

University Terrace Berkeley Homeowners Association
Board of Directors Meeting
Minutes
December 15, 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
	Josh Lichtman, Director at Large	Term Expires 2022
	Lewis Ames, Director at Large	Term Expires 2022

ALSO PRESENT: Kris Peterson with 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 6:34 pm by President, Ben Tucker.

Homeowner Forum: A homeowner present stated her heat was not warm enough. The Board directed management to reach out to Tim at PHP to get in contact with VP Reynolds who has a list of homeowners who have the same issue.

Minutes:

MSC October 20, 2022, regular and executive.

Financial Reports: The Financial Reports for the months of **October and November 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 reminded management that the financial instructions for the CIT accounts that were outlined in the October meeting minutes have not been done. Management will reach out to the staff accountant and provide the minutes again.

Treasurer Motta reported the HOA is on track with the budget.

The Board **MSC** NOT sending anyone automatically to collections. The Board needs to review first and provide direction.

Items of Discussion:

Governing Document Revision Update: VP Reynolds provided an update. The Committee is currently working with Angius & Terry. The Board **MSC** changes, voting date to be determined. Director Gillet would like it noted in that he has some concerns about the board not updating the CC&Rs to remove the rental restriction that prohibits rental greater than 12 mos./13 mos. within a 36-month period as recommended by our lawyer.

Sidewalk Grinding Proposals: The Board **MSC** Trip Stoppers proposal in the amount of \$5,075.05.

Gutter Cleaning Proposal: The Board reviewed All Pro proposal and directed management to get two more proposals and MSC choose the best price NTE \$3,850. The Board also requested for service to be completed in January.

Nor Cal Air Duct Cleaning Proposal: The Board said this duct cleaning will take place every other year and is due July 2023. The Board would like a total of 3 proposals to review.

ECHO Membership: The Board MSC \$320 to renew the membership and will not automatically renew but will review on a yearly basis. Provide all board members' contact information to ECHO.

Balcony Maintenance Discussion: The Board MSC VP Reynolds and Director Gillet to move forward with consensus and agreed to utilize Max Penland with Project Support to handle the balcony project.

AT&T New Phone Lines and Internet Update: Manager Peterson provided the update from Sean at Bay Alarm that phone lines are not needed for the alarm panel. The equipment for the phone lines for the internet in Building 9 is at the manager's Danville office until such time as it is needed onsite.

Berkeley's Building Emissions Saving Ordinance: Director Lichtman is currently working with the City of Berkely and will provide updates as they come in.

Fresh Maintenance Notice of Rate Increase: The Board MSC Fresh Maintenance's request for a \$34/month rate increases effective January 1, 2023.

Reports: President Tucker stated the building 9 paint project will begin the first week of January 2023 per Moon Dance Painting. When dates are firmed up, management will provide notice to the community.

Board Meetings: The next board meeting is scheduled for February 16, 2023. Board meetings are normally held on the 3rd 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

Secretary-Board of Director

Date