

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION
2025 BOARD MEETING MINUTES
Zoom Meeting Conference Video Call
Thursday, October 16, 2025
6:00 PM

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

BOARD MEMBERS ABSENT: None

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

(MSC) Motion, seconded and carried.

CALL TO ORDER: The meeting was called to order at 6:02 p.m.

HOMEOWNER FORUM: Low shower hot water temperature in one of the units, a previous step replacement bid from 2009, and possible parking stall storage container sizes were the topics discussed in the Homeowners Forum.

EXECUTIVE SESSION MINUTES AUGUST 21, 2025 / BOARD MEETING MINUTES AUGUST 21, 2025 / BOARD MEETING MINUTES SEPTEMBER 5, 2025: The Board reviewed Executive Session and the Open Session Minutes from August 21, 2025, and the Open Session Minutes from September 5, 2025.
The Board **MSC** to approve the Executive Session Minutes from August 21, 2025. (5-0-0)
The Board **MSC** to approve the Open Session Minutes from August 21, 2025. (5-0-0)
The Board **MSC** to approve the Open Session Minutes from September 5, 2025. (5-0-0)

FINANCIALS AUGUST 31, 2025 / SEPTEMBER 30, 2025: The Board reviewed and discussed the Financial Reports for August 31, 2025, and September 30, 2025. The Board **MSC** to accept the Financial Reports for August 31, 2025, and September 30, 2025. (5-0-0)

COMMITTEE ACTION UPDATE:

EMERGENCY COMMITTEE & INFORMATION REPORT: The Association manager gave a review of the emergency response process and procedures that would be undertaken by Common Interest Management Services that would be based on the

severity of the emergency. The Board requested a copy of the Common Interest Management Emergency protocols be sent to the board for review.

ACTION ITEMS:

BUILDING 9 FIRE ALARM REPLACEMENT PROPOSALS: The Board reviewed and discussed a comprehensive proposal from Performance Systems Integration for installing a new fire alarm monitoring system in building nine. Board member Lewis Ames informed the Board that he was in the process of obtaining additional fire alarm monitoring system proposals for building nine from First Alarm and Bay Alarm. The Board **MSC** to table the proposal from Performance Systems Integration for installing a new fire alarm monitoring system in building nine until additional proposals were available for the Board to review. (5-0-0)

COMPLEX-WIDE STUCCO WATER PROOFING EVALUATION PROJECT MANAGEMENT PROPOSALS: The Board reviewed and discussed a proposal from B 2 R Consulting and a proposal from All Bay Construction Solutions for hiring a project manager to conduct a comprehensive evaluation of the building exteriors to address water intrusion prevention on the envelopes of the buildings. The Board **MSC** to table the proposals from B 2 R Consulting and All Bay Construction Solutions for hiring a project manager to conduct a comprehensive evaluation of the building exteriors to address water intrusion prevention on the envelopes of the buildings, with management instructed to obtain one additional proposal for the project. (5-0-0)

COMPLEX-WIDE FENCING REPAIRS PROJECT DISCUSSION AND PROPOSALS: The Board reviewed and discussed a proposal from Altamont Construction and a proposal from ALP Construction for repair and replacement of the wooden patio fences that needed maintenance. The Board noted that the proposal from Altamont Construction did not include specific unit numbers but only building numbers. The Board **MSC** to table the proposals from Altamont Construction and ALP Construction for repair and replacement of the wooden patio fences that needed maintenance, with management instructed to have Altamont Construction rebid the project to include unit numbers, and to have ALP Construction confirm that redwood would be used for all the fencing repairs and replacements. (5-0-0)

CC&R AMENDMENTS PROPOSAL: The Board discussed having a 4th spot amendment to the CC&Rs that was in the process of being written by the Association's law firm. Board member Motta informed the board she was still working with the Association's law firm on the final draft of the 4th spot amendment to the CC&Rs and would have the draft forward to the Board for a review prior to putting the spot amendment to a vote of the homeowners.

