

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION
2025 BOARD MEETING MINUTES
Zoom Meeting Conference Video Call
Thursday, June 12, 2025
6:30 PM

BOARD MEMBERS PRESENT: Alix Schwartz, President -Term Expires April 2026
Lewis Ames, Vice-President-Term Expires April 2026
Beatriz Motta, Treasurer Term Expires April 2026
Eric Gillet, Board Member -Term Expires April 2026

BOARD MEMBERS ABSENT: Martin Perna Board Member -Term Expires April 2026

MANAGEMENT PRESENT: Tom Lewis CCAM, CACM with Common Interest Management Services and two homeowners.

(MSC) Motion, seconded and carried.

CALL TO ORDER: The meeting was called to order at 7:09 p.m.

HOMEOWNER FORUM: A warning notice regarding drug testing posted in building 9, a complex-wide landscaping plan, establishing a dance class in the community room, a hedge obstruction at 2109 California Street, and parking in the guest spots, and soliciting proposals for repairs to the entrance steps to the upstairs units were the topics discussed in the Homeowners Forum.

MINUTES APRIL 17, 2025: The Board reviewed Open Session Minutes from April 17, 2025. The Board **MSC** approves the Minutes from April 17, 2025, with the following corrections: add the word changes to the rental policy title line; change the word committee to update in the title line on the building 9 agenda item; add approval of the building 9 reserve study to the minutes, and reformatting the maintenance calendar into the reader friendly format. (4-0-0)

FINANCIALS APRIL 30, 2025: The Board reviewed and discussed the Financial Reports for April 30, 2025. The Board **MSC** to accept the Financial Reports for April 30, 2025. (4-0-0)

COMMITTEE ACTION UPDATE:

RENTAL OCCUPANCY OVERSIGHT COMMITTEE CHARTER REVIEW AND APPROVAL: The Board reviewed and discussed the charter for the rental occupancy oversight committee. The Board **MSC** to approve the charter for the rental occupancy oversight committee. (4-0-0)

INSURANCE SPECIAL PROJECTS COMMITTEE CHARTER REVIEW AND APPROVAL: The Board reviewed and discussed the charter for the insurance special

projects committee. The Board **MSC** to approve the charter for the insurance special projects committee. (4-0-0)

EMERGENCY COMMITTEE & INFORMATION SHEET REVIEW: The Board reviewed and discussed an information sheet written by the emergency committee. The committee requested that management review the CIMS responsibility items on the information and report back to the committee. The Board asked for clarification from the committee on what expectations the committee had for the Board. The committee concluded by requesting that building signage be added to the street facing sides of each building. The Board **MSC** to approve that building signage be added to the street facing sides of each building. (3-1-0)

Board member Beatriz Motta voted against the motion.

ACTION ITEMS:

LANDSCAPE PROPOSALS: COMPLEX-WIDE IRRIGATION START UP / DECOMPOSED GRANITE SITTING AREA MULCH COMPLEX-WIDE ENHANCEMENT: The Board reviewed and discussed a complex-wide irrigation start up proposal, a decomposed granite installation proposal, a sitting area mulch installation proposal, and a complex-wide landscape enhancement proposal from the Association's landscape vendor Gardeners Guild.

The MSC Board to approve the complex-wide irrigation start up proposal from the Association's landscape vendor Gardeners Guild, totaling \$3,879.00. (4-0-0)

The Board **MSC** to table the decomposed granite proposal from the Association's landscape vendor Gardeners Guild. (4-0-0)

The Board **MSC** to table the sitting area mulch proposal from the Association's landscape vendor Gardeners Guild. (4-0-0)

The Board **MSC** to table the complex-wide landscape enhancement proposal from the Association's landscape vendor Gardeners Guild. (4-0-0)

Committee chairperson Lewis Ames was asked to send the Association manager the names of the landscape companies that were recently interviewed for landscape services for the purpose of providing hourly rate quotes for landscape work outside the landscape services contract scope and a projection for yearly irrigation repairs.

BUILDING 9 BOILER ROOM REPAIR OPTIONS PROPOSALS: The Board reviewed and discussed two proposals from Ed Duda for covering holes in the ceiling and walls and for covering the open end of the HVAC vent in the building 9 boiler room. One proposal was for using sheet metal to cover the open end of the HVAC vent, and the second proposal was for using sheetrock to cover open end of the HVAC vent. The Board **MSC** to approve the proposal from Ed Duda for covering holes in the ceiling and walls and for covering the open end of the HVAC vent with the sheet rock option in the building 9 boiler room totaling \$490.00. (4-0-0)

CALIFORNIA STREET ENTRY ROSE GARDEN LANDSCAPE MAINTENANCE RECOMENDATIONS: Board member Lewis Ames presented documentation to the Board indicating that the Association was responsible for the continued landscape maintenance to the rose garden entry way on California Street. Lewis also described the actions that would be required by the Berkeley City Council to shift the landscape maintenance over the City of Berkeley. Lewis advised the Board to

approve having the Association's landscape vendor Gardeners Guild continue providing landscape services for the rose garden area. The Board **MSC** to approve having the Association's landscape vendor Gardeners Guild continue providing landscape services for the rose garden area. (2-1-0)

Board member Beatriz Motta voted against the motion.

Board member Eric Gillet departed the meeting prior to the vote being cast.

ROOF LEAKS 2144 JEFFERSON, 2127 CALIFORNIA 1610, ADDISON / 2120 JEFFERSON WATER TESTS DISCUSSION: Association manager Tom Lewis reported that Axis Construction, and Ben's Roofing had completed comprehensive water testing to all the units and no water leaks had been discovered. No further action was taken by the board at this time.

COMPLEX-WIDE STUCCO WATER PROOFING EVALUATION PROJECT DISCUSSION: The Board discussed having the stucco evaluated on all the buildings for any crack repairs needed to prevent water intrusions. Management was instructed to obtain evaluation proposals and estimates for this project.

COMPLEX-WIDE FENCING REPAIRS PROJECT DISCUSSION: The Board discussed having all the fences for all the units evaluated for repairs needed and or replacement. Management was instructed to obtain evaluation proposals and estimates for this project.

REVIEW TASK LIST: The Board and management reviewed the manager task list from the April 2025 Board meeting.

REVIEW MAINTANANCE CALENDAR: The Board and management reviewed the monthly maintenance calendar that had been developed by the Board. The Board asked management to reformat the maintenance calendar with the headers frozen and to print one page wide but as many pages in length as necessary, and when reformatted it would be ok to rotate if the print font was too small to read.

CONSENT CALENDAR: **The** Board had approved a proposal from Blue Electric totaling \$2,020.00 for electrical repairs prior to the board meeting by unanimous consent. The Board **MSC** to formally approve the proposal from Blue Electric totaling \$2,020.00 for electrical repairs for reflection in the meeting minutes for the corporation records. (3-0-0)

ADJOURNMENT: The meeting adjourned at 8:21 p.m.

NEXT MEETING: The next meeting is scheduled for Thursday August 21, 2025, via a Zoom teleconference.

Board of Director

Date

