

BALBOA TERRACE HOMES ASSOCIATION

BOARD OF DIRECTORS MEETING

APRIL 3, 2023

The regular monthly meeting of the Board of Directors of the Balboa Terrace Homes Association was held on April 3, 2023 via Zoom because of COVID precautions.

Present at the meeting were:

Richard Hill, President
Bill Thomen, Treasurer
Jerry Bernstein
J. Keith Gilless

Gregangelo Herrera
Dao Jensen
Amy Loehrer
Michael Schlemmer

Absent: Lee Jackrel, Honoria Sarmiento

Guests Present: Bill Der, Cindy Hu, Robert Mann, Andje Medina, Nathan Ng, Aaron Stanley, Robert Switzer, Eric Yue

Call to Order

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

Open Neighborhood Forum and Member Comments

Robert Switzer indicated that it would be helpful to have a deadline for comments on the Governing Documents draft, at least for the first round of review. There is no deadline at the moment as the Board is allowing for at least several months for HOA members to review. Board members are trying to get consensus from a range of HOA members and will review comments before submitting the next round of edits to HOA attorney, Melissa Ward.

Approval of Minutes

Minutes for the March 6, 2023 Board meeting were approved.

Financial Reports

Treasurer Bill Thomen and President Richard Hill reviewed financial reports for January and February; Bill reported that about two-thirds of dues assessments have been paid; otherwise, all expenses were standard.

Election of Board Officers

The election of Board officers was deferred until the May 1, 2023 meeting.

Committee Assignments

Governing Documents – Volunteers for this Committee include Board members Jerry Bernstein, Keith Gilless, Rich Hill, Gregangelo Herrera, Dao Jensen and Honoria Sarmiento; non-Board volunteers include Cindy Hu and possibly Arlene Doyle.

Architectural Design Review Committee (ARC) – Volunteers for this Committee include Board members Jerry Bernstein, Amy Loehrer, and Honoria Sarmento; non-Board volunteers include Sam Cadelinia, Wayne Hu and Robert Mann.

A question was raised if actions of the ARC require Board approval and what are statutory requirements. Wording in CC&Rs will be reviewed vis-à-vis the Davis-Stirling Act.

Finance Committee – Volunteers for this Committee include Board members Dao Jensen, Bill Thomen and possibly Honoria Sarmento.

Bill is seeking assistance from a knowledgeable source on the possibility of consolidating all of the common areas into one single parcel vs. individual parcels for property tax purposes. Currently there are eight (8) parcels and while property tax is minimal, each of the eight (8) parcels incurs special assessments from City and County of San Francisco.

Landscape Committee – Volunteers for this Committee include Board members Keith Gillless, Gregangelo Herrera and Michael Schlemmer; non-Board member volunteers include Robert Mann.

Robert Mann is seeking assistance to prepare an application for District 7 2023-2024 Participatory Budgeting funding. Proposals are due on April 14, 2023. There may be funding available for replacing trees in the common area adjacent to Junipero Serra. No determination has yet been made on what type of tree would be ideal for this location.

Communications Committee – Volunteers for this Committee include Board member Lee Jackrel; non-Board member volunteers are Cindy Hu and Steve Snyder. The Welcome Committee which is part of this committee includes non-Board members Kathleen McDonough, Kristen Haller and Andje Medina.

There was also a suggestion to form a Social Committee to handle activities such as the annual Halloween event which will be entering its fourth year in October 2023.

Leave of Absence

Long-time Board member, Arlene Doyle, has requested an indefinite leave of absence effective April 3, 2023; it was suggested that Robert Mann return to the Board until such time as Arlene either returns to the Board and/or officially resigns. Appointment of a replacement for Arlene was tabled until the May 1 Board meeting.

Board Meeting – May 1, 2023

District 7 Supervisor Myrna Melgar has accepted an invitation to speak to HOA members at the next Board meeting scheduled for Monday, May 1. If a facility can be confirmed, the meeting will be in person.

Architectural Design Review Committee (ARC)

Committee member Jerry Bernstein reported on the following projects currently under review by the Committee:

- Owners of 363 San Benito have submitted a request for installation of solar panels; ARC is awaiting specific design from homeowner and installer.
- Owners of 255 Santa Ana have submitted a request for installation of new windows and this request has been approved by the ARC.
- Owners of 377 Santa Ana are exploring modifications of the existing second level of home; story poles which indicate height of structure have been installed. Drawings are under review for compliance with neighborhood character.

Governing Documents Project

Board members and volunteers continue to review draft (referred to as Post Town Hall Draft on website) for edits in response to comments submitted by HOA members on an ongoing basis.

West of Twin Peaks Council

There were no volunteers to attend meetings of this organization.

Investment of the Reserve Account

A cash flow forecast was recommended before a commitment was made for short-term investments; investments with Goldman Sachs and Charles Schwab were suggested for review.

The following Agenda items were tabled until a future Board meeting:

- Should the BTHA have its own Zoom account?
- Project Curb Appeal hearings
- Possible presentation by Eleanor Najjar of the American Red Cross

Adjournment

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Cindy Hu

4/28/2023