ELECTRONIC VOTING RULES APPROVAL: The Board reviewed and discussed draft copy of the electronic voting rules written by the Association's law firm that had been circulated to the unit owners for the required 28-day review and comment period. The Board **MSC** approve formally adopting the electronic voting rules written by the Association's law firm that was sent to the unit owners required 28-day review and comment period. (5-0-0)

REVISED FINE POLICY APPROVAL: The Board reviewed and discussed draft copy of the revised fine policy written by the Association's law firm that had been circulated to the unit owners for the required 28-day review and comment period. The Board **MSC** approve formally adopting the revised fine policy written by the Association's law firm that was sent to the unit owners required 28-day review and comment period. (4-1-0)

Board member Eric Gillett voted against the motion.

COMPLEX-WIDE TREE MAINTENANCE PROPOSAL: The Board reviewed and management reviewed and discussed a proposal from the Association's arborist A Plus Tree Service for the annual complex-wide tree maintenance project. The Board **MSC** to approve the proposal from the Association's arborist A Plus Tree Service for the annual complex-wide tree maintenance project, for a total cost of \$5,777.80. (5-0-0)

COMPLEX-WIDE GUTTER CLEANING PROPOSALS: The Board reviewed and discussed proposals from Al Seasons Roofing, J&M Gutter Cleaning, and Pacific Maintenance Solutions for the annual complex-wide gutter cleaning project. The Board **MSC** to approve the proposal from the J&M Gutter Cleaning for the annual complex-wide gutter cleaning project for the two cleanings option, for a total cost of \$5,455.00. (5-0-0)

LEASING AGREEMENT UC BERKELEY / UNIVERSITY TERRACE BERKELEY: The Board reviewed and discussed a new leasing agreement between the University of California Berkeley and the University Terrace Berkeley Homeowners Association that had been signed by both parties and recorded by the State of California on June 5, 2025. The Board **MSC** to formally approve the new leasing agreement between the University of California Berkeley and the University Terrace Berkeley Homeowners Association that had been signed by both parties and recorded by the State of California on June 5, 2025. (5-0-0)

JEFFERSON STREET SPRINKLER REPAIRS DISCUSSION: The Board reviewed and discussed a written notification from the Association's landscaper Gardeners Guild for additional sprinkler repairs that were observed during a recent sprinkler repair at 2168 Jefferson Avenue. Due to the onset of the rainy weather no additional action was taken by the Board at this time.

MOVING CONTAINERS POLICY DISCUSSION: The Board reviewed and discussed a written request from Samrawit Ephrain the Business Manager of Real Estate Services for the University of California Berkeley that proposed making parking stalls available to house moving container PODS on a temporary basis. The Board **MSC** to table the written request from Samrawit Ephrain the Business Manager of Real Estate Services for the University of California Berkeley that proposed making parking stalls available to house moving container PODS on a temporary basis with the Board agreeing in principle to submit the request to the Association's law firm for review and a legal opinion.

BOARD MEMBER EXPATATIONS DISCUSSION: The Board reviewed and discussed expectations of meeting attendance during the fiscal year by Board members. The board agreed in principle that at least three out of the six Board meetings per fiscal year should be attended by each respective Board member.

REVIEW TASK LIST & MANAGEMENT REPORT: The Board and management reviewed the manager task list from the August 2025 Board meeting. The Association manager reported that he would be conducting a site inspection on Monday October 20, 2025, with Ed Duda to review and document the recent wooden steps repair and painting project and he would report his findings and observations to the Board.

REVIEW MAINTANANCE CALENDAR: The Board and management reviewed and discussed the maintenance calendar.

CONSENT CALENDAR: The Board had approved a proposal from the Association's Insurance Broker Socher Insurance, prior to the Board meeting, for renewal of the 2025 / 2026 Insurance Policy. The Board **MSC** to formally approve the proposal from the Association's Insurance Broker Socher Insurance for renewal of the 2025 / 2026 Insurance Policy for reflection in the meeting minutes for the corporation records. (5-0-0)

ADJOURNMENT: The meeting adjourned at 7:44 p.m.

NEXT MEETING: The next meeting is scheduled for Thursday December 18, 2025, via a Zoom teleconference.

Board of Director

Date