UNIVERSITY TERRACE BERKELEY HOMES

Open Session Board Meeting Minutes

Date	Thursday, April 16, 2026
Time	6:00 P.M.
Location	Virtual (Zoom)

Directors Present

Alix Schwartz	President
Lewis Ames	Vice President
Beatriz Motta	Treasurer
Anne Aaboe	Secretary
Martin Perna	Director at Large

Also Present

Hannah Robertson	Pinnacle Property Services
Nikki Dulig	Pinnacle Property Services

I. Call to Order

President Alix Schwartz called the meeting to order at 6:00 P.M. A quorum was confirmed and the Board proceeded with the agenda.

II. Administrative

a. Approval of Meeting Minutes — February 19, 2026

Motion: To approve the February 19, 2026 open session minutes as presented.
Vote: Unanimous.

Conclusion: February 19, 2026 minutes approved and entered into the official record.

III. Financial Report

Presented by Beatriz Motta, Treasurer

a. February 2026 Financial Statements

The operating and reserve balances were reviewed; the Association is tracking with the approved budget and no significant variances were identified.

Motion: To accept the February 2026 financial statements. **Vote:** Unanimous.

b. Draft 2026/2027 Operating Budget

The Board reviewed key line items, anticipated cost changes, and the appropriate assessment level.

Motion: To approve the 2026/2027 operating budget as presented. **Vote:** Unanimous.

c. Draft 2026/2027 Reserve Study

The Board reviewed the projected reserve balance, funding adequacy, and anticipated capital expenditures.

Motion: To approve the 2026/2027 reserve study as presented. **Vote:** Unanimous.

> **Conclusion:** February 2026 financials accepted; 2026/2027 operating budget and reserve study approved unanimously.

IV. Governance

a. 2026 Board of Directors Election

The election will proceed on the established 120-day timeline in compliance with California Civil Code and the governing documents, with notices distributed to all homeowners.

b. Candidates

The call for candidates remains open; homeowners are encouraged to submit their names before the nomination deadline.

c. Board Meeting Frequency

The Board confirmed the current meeting schedule meets the needs of the Association's active project workload.

> **Conclusion:** Election on track; candidate solicitation ongoing; meeting schedule maintained.

V. Committee Action Reports

a. Legal Liaison Committee

The committee updated the Board on active legal matters and pending correspondence with counsel; the Board provided direction as appropriate.

b. UCB / UTHOA Meeting Planning Committee

Anne Aaboe, Andrew Leong, Sarah Reynolds & Alix Schwartz

The committee reported on efforts to engage UC Berkeley regarding unit-sale protocols, communication practices, and the university's obligations under the CC&Rs. The Board agreed on next steps for formal engagement with university leadership.

c. Landscape Committee

Beatriz, on behalf of the Committee Chair

Beatriz reported on landscaping conditions, active projects, and vendor performance. The Board approved the proposed priorities for upcoming seasonal work.

d. Rental Committee

Beatriz Motta & Anne Aaboe

The committee reported on the occupancy survey and compliance matters under review, and confirmed next steps for any units requiring follow-up.

e. Commons Room Committee

Susan Storch, Lewis Ames & Chava Boyarin

The committee updated the Board on recent improvements and scheduling matters; the Board provided direction where needed.

f. Board Expectations and Committee Responsibilities

Anne Aaboe

The Board agreed that all committee chairs are expected to report at every meeting — attending in person or submitting a written report in advance — even if only to confirm no activity occurred.

> **Conclusion:** All reports received. Committee chairs confirmed responsible for reporting at every board meeting. Direction provided on UCB engagement and rental compliance.

VI. Action Items

a. Ratify Repair Costs — Five-Year Sprinkler Inspection

Hannah confirmed no duplicate charges in the invoice.

Motion: To ratify the five-year fire sprinkler inspection repair costs. **Vote:** Unanimous.

b. Tool Shed Use Agreement and Process

No general use fee applies. A $100 per-day fine applies only for each day items remain beyond the agreed removal date. Hannah will distribute use guidelines to homeowners as an informational resource; no legal review is required.

c. Fencing Repairs — J&B Fence vs. Home Repair Specialists

After comparing material quality, scope flexibility, and cost, the Board selected the preferred vendor, Home Repair Specialists, and approved the initial scope. Homeowners with included fence sections will be billed for their portion, with payment plans available.

Motion: To approve the fence repair vendor and initial scope of work. **Vote:** Unanimous.

d. Stair Maintenance

Noted for further contractor outreach; to be updated at a future meeting.

e. Jefferson Street Paving — S&S Paving Proposal

Hannah Robertson

The proposal requires coordination with the adjacent church, which owns the western half of the street. The Board will form a small committee to assess street conditions and initiate outreach regarding cost sharing.

f. Irrigation System Upgrades — Drip Conversion

Beatriz Motta

The proposal converts select zones from pop-up sprinklers to drip irrigation with mulch, reducing water use and maintenance. The Board reached a decision on phasing and budget allocation.

g. Website Updates

Access for Hannah and Nikki was confirmed. Key association documents will be posted in a password-protected, owners-only section.

h. Owner’s Guide to Renting (Draft)

The Board will post the guide as a homeowner resource rather than formal policy, and directed that it be revised into a clear checklist format before distribution.

i. Complex-Wide Stucco Waterproofing — All Bay Construction Management

Given the volume of active projects, the Board deferred this project; individual dry rot or window-frame issues will be handled unit-by-unit as reported.

VII. Homeowners Open Forum

The floor was opened to homeowners, each allotted up to three minutes. The Board responded where appropriate and noted items requiring follow-up.

VIII. Action Items Summary

Hannah Robertson — Pinnacle Property Services

#	Action Item	Priority
1	Distribute tool shed use guidelines to all homeowners.	Near-term
2	Post current minutes and key documents to the password-protected owners section of the website.	Near-term
3	Coordinate with selected fence vendor on initial scope, homeowner billing, and payment plan options.	Near-term
4	Send homeowners notice to inspect window frames for dry rot; Gregg to handle unit-by-unit repairs as reported.	Near-term

Beatriz Motta — Treasurer

#	Action Item	Priority
1	Monitor 2026/2027 budget performance and report variances at each board meeting.	Ongoing
2	Coordinate with Rental Committee on occupancy survey distribution and follow-up.	Near-term

Anne Aaboe — Secretary

#	Action Item	Priority
1	Revise Owner’s Guide to Renting into checklist format and post on	Near-term

#	Action Item	Priority
	website as a homeowner resource.	
2	Continue UCB committee work; coordinate next steps following board direction.	Ongoing

Martin Perna, Lewis Ames

#	Action Item	Priority
1	Form Jefferson Street paving committee and initiate outreach to church regarding conditions and cost sharing.	Near-term

Committee Chairs — All

#	Action Item	Priority
1	Beatriz Motta — provide status update on irrigation drip conversion scope and scheduling at next meeting.	Near-term
2	Rental (Beatriz & Anne): prepare occupancy survey for distribution; follow up on units flagged for compliance review.	Near-term
3	Commons Room (Susan, Lewis & Chava): report on any outstanding items at next board meeting.	Near-term

IX. Adjournment

There being no further business, the meeting was adjourned. The next meeting date will be communicated to all homeowners in advance.

Respectfully submitted,

Anne Aaboe
Secretary, Board of Directors

Approved by Secretary	
Date	