

Balboa Terrace Homes Association Minutes
Board of Directors Meeting Monday,
June 1, 2015

The meeting was held at the home of Brigitte Churnin, 15 Aptos Avenue and called to order at 7:35pm. Board members present were: Bob DeFea, Darrell Gourley, Robert Mann, Sue Grazioli, Jerry Bernstein, Geff Scott, George Wu and Alexandra Vuksich. Absent: Caitlin Traylor. Homeowners present were Hanna Fleck, Sophie Breall and Mary Rotunno.

Minutes From the May Meeting

-A motion was made to approve the minutes as submitted.

Motion made: Bob DeFea

Seconded by: Geff Scott

Vote: unanimous

Financial Report

-Geff reported that two liens had been paid off as the result of property sales and that there were eight remaining delinquencies for non payment of HOA annual assessments. A motion was made to accept the treasurer's report.

Motion made: Bob DeFea

Seconded by: Robert Mann

Vote: unanimous

Old Business

-Board Election

Since a quorum was not achieved during the annual election, a second attempt to do so would be made in October with a redesigned ballot which will accommodate write-in candidates.

-Revised Articles of Incorporation

Mary Rotunno stated that she did not volunteer to be on this committee as had been reported but she had volunteered to be on the Management Support Committee. A request was made for the actual letter from the California Secretary of State in order to determine the exact issue predicating the change in the Articles. It appeared to be the language referencing the "non-profit mutual benefit organization" which triggered the SOS notice that the Articles were not compliant. We would need to send out a redlined version for homeowner approval by the July meeting. Committee members requested any previous legal review of the issue from Roger Ritter.

-Reserve Fund Analysis Project

George Wu reported that the firm of Reserve Analysis, LLC had been engaged to prepare the Reserve Funding Analysis as outlined in the Davis-Sterling Act. The study should be completed by the end of June or early July with a progress report prepared for submission to *The View*.

-Grounds Committee

A draft of a Request for Proposal (RFP) was sent to board members for review prior to the meeting. An opinion was expressed that the RFP was "...too restrictive". Comments from committee members had been solicited but there had been no red track comments until those expressed at this meeting. Cost of the project found not be determined as yet; grants would be key, especially regarding the frontage component on Junipero Serra Blvd. since that particular strip is not part of the HOA property. The proposal is presented in phases. Phase 1 is designed to garner support prior to actually developing a landscape plan. Discussion about how changes would be made, what the deliverables will be, how restrictive the draft RFP might be, etc. will be discussed by the committee. They will come back with a revised proposal and recommendations; no action by the board was necessary at this time.

-Management Support

The committee had not yet met. Committee members are Jerry Bernstein, Geff Scott, Mary Rotunno and Alexandra Vuksich. Questions surrounding board expectations, expectations of members need to be considered — perceptions of what the board does vs. the reality of a demand in workload may or may not be handled by outside resources. Those resources can be a single management firm which handles HOAs, stand alone professionals in secretarial and/or accounting. BTHA was founded well before the Davis-Sterling Act which requires very different standards of record keeping and compliance. The Committee should establish job descriptions for board members and possible support staffing as a first step. A compliance component is also critical to insure BTHA is operating within the parameters of Davis-Sterling. Bob DeFea volunteered to go over the D-SA to see what we may be required to do that is not currently being done by the Board.

-Architectural Review Committee

Jerry Bernstein reported that he visited the worksite at 101 San Aleso and found nothing of concern with the project. Also, 260 San Benito was sold and there was a foreclosure on San Fernando. Problems persist in the review process: red flags missed in the review process, materials changed at the last minute and changes to plans made after BTHA has review a project. These issues may necessitate searching for committee members with specific expertise or perhaps even review by a professional firm.

-Summer Meeting Date

A special summer meeting date was set for Monday, July 27th; our next regular meeting would be held on Tuesday, September 8th as Labor Day falls on Monday the 7th.

New Business

-The next *View From The Terrace* will have articles about the need for volunteers, safety, drought garden tips, the election and an update on the RFA.

-The annual picnic date was set for Saturday, October 3rd on San Leandro Way. Note that post-meeting correspondence resulted in the date moving to the traditional Sunday, October 4th.

-Due to a conflict with the WTPCC meeting the same evening, there was no report.

-A single signature will be required on checks in amounts up to and including \$500 after invoice approval. This will be done on a one year trial. A motion was made to approve the policy.

Motion made: Alexandra Vuksich *Seconded by:* Jerry Bernstein *Vote:* unanimous

The meeting adjourned at 9:30pm

