

UNIVERSITY TERRACE BERKELEY HOMEOWNERS ASSOCIATION
2025 BOARD MEETING MINUTES
Zoom Meeting Conference Video Call
Thursday, August 21, 2025
6:30 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

BOARD MEMBERS ABSENT: Eric Gillet, Board Member -Term Expires April 2026
 Lewis Ames, Vice-President-Term Expires April 2026

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

(MSC) Motion, seconded and carried.

CALL TO ORDER: The meeting was called to order at 6:04 p.m.

HOMEOWNER FORUM: No topics were discussed in the Homeowners Forum.

MINUTES JUNE 12, 2025 / MINUTES JUNE 24, 2025: The Board reviewed Executive Session and the Open Session Minutes from June 12, 2025.
The Board **MSC** to approve the Executive Session Minutes from June 12, 2025. (3-0-0)
The Board **MSC** to approve the Open Session Minutes from June 12, 2025. (3-0-0)
The Board **MSC** to approve the Open Session Minutes from June 24, 2025. (3-0-0)

FINANCIALS MAY 30, 2025/JUNE 30, 2025/JULY 31, 2025: The Board reviewed and discussed the Financial Reports for May 31, 2025, June 30, 2025, and July 31, 2025. The Board **MSC** to accept the Financial Reports for May 31, 2025, June 30, 2025, and July 31, 2025. (4-0-0)

COMMITTEE ACTION UPDATE:

RENTAL OCCUPANCY OVERSIGHT COMMITTEE CHARTER REVIEW AND APPROVAL: The Committee reported the rental forms had been sent out with a September 4, 2025, deadline to fill out and return. The Board **MSC** to approve having the Association's law firm re-write the existing violation policy and schedule of fines to comply with the requirements of the new AB 130 state law. (3-0-0)

INSURANCE SPECIAL PROJECTS COMMITTEE CHARTER REVIEW AND APPROVAL: The Committee did not make a report.

EMERGENCY COMMITTEE & INFORMATION SHEET REVIEW: The did not make a report

ACTION ITEMS:

LANDSCAPE PROPOSALS: ARB INPUT TREE REPLACEMENT PLAN: The Board reviewed and discussed a general plan from the ARB for converting a fallen oak tree stump into a seating and an additional tree planting in the common area. The Board decided to table this project for the time being.

COMPLEX-WIDE WOODEN STEPS PROPOSALS: The Board member reviewed and discussed three proposals for replacement and painting of all the damaged wooden boards on the stairways to the upper units. The Board **MSC** to approve the proposal from Ed Duda for replacement and painting of all the damaged wooden boards on the stairways to the upper units for a total cost of \$4,450.00. (3-0-0)

CALIFORNIA STREET ENTRY ROSE GARDEN ADDITIONAL INFORMATION REVIEW: Board member Lewis Ames had presented documentation to the Board at the June 2025 Board meeting indicating that the Association was responsible for the continued landscape maintenance to the rose garden entry way on California Street. The Board reviewed an ariel map and some general information from the City of Berkeley Public Works Department that confirming that the area encompassed by the gate on California Street is the property of the City of Berkeley specifically lot 3 of tract 6417 and is not included in the land lease of the Association. Board member Motta expressed concerns about spending assessment revenues to maintain a public park as being illegal and not being covered the HOA insurance. Management agreed to contact the City of Berkely on behalf of the Board to shift the landscape maintenance of this parcel. Board member Motta provided the contact person, a Mr. Daniel Akagi, who was involved in 2014 in meeting with the University Terrace Berkeley Board. The Board **MSC** to approve rescinding the maintenance request to the Association's landscapers to maintain the parcel designated as lot 3 of tract 4. (3-0-0)

BUILDING 9 FIRE ALARM MONITERING SYSTEM: Board President Alix Schwartz reported that she had met recently with Performance Systems Integration and provided them access to building nine for installing a new fire alarm monitoring system. The proposal for the project has not yet been received and the Board could not take any action on this matter.

COMPLEX-WIDE STUCCO WATER PROOFING EVALUATION PROJECT: The Board and management discussed the general scope of work that would be involved with this project. Management recommended that a project manager be hired to solicit proposals and manage the project due to the complexity of the scope of work that would be involved in generating accurate proposals to address water intrusion prevention the envelopes of the buildings. The Board **MSC** to approve authorization to management to solicit proposals for project management for the stucco water proofing evaluation project. (3-0-0)

COMPLEX-WIDE FENCING REPAIRS PROJECT DISCUSSION AND PROPOSAL: The Board reviewed and discussed a proposal from Altamont 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 the sections of fencing between the respective patios of the units. The overall financial payment plan for this project is to have the Association pay for the project costs and then be reimbursed by the unit owners. The Board **MSC** to table the proposal from Altamont Construction for repair and replacement of the wooden patio fences that needed maintenance, with management instructed to have Altamont Construction and other vendors solicited to bid the project to include unit patio fence divider sections, recycling enclosures and other common-area fences to the project bid scope. (3-0-0)

CC&R AMENDMENTS PROPOSAL: The Board discussed having spot amendments to the CC&Rs written by the Association's law firm. The Board **MSC** to approve having the Association's law firm draft revisions to the CC&Rs to make them more consistent the responsibilities assigned to the HOA and the homeowners, respectively, so that owners whose units feature exclusive use common areas that not every unit features will be made financially responsible for those areas. Board member Motta took a first pass at identifying items on our maintenance matrix that might warrant revisions, which she will pass on to the attorney. The Board will review the draft revisions proposed by the attorney before putting the revisions to a vote of the homeowners. (3-0-0)

ELECTRONIC VOTING RULES: The Board reviewed and discussed draft copy of the electronic voting rules written by the Association's law firm. The Board **MSC** to approve mailing the electronic voting rules written by the Association's law firm to the unit owners for the required 28-day review and comment period. (3-0-0)

RESERVE STUDY ITEMS REVIEW FOR 2025/2026: The Board and management reviewed and discussed the executive summary of the 2025/2026 reserve study to identify priority projects for the current fiscal year.

REVIEW TASK LIST: The Board and management reviewed the manager task list from the June 2025 Board meeting.

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

CONSENT CALENDAR: The Board had approved a proposal from John Paul O'Brien Construction totaling \$570.00 for window trim repairs to the unit at 2125 California Street, prior to the meeting by unanimous consent. The Board **MSC** to formally approve the proposal from John Paul O'Brien Construction totaling \$570.00 for window trim repairs to the unit at 2125 California Street for reflection in the meeting minutes for the corporation records. (3-0-0)

The Board had approved a proposal from Gardeners Guild totaling \$1,587.00 for a main line irrigation repair near the intersection of Jefferson Street and Allison Way, prior to the meeting by unanimous consent. The Board **MSC** to formally approve the proposal

from Gardeners Guild totaling \$1,587.00 for a main line irrigation repair near the intersection of Jefferson Street and Allison Way for reflection in the meeting minutes for the corporation records. (3-0-0)

ADJOURNMENT: The meeting adjourned at 7:26 p.m.

NEXT MEETING: The next meeting is scheduled for Thursday October 16, 2025, via a Zoom teleconference.

Board of Director

Date