

BALBOA TERRACE HOMES ASSOCIATION

BOARD OF DIRECTORS MEETING

December 4, 2023

The regular meeting of the Board of Directors of the Balboa Terrace Homes Association was held on December 4, 2023 via Zoom because of COVID precautions.

Present at the meeting were:

J. Keith Gillless

Honorita Sarmento, Vice President

Gregangelo Herrera

Michael Schlemmer

Richard Hill, President

Bill Thomen, Treasurer

Lee Jackrel

Absent:

Jerry Bernstein, Amy Loehrer, Dao Jensen, Robert Mann

Guests included Cindy Hu, Poland Hung, 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

Robert Switzer asked that the Board consider placing items that have been held over from previous agendas higher in the hierarchy so that they don't get carried over from month to month. Rich Hill indicated that he usually puts more "time sensitive" agenda items first and that he would also keep in mind Robert's suggestion that "new vs. old" agenda items be identified, based on a 2017 policy that Robert said was adopted by the then Board.

Minutes

Minutes for Oct. 2, 2023 and Nov. 6, 2023 were approved with no corrections.

Q3 Financial Report

Treasurer Bill Thomen followed up on Rich's brief report on Q3 financials from the Nov. 6 Board meeting for the financial report ending Sept. 30, 2023. Bill indicated that payment of several long-overdue assessments had reduced ARs significantly. However, in 2024 a few members will be facing collection actions that could include placing liens on their property should they be sold if overdue assessments are not paid immediately. Courtesy reminders have been sent to these members. Bill also noted that legal expenses are in line with the budget, and income and expenses are on track.

Board of Directors Election

Cindy Hu asked the Board to approve the following:

Appointment of Arlene Doyle to the Election Committee. MSP.

Appointment of Gary Egan, Cindy Hu and Alexandra Vuksich as Inspectors of Election. MSP.
Approval of a one-day extension from Dec. 14, 2023 to Dec. 15, 2023 of the deadline for HOA members to submit their forms to be candidates for the Board because of an error in the fall edition of "View from the Terrace." MSP

Cindy also informed the Board that there are currently nine HOA members who have submitted their names to be candidates for the Board of Directors in 2024.

Annual Meeting and Budget Packet

The annual meeting is scheduled for March 12, 2024. The Board recommended that the meeting be "in person," if a suitable venue can be found. Cindy will contact some venues that have been used in the past. Michael Schlemmer also suggested that the Empire Theater, 85 West Portal, might be an option.

The annual budget packet has been mailed by Bay Area Property Services (BAPS) and some HOA Board members reported that they had received theirs.

Status of Governing Documents

Rich reported that the draft versions of the CC&Rs and Bylaws are still under review by the Association's HOA attorney, Melissa Bauman Ward. He hopes to have something to share with HOA members by late December. Rich noted that the version posted on the BTHA website does not reflect any edits since the post-Town Hall draft was received and posted in March 2023. In the interim period, the Board and Cindy Hu met on several occasions to review each line of the CC&Rs and Bylaws as well as independently researching other HOA "best practices," responding to input from several HOA members and reviewing extensive email comments from HOA members. More than 26 pages of edits, comments and questions have been submitted to our HOA attorney.

Communications Committee

Lee Jackrel briefed the Board on the status of the FAQs. They are almost complete except for the section on annual assessments which needs to be updated based on the proposed budget for 2024. Bill and Rich will review this FAQ section within the next 10 days. Once the new language has been approved, the "final" draft will be posted in the BTHA shared Google drive for review prior to a request for Board approval on Jan. 8, 2024 at the next Board meeting. The goal of the FAQs is not only to provide a "self-help" resource for HOA members, but also to make sure that responses from Board members to HOA members who contact the Board are consistent.

Architectural Review Committee (ARC) Report

Honoria reported that HOA dues demand letters were submitted by two new homeowners on Santa Ana. The property owners at 240 Darien requested a review of some recent exterior remodeling and they were approved.

K-Ingleside Rapid Project

There was extensive discussion on the SFMTA's plans to focus on improvements on Ocean Avenue between Junipero Serra Boulevard and the Balboa Park BART Station. There is growing concern that the loss of parking spaces on Ocean Avenue will result in more cars parking in adjacent neighborhoods as well as more cars in general driving through nearby residential neighborhoods bordering Ocean Avenue if lanes of traffic are also removed on Ocean Avenue. The Board has not taken a position on the project.

Gopher Trapping Compensation

A motion was made to compensate Kai Ming Yuan with \$300 for his gopher abatement efforts in the Balboa Terrace neighborhood. MSP

Landscape Violation Hearings Update

Out of approximately 40 HOA members who received notices that landscape violations existed on their property, only a few members have failed to respond. In almost every instance, issues such as excessive weeds, dead plants, safety hazards, etc. have been addressed by the owners. Hearings were held with a few HOA members to address mutual concerns and suggest remedies. The Board will continue to work with these homeowners. Fines where no improvement is shown and/or notices have been ignored have not been imposed yet; the Board wishes to avoid that scenario if at all possible.

Storage of ARC Communications

Honoria will follow up with Jerry Bernstein regarding archiving of files related to Architectural Review Committee (ARC) records.

Assembly Bill 648

Keith recommended that Board members and other interested HOA members review the provisions of Assembly Bill 648 (AB 648) which covers conditions under which Board meetings can be done by teleconference.

Legal Services

Rich advised the Board that BTHA is considering renewing its participation in the "Client Advantage Program" with Adams Stirling which includes an annual Board orientation/training session; a discounted hourly rate, and unlimited six-minute calls for quick questions and consultations.

Adjournment

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

Respectfully submitted,

Cindy Hu