

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION

Board of Directors Regular Board Meeting **DRAFT MINUTES** June 15, 2023, 6 PM via Zoom

We are seeking a volunteer to host homeowners in-person during the meeting in case homeowners do not have access to a computer/internet. Please contact the manager, Dave Rosenblatt drosenblatt@commoninterest.com if you are having trouble getting onto the Zoom meeting.

Call to Order - 6pm

Homeowners Open Forum -

Board members- President- Sarah Reynolds, VP- Lewis Ames, Treasurer - Bea Motta, Secretary- Alix Schwartz, Directors- Eric Gillet and Andrew Leong.

Administrative

Approval of Meeting Minutes-February 16, 2023, regular and executive session- MSC

Financial

- A. Financial Reports-April 2023- There is \$201,631.76 in operating and \$758,029.49 in reserves. Year to date we are \$4737.56 under budget. The CIT account has over 250K at this time but we will probably spend that down to under the FDIC insured amount or invest in CDs. Bea suggested investing 100k for 3 months making approximately \$1,000. MSC. Transfer 80k from CIT to Pac west then invest 100K.
- B. Items for discussion-April 2023-Discusses

Action and Discussion Items

- A. Governing Document Revision Update- Sarah and Bea have been working on this. The vote was extended until July 30. We can keep extending the deadline if needed until we get enough ballots returned. We had a few meetings with homeowners who have questions online and in person. Dave will send the excel spreadsheet to Sarah and Bea to contact homeowners.
- B. Building 9 Fire System update- The phone lines connected to the system have not been working. We had AT&T out a few times as of yesterday they said the lines are all good. Bay Alarm now needs to confirm. If none of this works, we may have to redo the entire system.
- A. Water intrusion update- Project support sent an update added to the minutes. A determination is being made that interior repairs are not the HOA responsibility. The sub floor may be the HOA's and original flooring may be covered under the HOA insurance. This is in progress.
- B. Insurance claim update- Council advised we appeal the denial and make a claim on the general liability coverage insurance. We are waiting for them to respond.
- C. Policies update- water leak policy and reimbursement policies - Bea and Andrew are working with council to create specific policies regarding our exclusive use areas ex Patios. We hope to have a policy for board review soon. The policy will be sent out for a 28-day review before officially adopted.
- D. Reserve study update acquiring bids. Coming soon from Dave
- E. Maintenance matrix update- Andrew showed an excel spreadsheet they are working on to help connect maintenance responsibility to the CC&R's vs individual homeowners as there are conflicts. More to come after review with council and management.
- F. Annual Calendar - Alix and Sarah will work on this.
- G. Committees review- w Sarah confirming all the committees so they can draft charters. Finance, Green team, Management oversight, Energy efficient, Rental, Commons room, Legal Liaison. Ad Hoc committees Balcony 9, Maintenance Matrix/ Reserve study. Irrigation, BESO.
- H. Landscape/ Irrigation system- Sarah and Bev met to discuss the system. Committee should meet with Landscape companies, and the current landscaper. The Board has Green Ventures info. Get a 2nd proposal from our files.

Adjournment- Send minutes to Alix for review- **7:40pm**

Thank You for joining us. The next meeting is 6:00pm August 17, 2023 (third Thursdays of even months).

Executive Session – 7:43pm to discuss contracts. Adjourned 8pm

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

Manager: Dave Rosenblatt drosenblatt@commoninterest.com

Assistant: Kathryn Garrett kgarrett@commoninterest.com

Log into your account at Portal.commoninterest.com

