

**University Terrace Berkeley Homeowners Association**  
**Board of Directors Meeting**  
**Minutes**  
**February 16, 2023**  
6:00 pm Regular Session Start  
Via Zoom

<b>PRESENT:</b>	Beatriz Motta, Treasurer	Term Expires 2022
	Grace O'Connell, Secretary	Term Expires 2022
	Sarah Reynolds, Vice President	Term Expires 2022
	Eric Gillet, Director at Large	Term Expires 2022
	Josh Lichtman, Director at Large	Term Expires 2022
	Lewis Ames, Director at Large	Term Expires 2022

<b>ABSENT:</b>	Ben Tucker, President	Term Expires 2022
----------------	-----------------------	-------------------

**ALSO PRESENT:** Kris Peterson with Common Interest Management Services and Shauna Brown with UC Berkeley

**(MSC)** Motion, seconded and carried.

**Call to Order:** The meeting was called to order at 6:02 pm by Vice President, Sarah Reynolds.

**Homeowner Forum:** Homeowners present did not have comments.

**Minutes:**

**MSC:**

December 15, 2022, regular

December 15, 2022, executive session with changes (board wanted a line omitted with regards to the section on Rental Selection Committee).

September 29, 2022, regular with changes (corrected CTO time to 6:30PM and added to Attorney Selection: Angius & Terry, Anne Acuna).

**Financial Reports:** The Financial Reports for the months of **December 2022 and January 2023**, provided by CIMS were reviewed by the individual members of the board monthly, upon receipt, and independent of a board meeting. The report included, but was not limited to: (a) a current reconciliation of the association's operating accounts, (b) a current reconciliation of the association's reserve accounts, (c) the current year's actual operating revenues and expenses compared to the current year's budget, (d) the latest account statements prepared by the financial institutions where the association has its operating and reserve accounts, (e) an income and expense statement for the association's operating and reserve accounts, and (f) the check register, monthly general ledger, and delinquent assessment receivable reports.

**Items of Discussion:**

**Election Update and Acclamation Approval:** The Annual Meeting is scheduled for April 27, 2023. As of the deadline for submitting the Call for Candidate form, there were 5 candidates: Beatriz Motta, Eric Gillet, Grace O'Connell, Lewis Ames, Sarah Reynolds. The Board **MSC** acclamation for the election.

**Leak Committee:** The Board **MSC** the formation of a Leak Committee comprised of the Chair, Daniel Melia, and committee members, Bea Motta, Jian Jin, and Martin Perna. The Leak Committee was formed in response to several leaks in units in the community.

**Annual Calendar Update:** Board reviewed the calendar and management will make changes and send to board for feedback.

**Governing Document Revision Update:** The committee met with Anne Acuna at Angius & Terry and finalized a draft. Committee would like to hold a Town Hall meeting at the end of April. They would like to see a vote at a May or June meeting.

**Governing Document Committee:** The Board **MSC** and confirmed the Governing Document Committee is composed of Bea Motta and Sarah Reynolds.

**Reserve Study Draft:** The Board **MSC** the reserve preparer just doing an update this year.

**Budget Deadlines:** Bea Motta to have the draft budget ready for a March meeting of the board. Management to get requested Common Interest Management Services increase to Treasurer Motta.

**Reserve Projects Review:** The Board will review in June after the budget and reserve study are approved in the April meeting as this is a FYE of 6/30.

**Meetings in Person:** There was board discussion.

**Balcony Maintenance:** The balcony bids should be ready to review for inclusion in the bid packet for board review.

**Oak Tree Replacement:** The Board **MSC** having the arborist who is awarded the tree trimming bid for November work to also plant one (1) oak tree in the area where the tree stump was ground up.

**Landscaping:** The Terra Landscaping bid is tabled until the April meeting. Board asked management to get service level contract from current landscaper and asked management for a General Ledger of landscaping, irrigation, new plantings, etc. for an aggregate cost for 2022.

**Fire Extinguisher Proposal:** The Board **MSC** the proposal from Cintas Fire Protection to service the fire extinguishers for approximately \$1,291.58. Per the vendor - This is an estimate as the technician may find deficiencies or extra required maintenance when he is doing his inspections. Assuming there are no additional items that need replacement the estimate should be close, but in the event there are deficiencies, I have listed the pricing in the notes section below titled "only if needed".

**Sidewalks:** The sidewalk project is done, and board said it looks great.

**B9 Painting:** The B9 paint project is done, and board said it looks great.

**Painting of B1-B8 Doors:** Board discussion.

**Building 9 Heat:** The boiler vendor changed the settings on when heat goes on and off and problem is resolved.

**Homeowner Reimbursement:** The Board **MSC** the reimbursement to owners of 2147 California Street for the plumber they hired for unclogging in the amount of \$160.

**Board Meetings:** The next board meeting is scheduled for April 27, 2023. Board meetings are normally held on the 3<sup>rd</sup> Thursday on even months.

**Adjournment:** The meeting adjourned at 7:50 pm.

Minutes Prepared by and Respectfully Submitted By: Kris Peterson, CAM  
Common Interest Management Services

---

Secretary-Board of Director

---

Date