

Balboa Terrace Homes Association

Board of Directors Meeting

Monday, June 1, 2020

**Due to the COBID 19 pandemic, the monthly Board Meeting was held via Zoom.**

Directors Present: Richard Hill, Arlene Doyle, Robert Mann, Jerry Bernstein, Bill Thoman, Tom Cator, Bob Switzer, Elizabeth Khachigian and Brigitte Churnin

**Guest Present:** Tom Wilhite, a Designer and Construction Manager with Terra

President Richard Hill called the meeting to order at 7:30 p.m.

**Open Neighborhood Forum:**

None of the neighbors present expressed any concerns

**New Business:**

**MSC:** The May 2020 BTHA Meeting minutes were approved as submitted.

Tom Wilhite has been working with Tom Cator to develop a landscape plan for the three planting areas at the main entrance of Balboa Terrace. Three options were presented to the board. Option one was succulent based with agave as the focal point. Option two keeps the proteus which are in the main planter and adds taller condylien with rock roses. Option three proposes a central tree in the main planter surrounded by a formal hedge.

Discussion was based on maintenance issues, plans that are consistent with surrounding landscaping along the frontage area, aesthetics and hardiness of the proposed plantings. Option two and three were the most popular with some suggested modifications. Tom Wilhite will modify both plans based on the feedback from the board.

Tom Cator has proposed phasing in improvements to the landscaping as follows:

Phase 1: Repair concrete and brick work at the main entrance and replant the three raised beds.

Phase 2: Remove or treat diseased trees on the Junipero Serra easement

Phase 3: Design and replace plantings for the six planter boxes on the south easement.

Tom Cator has discussed our plans with a representative with DPW who suggested that we seek a beautification grant with San Francisco.. DPW also sponsors a weekend clean up, but there is a year long waiting list. The best way to get city support is through our supervisor.

### **New Business**

The existing procurement policy is making it difficult to impossible to proceed with landscape issues and capital improvements due to the reluctance of outside contractors to even respond to requests for an onsite visit let alone provide a competitive bid.

**MSC:** The procurement policy shall be amended to leave it to the board to determine if competitive bids are necessary for a project.

**MSC:** Terra contract 3021255 for \$9920 is approved for the repair of the existing irrigation system and the replacement of the sprinkler heads.

**The meeting was suspended due to the hour and will resume on Monday, June 15 at 7:30 via Zoom.**

**The meeting was temporarily adjourned at 8:40**

**The meeting resumed at 7:30 on June 15. All directors were present.**

Tom Cator reported that due to a mechanical issue, the second phase of alley sealing has been delayed until July 2-3 weather permitting.

Bill Thomas reported that receivables have been reduced from \$18,000 to approximately \$10,000. A portion of this amount is due to approximately 25 homeowners who have not paid the special assessment. BAPS will be sending out bills within the next month.

Elizabeth Khachigian has been speaking with outside counsel about the statutory requirements for scheduling an election of directors. An election can be held in November. The upcoming election will be publicized at the neighborhood picnic and interested association members will be encouraged to run for a position on the board.

**MSC:** An election of directors shall be scheduled for November, 2020.

Elizabeth is hopeful that a draft of the governing documents will be ready prior to the election. Previous counsel had provided extensive documents that were inappropriate

for our type of homeowners association. We need to have documents that will serve the association well into the future

Jerry Bernstein sent out the revised window policy to the board on May 30. The major change is the establishment of reviewing any proposed variations on a case by case basis with variances coming to the full board. ARC will discuss this further at their upcoming meeting on June 25.

Bob Switzer proposed written guidelines outlining responsibility for enforcing association rules.

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Arlene Doyle, Secretary