

**University Terrace Berkeley Homeowners Association**  
**Board of Directors Meeting**  
**Minutes**  
**October 20, 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 and Crystal Ridge 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:** Susan Storch, homeowner, spoke during homeowner forum as a member of the rental committee, and affirmed her advocacy of the committee.

**Minutes:**

**MSC** March 2, 2022, regular; July 7, 2022, regular; August 18, 2022, regular and executive

**Financial Reports:** The Financial Reports for the months of **July, August, and September 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 Board **MSC** to re-approve (manager did not capture in minutes prior) transfer to reserves the underbudget amount for the fiscal year ended - \$15,778.00 to General Reserves and \$1,627.85 to B9 Reserves.

The Board requested an updated proposal for balancing the balance sheet to be submitted for the next board meeting.

**Items of Discussion:**

**Charters:** Board discussion.

**Rental Oversight Committee Ratification:** The Board **MSC** the formation of the Rental Oversight Committee consisting of Ben Tucker, Eric Gillet, Anne Aaboe, Susan Storch and Virginia Shih.

**Rental Oversight Committee-Rental Agreements:** The Board **MSC (4- 1 abstain)** forwarding to legal all the documents created by the committee to review including the "roommate" terminology.

**Rental Tracking Proposal:** The Board wants the Rental Oversight Committee to review.

**Copy of Lease:** Including in the board packet was a copy of the lease from a homeowner for committee review. The Board requested that a folder be created in Vantaca to keep copies of leases.

**ARB Nomination:** The Board **MSC** the nomination of Michael Riemer and Alix Schwartz to the ARB. Shauna Brown serves on behalf of the University, and she is nominated by the University.

**Governing Document Revision Update:** Management was asked for forward the signed proposal to Angius & Terry.

**Sidewalk Grinding Proposals:** The Board wants to review both the Trip Stop and the Precision Concrete proposals and will decide after some clarification from the vendors.

**Oak Tree Stump Grinding Proposals:** The Board **MSC** Commercial Tree Care \$650 ONLY to grind/dispose of stump.

**Building 9 Carpet and Paint Proposals:** The Board **MSC** an Executive Committee comprised of Ben Tucker, Sarah Reynolds, and Grace O'Connell to look at the paint proposals and decide. The Board wants two more proposals for carpet.

**Building 9 Fob Replacement Proposal:** Tabled until needs arise as all keys were retrieved from owners who moved.

**Balcony Maintenance Discussion:** Deferred.

**Building 9 Composting Bin Fees Discussion:** Deferred.

**Tree Trimming:** Deferred.

**EBMUD Water Reports:** Deferred.

**EV Charging Station Update:** Deferred.

**AT&T New Phone Lines and Internet Update:** Board directed management to make sure there are phone lines for the internet.

**Bay Area Alarm Proposal:** The Board **MSC** the panel upgrade in the amount of \$13,000 plus a monthly fee of \$50.

**Portal Document Population:** Deferred.

**Reserve Study Projects:** Information only. No needed action at present.

**Reserve Study Proposal for 2023-2024:** The Board **MSC** the reserve study proposal in the amount of \$1,532.

**Berkeley's Building Emissions Saving Ordinance:** The Board **MSC** appoint Josh Lichtman as lead in a committee to research BESO.

**Insurance Ratification:** The Board **MSC** retroactively approved insurance renewal.

**Landscape Proposal:** Management was directed to let the vendor know that the board thanks them for the proposal but will not be making any changes at this time but will keep them in mind.

**Board Meetings:** The next board meeting is scheduled for December 15, 2022. Board meetings are normally held on the 3<sup>rd</sup> Thursday on even months.

**Adjournment:** The meeting adjourned at 8:00 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

DRAFT