

**BALBOA TERRACE HOMES ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**AUGUST 1, 2022**

The regular monthly meeting of the Board of Directors of the Balboa Terrace Homes Association was held on August 1, 2022 via Zoom because of COVID precautions.

Present at the meeting were:

Richard Hill, President  
Robert Mann, Vice President  
Bill Thomen, Treasurer

Jerry Bernstein  
Lee Jackrel  
Michael Schlemmer

Absent: Arlene Doyle, Secretary; Keith Gilles and Tim Healy

Guests Present: Cindy Hu, Nathan Ng, Robert Switzer, Eric Yue

**Call to Order**

The meeting was called to order by Richard Hill, president, at 7:34 p.m.

**Open Neighborhood Forum**

During the Open Neighborhood Forum and Member Comments period Robert Switzer indicated that he wished to discuss the status of the governing documents project and architectural review committee report. There were no other comments raised by Association members during the open forum.

**Approval of Minutes**

MSC: The minutes of July 11, 2022 were approved as submitted.

**Treasurer's Report**

Treasurer Bill Thomen reviewed the Q2 Financial Statement for the three months ending June 30, 2022. Expenses and revenue are "on track" for this quarter; irrigation and landscaping expenses are slightly over budget because of repairs to system; legal expenses are on track for governing documents. Approximately \$21,200 in HOA dues are in arrears. Foreclosure proceedings as permitted within the HOA's "Delinquent Assessment Collection Policy" are pending against two property owners whose outstanding dues are more than \$2,000 and have not been paid for several years. Liens will be filed against another group of property owners two years in arrears. Numerous courtesy notices and reminders have been sent to all delinquent account contacts.

MSC: The Q2 Financial Statement for the three months ending June 30, 2022 was approved as submitted.

**Governing Documents Project**

Board members are working with the Adams-Stirling firm and a follow-up meeting is scheduled for August 3, 2022 to review edits to the first draft of the "Restated Bylaws

and Restated CC&Rs.” The goal of Board members is to make the documents simpler and remove passages that don’t apply to Balboa Terrace. In response to comments by Robert Switzer about the difficulty of getting new governing documents approved, Jerry Bernstein responded that the Board is aware of this challenge and a full communications plan will be developed to make members aware.

### **Architectural Review Committee (ARC)**

Jerry Bernstein reported that three homeowners have submitted projects for review: 225 San Leandro, 275 San Benito and 315 Santa Ana. In a follow-up question, Robert Switzer asked if penalties are being levied against homeowners who violate ARC guidelines; Jerry Bernstein responded affirmatively.

### **Landscape Inspection Project**

After Board review of homes being identified by an independent inspector employed by Bay Area Property Services (BAPS), approximately three dozen homeowners are in violation of the landscaping standards. Robert Mann reported that these homeowners will receive a letter from BAPS noting the issue(s) and requesting a response within 30 days before additional action is taken.

### **Election Rules Amendment**

Cindy Hu advised the Board that Assembly Bill 502, which became effective on January 1, 2022, allows for election of directors by acclamation when the number of candidates does not exceed the number of vacant Board positions. The proposed revision to the current Election Rules will be posted on the BTHA website for review and comment by HOA members before being considered for adoption by the Board at the September 12, 2022 Board meeting.

### **Halloween Parade**

Cindy Hu asked the Board of Directors for approval of a date and budget for the third annual Halloween Parade. The Board would like to discuss if there is still a need for this event and/or if another event would help with community building. The first parade was held in October 2020 when COVID precautions eliminated traditional trick-or-treating. The Board will make a decision at its September 12 meeting.

### **Meeting with District 7 Supervisor**

Robert Mann reported that several members of the Board met with District 7 Supervisor Myrna Melgar; she has promised to address ongoing issues with Junipero Serra frontage including trash removal, weeds and water seepage.

### **Adjournment**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Cindy Hu