

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION

Board of Directors Regular Board Meeting Minutes October 19, 2023, 6 PM via Zoom

Homeowners without internet are welcome to come to the commons room where a device will be available for watching/participating in the zoom meeting. Please contact the manager, Dave Rosenblatt drosenblatt@commoninterest.com if you are having trouble getting onto the Zoom meeting.

Called to Order – 6pm

Board members present- President- Sarah Reynolds, VP- Lewis Ames, Treasurer – Bea Motta, Secretary- Alix Schwartz, Director- Andrew Leong, Director - Eric Gillet

Homeowners Open Forum – Approximately 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. – **The landscaping needs work: the lawn by the tot lot not getting watered and leaves not getting picked up. Issue of storing items in the tool shed.**

Administrative

Approval of Meeting Minutes-August 17, 2023. **MSC**

Financial

A. Financial Review/ Items for discussion w Bea– September 2023 - \$223,658.26 in operating and \$623,372.24 in reserves. We are under budget by \$6,532.09. We are doing well w Building 9 gas. We have 2 CD's that will mature in Nov, recommend reinvesting them in shorter CDs to get some return as we will have bills to pay and ladder them out like we have done before. Transfer approx. MSC -1,054.54 from CIT bank to Pac west to pay for recent insurance expenses.

Action and Discussion Items

A. Committee Updates

- a. Landscaping/Irrigation Search update (Lewis, Bev) MSC- remove pampas grass, an invasive species. There will be general meetings requesting input regarding selecting a new landscaper. Immediate concern is low water and stressed plants. The committee will talk to the landscaper to increase the water. Subcommittee approved to create a landscape plan for the grounds. Committee to subdivide the grounds into zones and prioritize landscaping of each zone. Source landscape designers to work with UT. Landscaping Search committee requested that Dave send the committee a copy of the RFP that includes "manage and clear drains," and a list of companies to which CIMS sent the RFP. Charter provided.

- b. Building 9 intercom committee recommendation- waiting for the committee to present a clear proposal to the board.
- c. Emergency Committee Update (Sarah)- Looking for leadership. Postpone this item for December.
- d. Legal Liaison Committee Charter Review (Bea & Andrew)- already done in August.
- e. CC&Rs committee (Bea & Sarah *Steps for changing the CC&Rs with board approval to comply with Davis Sterling; CC&R review to consider other amendments that need votes*) will work on this in the future. Will engage w the CPA and attorney to fix finances to align w the CC&R's.
- f. Insurance-related projects committee- (Bea & Alix; updated on new special projects ratify any decisions made in the interim)- 1609: Approved all steps to complete 1609 including remediation and interior repair the unit. Cost of the project (without project management fees): \$54K. Project management will come to \$10-20K—some of the charges are in dispute. We have no way of separating how much of this would have been the Association's responsibility and how much homeowners: since board voted for association to pay for full expenses, committee decided that identifying what would have been charged to homeowner would just increase the expenses to the association, as special projects charges are already too high.
2104: Approved \$5,642. Finished today.1612: Not approved, per leak policy. 1610 /1602: 10/25 exterior will be done. More than a month late. They need to start on the interior after that. Committee updated on building 9 insured occurrence and all measures taken were ratified by board. Board requested to make the executive committee a permanent committee with a broader charter. Charter will be presented next board meeting.
- g. ARB Annual Update (Alix) - Monkey Puzzle & Oak Tree process + anything else the board should generally know about. ARB prefers that the Green Team come up with an overall plan for the grounds, to include replacement trees, with the ARB in charge of the final approval.
- H. Insurance update – Flood & Earthquake quotes:
Earthquake- \$5mm Stop Loss Limit with a 20% per Unit Deductible: Indication of \$97,500 plus taxes & fees. \$10mm Stop Loss Limit with a 20% per Unit Deductible: Indication of \$127,200 plus taxes & fees. Flood- \$3,000,000 Building Limit/\$100,000 Contents with a \$1,250 Deductible: \$3,100. The board asked for a sample policy for flood insurance to see what it covers.

B. Building 9 Fire System update (Dave, Bea) Statcomm working on large proposal

- C. AT&T Billing & Internet (Bea & Sarah)- bill looks different from what we agreed to. Needs to be \$141.00 plus tax for b-9 started in July. Internet for B9 should be \$50.00 a month. MSC internet bill will be charged to B9.
- D. Scheduled Maintenance
 - a. Reserve Study (Dave)- analyst visited the site and will prepare a first draft.
 - b. B9 Roof Inspection: per reserve study due replacement (Dave)- Approve all roofs to be inspected W Roofworks \$4,180
 - c. Deck Inspection-Buildings 1-8 proposals (Dave)- Approve Urban brothers to inspect the decks and indicate which are membranes and which are not.
 - d. Tree Trimming (Dave) A+ tree trimming had already been approved prior to the meeting.
 - e. Gutter Cleaning (Dave) MSC- J&M gutter cleaning approved.
- E. New Items
 - a. Echo meeting on good governance & best practices (Sarah)- Recommend going to a Good Governance best practices meeting. \$30.00 webinar.
 - b. Building 9 seasonal boiler adjustment (Sarah)- Adjusting the temperature for the heating system. Keep an eye on the temp to see if this annual adjustment is still required with the new furnace.
 - c. Tool shed inventory- Sarah -There are supplies for emergency preparedness, garden tools and some random items. MSC- Fix and change the lock w Rex supply make 6 keys for the board. Send email blast indicating that the lock will be changed on the old tool shed, so please remove any items you may have inside.

Adjournment- 8pm to executive session

Thank You for joining us. The next meeting is 6:00 pm Dec 21st, 2023 (3rd Thursdays of even months).

Executive Session – adjourned at -8:14

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

Manager: Dave Rosenblatt drosenblatt@commoninterest.com

Assistant: Jaclyn Ruth jruth@commoninterest.com

Log into your account at [Portal.commoninterest.com](https://portal.commoninterest.com)

