

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION
Board of Directors Annual /Regular Board Meeting **Minutes April 27, 2023, 6 PM**

Called to Order by Ben – Annual Meeting- 6:05pm

Acclamation- January 21, 2023, was the deadline for receiving nominations for candidates in the upcoming election of directors. There are seven (7) positions to be filled on the Board. As of the deadline, four (4) qualified candidates were nominated. California Civil Code provides if the number of qualified candidates is not more than the number of vacancies to be elected, as determined by the inspector(s) of the elections, the Association may consider the qualified candidates elected by acclamation. In accordance with California Civil Code, the following qualified candidates are **Beatriz Motta, Eric Gillet, Lewis Ames, Sarah Reynolds.**

Appointment of new members to fill vacant seats on the board, should anyone wish to join. Alix Schwartz & Andrew Leong MSC.

Board Appoints new officers. President- Sarah, VP- Lewis, Treasurer – Bea, Secretary Alix Schwartz, Directors Eric and Andrew.

Volunteer(s) needed to be able to host homeowners in person during Zoom meetings. If a homeowner is interesting let us know.

Close annual meeting call to order regular meeting- 6:16pm

Administrative

- A. Introduction of Manager Dave Rosenblatt w Common Interest Management-
- B. Approval of Meeting Minutes-February 16, 2023, regular and executive session- MSC

Financial

- A. Financial Reports reviewed-February and March 2023- As of 3.31.23 There is \$204,602.53 in operating and \$752,950.24 in reserves. For march we were over budget by 10k. We are under budget by \$6,163.17 for the year.
- B. Items for discussion-February and March 2023-
- C. **CIT Bank over the FDIC limit of \$250,000-** The Association has funds/investments exceeding the FDIC insurance limit of \$250,000 per financial institution. Management advises the Board of Directors to insure all funds and is waiting for their direction to resolve this matter. Management recommends moving funds over 250k to their existing CDARS investment account. Bea recommends investing moving 150k from each Pac west account into CDs. MSC

Action and Discussion Items

- A. Budget – Ratify- The Board agreed to increasing the overall budget by 5.6%. Since dues are variable, this means an increase between (3.1% and 7.2% per unit) The budget package will be mailed out next month. The new dues amount is affective July 1st. MSC
- B. Reserve Study –Ratify- The Board Approved the reserve study done by a third party and will be sent out with the budget. MSC
- C. Future Reserve study planning- Interested in looking for another company get bids Dave will get 3 bids. MSC
- D. Procurement of maintenance matrix- The HOA needs a list of who is responsible for what. Andrew and Alix will start a committee to work on an accurate matrix of who is responsible for what. HOA vs Homeowner.
- E. Balcony Maintenance – Vendor ratification & update- Ratify BTC contractor contract. to work on the balconies- MSC – They started work on Tuesday and stopped work as they found additional issues that need a change order for board approval. The committee will review the change order and review/ approve or deny and ratify a decision.
- F. Doors- HOA vs Homeowner- The exterior door belongs to the homeowner the exterior of the building belongs to the HOA. In this issue the homeowner will get a handyman to bid it.
- G. 2147 California St – crack in stucco- Dave will Inspect on next visit.
- H. Governing Document Revision Update- The CC&Rs say we divide by 75 units and another part says its divided by square footage. The allocation is incorrect. We will need a 75% homeowner approval to pass the assessment. The deadline for ballots is Sept 29th Ballots will be mailed out soon, The Board will have a special meeting to discuss the amendment.
- I. Landscape/ Irrigation system- The system is original, and the Board is interested in getting proposals to replace the system. A full system check is needed in order to repair the system. Lewis

will send the irrigation map to Dave to send to landscapers for 3 proposals. The Board will talk to the "Green Team committee" Bea and Eric are chairs of the green team.

- J. Leak Committee Update- 2124 Jefferson- Issue fixed, 1609 Alston- received bids today one from Emerald landscape (installing new drain lines) Bay Area Underpinning just received proposal for replacing concrete and adding drainage, Avelar - still waiting. 2137 California- Waiting on permits. 1606 Alston – Waiting for bids. 1610 Addison- waiting for additional proposals. 2104 Addison- on hold. 2147 California – fixed used own insurance to make repairs homeowner is requesting reimbursement for deductible **\$500.00 The Board approved** this. 1612 Addison- Gutter needs to be fixed before changing the concrete. MSC. The Board voted the committee will make the decision (Alix and Bea) to approve making repairs and ratifying at future meetings. MSC
- K. Insurance policy review w/ Joe McBride- Contacted Venessa w Socher We are not covered for flooding. We are covered for other damages. The homeowner should contact their insurance first for any repairs. If the homeowner is not insured, they would be responsible for the HOA deductible. Further questions should be directed to their own agent.

Homeowners Open Forum – 20 Minutes- The Open Meeting Act allows Boards of Directors to establish reasonable time limits for the Open Forum and for speakers to address the Board. (**Civ. Code §4925, § 5000 (b).**) Members are limited to 3 minutes per member—Open Forum will close after 20-minutes. Once Open Forum is closed members have a right to observe the conduct of the Boards business, but they do not have a right to participate in the meetings unless recognized by the Board.

- **1609 Alston** asked about his water damage and insurance claim. To what degree is legal counsel working with the HOA. Who will make interior repairs? When will we get back into our home?
- **2109 California-** Homeowner heard the city of Berkely is considering phasing out gas do we know how it will be handled. The Hoa has

Adjournment- 8:13pm Board went into executive session-

Thank You for joining us. The next meeting is 6:30pm June 15, 2023 (third Thursdays of even months).

Executive Session –

Please note: This meeting is closed to the membership per Civil Code §4935.

The Board adjourned to Executive Session to discuss legal issues, contract formation, disciplinary hearings, personnel issues, payment plans, collections, or foreclosures.

Manager: Dave Rosenblatt drosenblatt@commoninterest.com

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