

BALBOA TERRACE HOMES ASSOCIATION

BOARD OF DIRECTORS MEETING

August 7, 2023

The regular meeting of the Board of Directors of the Balboa Terrace Homes Association was held on August 7, 2023 via Zoom because of COVID precautions.

Present at the meeting were:

J. Keith Gillless

Amy Loehrer

Gregangelo Herrera

Robert Mann

Richard Hill, President

Michael Schlemmer

Lee Jackrel

Bill Thomen, Treasurer

Absent:

Jerry Bernstein, Dao Jensen, Honoria Sarmento

Guests included Cindy Hu, Vaishnavi Raghunathan and Robert Switzer

Call to Order

The meeting was called to order by Richard Hill, President, at 7:30 p.m.

Open Neighborhood and Member Comments

There were no neighborhood or member comments.

Minutes

Minutes for July 10, 2023 were approved with no corrections.

Q2 Financial Report

Treasurer Bill Thomen presented the financial report ending June 30, 2023. Bill indicated that ARs were approximately \$10,000; there are still about 10 HOA members who have not paid their assessments. Courtesy reminders have been sent. If there is no response, a notice of intent to file a lien will be sent to the owners. The balance in the reserve account is approximately \$116,000. Some legal fees may need to be reclassified from "Legal" to "Legal – Governing Documents."

The Finance Committee is still reviewing options for investing a portion of the Reserve Account funds in interest bearing CDs or savings accounts. The decision and transfer of funds will most likely be made in the next 10 days.

Bill will review expenditures for the 2022 landscape survey in response to a member inquiry.

A draft budget for 1/1/2024-12/31/24 will be prepared for the September Board of Directors meeting; the budget will need to be finalized in October for mailing to all HOA members in November.

BAPS Landscape Survey

Robert Mann requested approval for \$2,500 for a house-to-house landscape survey to follow up on any landscape violations. The initial survey in 2022 identified approximately 50 homes with landscape issues; all but 10 of these properties have responded and issues continue to be addressed. It was suggested by one resident that inspections occur more frequently. Hearings will be scheduled soon with owners of properties that have not addressed landscape issues. Motion requesting \$2,500 for landscape survey was approved.

Junipero Serra Median Project and SFPUC Grant for Water Line Repair

Robert Mann, who submitted a proposal for District 7 Participatory Budget program funds to re-landscape the median strip along Junipero Serra frontage road, reported that \$35,000 was awarded to the project (the proposal was for \$22,200). In addition to the District 7 funds, the SF Public Utilities Commission will grant between \$12,000 to \$25,000 in funds to repair irrigation lines and install a new water meter in the median strip.

Robert also noted that the diseased and dying camphor trees on the Junipero Serra common area will be removed soon. The costs of approximately \$10,000 will be charged to the Reserve Account. Replacement trees will most likely be planted in the spring when weather is more suitable and infrastructure work on Junipero Serra frontage road should be completed.

Election Committee

Cindy Hu requested that the Board encourage members of the HOA to volunteer to be on the Election Committee. The qualifications for this essential committee are noted under "Election Rules" on the Balboa Terrace website. She will draft a short summary of Election Committee and Board of Director responsibilities for review by Keith Gilles who has agreed to do outreach for the Committee. A news item will also be published in the next edition of "View from the Terrace."

Communications Committee

Lee Jackrel briefed the Board on responding to HOA member emails sent to the general email address for the Board of Directors (bthaboard@balboaterrace.org) and emails sent to the Architectural Review Committee (ARC).

- Responding to HOA Member Emails

Lee, Gregangelo Herrera and Honoria Sarmiento will share responsibilities for responding to email queries sent to the general email address for the Board of Directors (bthaboard@balboaterrace.org).

Keith will contact our HOA attorney for clarification on how much latitude individuals have in responding to emails. Will only "canned," boilerplate responses be allowed? Or can specific policies which have been approved by the Board be cited? Questions most often

asked are related to payment of HOA assessments and inquiries to the Architectural Review Committee about remodeling.

- **FAQs**

Cindy will have a draft finished of FAQs for the website for the Board to approve at the September Board meeting. These FAQs may help reduce inquiries.

- **ARC Email Responses**

It was also recommended that if the primary person responding to ARC inquiries is unavailable, another ARC committee member should be designated to respond to questions in his/her absence.

Architectural Review Committee (ARC) Report

The ARC Committee report will be shared at the next Board meeting.

Gregangelo Herrera suggested that we invite District 7 Supervisor Melgar and/or a member of her staff to brief the Board on new housing legislation including the “Family Housing Opportunity Act.”

Storage of ARC communications will need to be addressed as part of a larger project to create a taxonomy for BTHA correspondence, etc.

Status of Governing Documents

A summary of comments and suggested edits to the CC&Rs portion of the Governing Documents was submitted to the Association’s HOA attorney, Melissa Bauman Ward, on Aug. 3. She is reviewing the document and will prepare a “redline” version of the latest draft for review. A meeting to review the draft of the Bylaws needs to be scheduled.

Home Match SF (frontporch.net)

The Board will schedule a short informational-only presentation from this organization at a future Board meeting.

Adjournment

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Cindy Hu

8/19/2023