

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION
2025 BOARD MEETING MINUTES
Zoom Meeting Conference Video Call
Thursday, April 17, 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

BOARD MEMBERS ABSENT: Eric Gillet, Board Member -Term Expires April 2026
 Martin Perna Board Member -Term Expires April 2026
 Andrew Leong< Secretary-Term Expires April 2025

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 pending move to Santa Rosa announced by one of the homeowners in attendance was the topic discussed in the Homeowners Forum.

MINUTES FEBRUARY 19, 2025 / MARCH 26, 2025: The Board reviewed Open Session Minutes from February 19, 2025, and March 26, 2025. The Board **MSC** to approve the Minutes from February 19, 2025, and March 26, 2025, as written. (3-0-0)

FINANCIALS FEBRUARY 28, 2025 / MARCH 31, 2025: The Board reviewed and discussed the Financial Reports for February 28, 2025, and the March 31, 2025. The Board **MSC** to accept the Financial Reports for February 28, 2025, and the March 31, 2025. (3-0-0)

CERTIFICATE OF DEPOSITS INVESTMENTS: The Board reviewed and discussed the \$200,000 certificate of deposit that would be maturing on April 24, 2025, and the \$100,000 certificate of deposit that would be maturing on May 22, 2025. The Board **MSC** to approve authorizing Board Treasurer Beatriz Motta to reinvest the \$200,000 certificate of deposit that would be maturing on April 24, 2025, and the \$100,000 certificate of deposit that would be maturing on May 22, 2025, into investment terms at the best rates available. (3-0-0)

2025-2026 RESERVE STUDY: The Board reviewed and discussed a draft copy of the 2025-2026 reserve Study produced by the Association's reserve preparer Association reserves. The Board **MSC** to approve the draft copy of the 2025-2026 reserve Study produced by the Association's reserve preparer Association reserves, with an annual

reserve fund contribution by the membership of \$189,262.00 for the 2025-2026 fiscal year. (3-0-0)

2025-2026 BUDGET: The Board reviewed and discussed a draft copy of the 2025-2026 operating budget. The Board **MSC** to approve the draft copy of the 2025-2026 with an annual assessment contribution by the membership of \$516,612.00 for the 2025-2026 fiscal year.

COMMITTEE REPORTS:

EMERGENCY DISASSTER COMMITTEE: Amy Parlin of The Emergency Disaster Committee reported that strategic plan for the community was being developed and requested that the Emergency Preparedness Fact Sheet for University Terrace that was in the Board packet be emailed to the membership and inserted on the Association's portal to which the board agreed to and instructed management to complete.

BUILDING 9 PROJECTS COMMITTEE: Lewis Ames of the Building 9 Projects Committee reported that boiler work had been completed and the boilers were under a 2-year warranty. Lewis also reported new keys for the boiler room and electrical room had been put in the building 9 lock box. Lewis continued his report by referring to pictures in the Board packet that showed several holes in the boiler room wall, and he requested that a contractor be hired to patch and paint the holes. Lewis concluded his report by reviewing the Commons Room Reservation policy form and requested that the form be emailed to the membership and inserted on the Association's portal to which the board agreed to and instructed management to complete, and on the University Terrace web site to be completed by Lewis

BUILDING 9 FIRE ALARM PERMIT UPDATE: Association manager Tom Lewis reported that he recently had multiple email conversations with Graham Byne of Performance Systems Integrated regarding the delay on obtaining the permit to upgrade the fire alarm in Building 9. Tom concluded his report by informing the Board that Mr. Byne had agreed to send updates to the management company every two weeks on the permit status.

