

**BALBOA TERRACE HOMES ASSOCIATION**  
**BOARD OF DIRECTORS MEETING – JANUARY 11, 2021**

Due to the COVID pandemic, the meeting was held via ZOOM

**DIRECTORS PRESENT:** Rich Hill, Bill Thomen, Jennifer Liu, J. Keith Gillless, Marion Smith, Robert Mann, Brigitte Churnin, Tom Cator, Elizabeth Khachigian, Jerry Bernstein, and Arlene Doyle

**GUESTS PRESENT:** Melissa Hajostek with BAPS.

President Richard Hill called the meeting to order at 7:30 pm

**Open Neighborhood Forum:**

None of the neighbors attending the meeting presented any issues which they thought should be addressed by the board.

**New Business:**

The December and January minutes will be submitted at the February meeting.

Bill Thomen presented the monthly review of financials for November and December.

A quarterly review of the financials will be presented at the February meeting.

Richard Hill requested volunteers to serve as officers for this year.

**MSC: The new officers for this year shall be:**

**President: Richard Hill**

**Vice President: Tom Cator**

**Secretary: Arlene Doyle**

**Treasurer: Bill Thomen**

**Old Business:**

Melissa Hajostek described the way that BAPS has dealt with landscaping issues in other neighborhoods. Inspectors drive through the association and utilizing criteria provided by the Board, identify homes that are not in compliance with the association landscaping guidelines. The homeowners are then issued a violation tag and a letter is sent to the owner of the property giving them a specified time to correct the violation or be issued a fine. The inspections could take place on a quarterly basis which would provide homeowners time to correct any violations. Melissa suggested that this procedure could be outlined in the View From the Terrace with a member of the board or a committee serving as a point of contact for

homeowners. The guidelines should be simple and clear. The cost for such a service would be on an hourly basis. Before such a policy is adopted, the policy should be placed on an open agenda and then put out for comments for a 28 day period. If any amendments are made, it would be put out for comments for another 28 day period before being voted on at an open meeting.

Melissa Hajostek and Bill Thomen reported on the delinquent accounts that have been referred to United Trustee Services for collection. Five homeowners have not responded to any communications from the association, BAPS or United Trustee Services. Another homeowner to a payment plan but has not communicated with United Trustee Services in the past month. By recording a lien, The HOA will become a secured party if the owner wants to sell or refinance.

**MSC: United Trustee Services is authorized to record liens on the following properties:**

<b>341 San Fernando</b>	<b>APN 3257-024</b>
<b>246 Santa Ana</b>	<b>APN 3253-006</b>
<b>369 Santa Ana</b>	<b>APN 3259-030</b>
<b>170 Aptos</b>	<b>APN 3257-016</b>
<b>316 Santa Ana</b>	<b>APN 3258-004</b>

Robert Mann proposed the adoption of a shared platform for all document storage and communication. He suggested Google Docs because of its security and pricing. Board members were reminded that the system will not work unless EVERYONE agrees to use the system for ALL association communication.

**MSC: The Association shall adopt a shared platform for all document storage and communication using Google Drive with a lock tracking feature for each home**

**Committee Reports:**

Now that the new directors are in position, committee membership needs to be established. A list of committees will be sent out to the directors so they can decide on which committees they are interested in participating.

Tom Cator presented a proposal from Terra for replacing the irrigation system and resodding the Monterey median strip from San Benito to the easement between San Benito and Santa Ana.

**Landscaping Committee:**

Tom Cator reported on the landscape issues concerning the South Easement. While there had been some consideration of installing bollards once the boulders have been removed, the cost of the bollards

seems excessive, and Tom recommends that we remove the boulders and seed the newly exposed areas. We can then wait and see how homeowners respond to the lack of barriers before incurring expenses for this potential issue. Tom will get a bid from Terra for the cost of removing the boulders while exploring if they can be used elsewhere.

The cages have been installed along the Monterey easement, and turf was laid today from San Benito to the easement between San Benito and Santa Ana.

Tom proposed that Kai Yuan be issued a \$250 gift card to thank him for the voluntary work he has been doing catching gophers on Association property.

**MSC: Kai Yuan will be given a \$250 gift card as thanks for his gopher eradication work on behalf of the Association.**

**ARC:**

Jerry Bernstein reported that the attorney for the Association is in discussions with the attorney for 135 Darien

Jerry also reported that inquiry has been sent to the owners of 300 Darien to assure changes in their plans reflect their agreement negotiated with the Association.

**OTHER:**

Robert Mann stated that our D&O coverage is approaching its renewal date and would like to get quotes from other insurers. At present our deductible is \$25,000, increased from \$10,000 as a result of threatened litigation in the past.

Jennifer Liu has suggested a team building session on January 25 at 7:30.

The meeting was adjourned at 9:14.

Respectfully Submitted,

Arlene Doyle, Secretary