance in the financials but need to know what to do. Management to reach out to CPA and put on the October agenda.

Plant Reimbursement: The Board **MSC** the reimbursement of \$69.86 purchased from East Bay Nursery by Beverly Kay Crawford for plants purchased for the garden.

AT&T Alarm and Internet Update: AT&T has an appointment onsite on 8.31.22 to install internet in the clubhouse. VP Reynolds has offered to meet the technician.

Reserve Study Project: Building 9 Paint & Carpet Replacement: The Board has requested 3 proposals for paint and carpet for Building 9.

Building 9 Fobs Replacement: Manager Peterson was given Simplified Integrations as a vendor who did a great job on another manager's community. Board directed management to put Anne Aaboe in touch with the vendor.

Board Meetings: The next board meeting is scheduled for October 20, 2022. Board meetings are held on the 3rd Thursday on even months.

Adjournment: The meeting adjourned at 8:12 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