ROOF LEAKS 1602, 1610, ADDISON / 2120 JEFFERSON UPDATES: Association manager Tom Lewis reported that Axis Construction had completed their investigative analysis for all warrantied work that had recently been performed on the roof area of units 1602 and 1610 Addison for any construction deficiencies that would result in any water leaks, with no construction deficiencies found. Tom continued his report by informing the Board that Axis Construction had requested that a water test be performed over the entire roof area to verify the roof was watertight. The Board requested that Axis Construction be requested to perform water test for no cost since they recently performed work on the balcony area. Tom concluded his report by informing the Board that silicon patching work had been completed on the roof area above 2120 Jefferson by Greenhill Painting and Construction and that a water test was needed to test the entire roof area that would have to include removal of all items on the balcony of the unit above 2120 Jefferson. Management was requested to contact the homeowner above at 2102 Jefferson as soon as possible to allow adequate time for the

removal of all the balcony items. Management was requested to provide an update about the leak at 2127 California as it was related to the remediation bid in the February 2025 Board packet.

RENTAL POLICY MEETING WITH THE UNIVERSITY UPDATE: Alix Schwartz reported that a new 15-year land lease had been negotiated with the University. Alix concluded her report by informing the board that she did not expect any assistance from the University with unit rental tracking and that the project would probably have to be undertaken with the help of the management company.

REVIEW MAINTANANCE CALENDAR: The Board and management reviewed the monthly maintenance calendar that had been developed by the Board.

ACTION ITEMS:

ELEVATOR MAINTENACE PROPOSAL: The Board reviewed and discussed a proposal from the Association's elevator maintenance vendor Paramount Elevator for the yearly elevator maintenance. The Board **MSC** to approve the proposal from the Association's elevator maintenance vendor Paramount Elevator for the yearly elevator maintenance for a total cost of \$4,900.00. (3-0-0)

AIR DUCT CLEANING PROPOSALS: The Board reviewed and discussed two proposals for the two-year dryer vent cleaning project. The Board **MSC** to approve the proposal from Nor Cal Air Duct cleaning for the two-year dryer vent cleaning project for a total cost of \$10,425.00. (3-0-0)

FIRE EXTINGUISHER MAINTWNANCE PROPOSAL: The Board reviewed and discussed a proposal from Cintas Fire Protection for the yearly fire extinguisher maintenance project. The Board **MSC** to table the proposal from Cintas Fire Protection for the yearly fire extinguisher maintenance project, with management instructed to obtain a proposal from Acme Fire Protection for pricing comparison. (3-0-0)

CONSENT CALENDAR: The Board had approved a proposal from Dewey Pest Control totaling \$390.00 wasp abatement and a proposal from Gardeners Guild totaling \$704.00 for a tree removal in the tuff area prior to the board meeting by unanimous consent. The Board **MSC** to formally approve the proposal from Dewey Pest Control totaling \$390.00 wasp abatement and the proposal from Gardeners Guild totaling \$704.00 for a tree removal in the tuff area for reflection in the meeting minutes for the corporation records. (3-0-0)

BOARD OF DIRECTORS APPOINTMENTS CONSIDERATION: The Board reviewed and discussed appointing unit owner Martin Perna for serving on the Board of Directors to fill a vacant Board seat pending a final confirmation by Martin Perna that he wished to continue service on the Board of Directors. The Board **MSC** to conditionally approve appointing unit owner Martin Perna to the Board of Directors for a one-year term effective at the conclusion of the current meeting pending his final confirmation agreeing to continue serving on the board. (3-0-0)

BOARD OF DIRECTORS OFFICERS & DIRECTORS REORGANIZATION: The Board discussed composition of the Board of Directors positions. The Board **MSC** to approve the Board of Director Reorganization as follows effective at the conclusion the of the current meeting: Alix Schwartz, President; Lewis Ames, Vice President; Martin Perna, Secretary; Beatriz Motta, Treasurer; Eric Gillet, Director. (3-0-0)

2025 BOARD MEETING SCHEDULE: The Board and management reviewed and discussed keeping the Board meetings on the third Thursday of the even numbered months for the remainder of 2025 except for the June Board meeting. It was mutually agreed to be move the meeting up one week to June 12, 2025, due to an office holiday of the management company.

ADJOURNMENT: The meeting adjourned at 7:29 p.m.

NEXT MEETING: The next meeting is scheduled for Thursday June 12, 2025, via a Zoom teleconference.

Board of Director

Date