

BALBOA TERRACE HOMES ASSOCIATION

BOARD OF DIRECTORS MEETING

June 5, 2023

The regular monthly meeting of the Board of Directors of the Balboa Terrace Homes Association was held on June 5, 2023 via Google Meet because of COVID precautions.

Present at the meeting were:

Richard Hill, President
Jerry Bernstein
J. Keith Gilless
Gregangelo Herrera
Lee Jackrel
Dao Jensen

Amy Loehrer
Robert Mann
Michael Schlemmer
Honorio Sarmento, Vice President
Bill Thomen, Treasurer

Approximately six HOA members attended the meeting.

Call to Order

The meeting was called to order by Honorio Sarmento, Vice President, at 7:30 p.m.

Open Neighborhood Forum and Member Comments

Comments and concerns were expressed by two HOA members. One neighbor was curious about the new Board members' experience in the first few months of their terms. A new owner on Aptos expressed concern that his home had been broken into twice; construction tools seemed to be the target. He also needed assistance paying his HOA dues; this matter will be turned over to Bay Area Property Services for resolution.

Approval of Minutes

Minutes of the May 1, 2023 Board meeting were approved.

Financial Report

Treasurer Bill Thomen presented a summary of the financial report for the first quarter of 2023 through March 31, 2023. About 12 percent of receivables are still outstanding; however, diligent collection efforts have resulted in more timely payments. Legal expenses are running a little higher than planned because of legal fees for revisions to governing documents (CC&Rs and Bylaws). President Rich Hill reviewed financial statements with Treasurer Thomen; Board member Dao Jensen also agreed to be a backup as needed for review of financial reports.
MSP to approve Financial Report for Q1.

Investment of Reserve Account

Members of the Finance Committee will set up a meeting in July to review options for investing monies from the Reserve Account in interest bearing accounts. This suggestion was made by an HOA member at the March annual meeting.

Architectural Review Committee (ARC)

Chair Jerry Bernstein reported that the ARC is working with owners on a variety of issues at the following addresses:

200 San Benito (window replacement approved)

250 San Leandro (window replacement approved)

200 Darien (window replacement discussed)

240 Darien (ongoing construction)

116 San Aleso (currently paused)

220 San Fernando (fencing installed meets guidelines, except no preferred setback from drive)

316 Santa Ana (renovation proposal under review)

377 Santa Ana (revised plans approved)

Communications Committee

Chair Lee Jackrel proposed that he be the primary contact, with new Communications Committee member Gregangelo Herrera as a backup, for emails directed to bthaboard@balboaterrace.org. The goal is to respond in five days; Lee will make sure messages are forwarded as needed to the appropriate Board member and/or Committee chair for a response. This is in response to uneven, and often delayed, responses from the Board email account. The Committee is also working on an FAQs document to be posted on the website to address commonly asked questions.

Landscape Committee

Project Curb Appeal has resulted in positive results from the majority of HOA members who received letters citing violations of the minimum standards for landscape maintenance; approximately three dozen HOA members have responded and corrected or partially corrected the issues. Robert Mann also noted that even homeowners who were *not* notified have made improvements to their yards. Hearings will be scheduled with those HOA members who have not responded; the previous hearings were not legally effective because there was not a Board quorum.

The Committee also sought approval for funds to remove dead and storm-damaged trees in the common area along Junipero Serra and along Monterey Boulevard (nine trees) Removal and replacement of trees in the Junipero Serra common area would require funding of approximately \$10,700 (\$4,000 to remove trees, \$5,000 to replace, and a contingency fee of an additional \$1,700). The HOA is still waiting for a decision on whether a City fee to remove the trees along Junipero Serra can be waived. MSP to approve expenditure of up to \$10,700 from Reserve Account for Junipero Serra tree removal/replacement.

The San Francisco Department of Public Works (DPW) has posted citations on three storm-damaged trees in the 1900 block of Monterey for removal. It is unknown when they will be removed and/or replaced; however, Robert Mann is following up with DPW.

Robert Mann also updated the Board on ongoing irrigation issues on the Junipero Serra median strip near the historic bus shelter. After extensive research, it has been determined that the water line is the responsibility of the Public Utilities Commission. The meter for the circa 1920 water line was located near St. Francis Circle in the roots of a tree and will need to be replaced. District 7 Supervisor Myrna Melgar's office is helping to resolve this ongoing issue.

Various Board members are working together to refresh and replant flower beds and planters in the common areas. If new plants need to be purchased, Treasurer Thomen will confirm with Bay Area Property Services if those costs can be charged to Reserve Account. An update will be given at the July Board meeting.

Governing Documents

The next meeting of Committee members is scheduled for June 17 to review the latest draft of CC&Rs and Bylaws and respond to input from HOA members.

Future Meeting Venues

West Portal Lutheran Church was discussed as a possible option for future "in person" meetings; homes of Board members may also be an option depending on weather. In the meantime, depending on agenda items and the availability of meeting space, the Board will determine whether monthly Board meetings are in-person or remote.

Halloween Parade The Board of Directors approved the date of Sunday, Oct. 29, 2023 for the annual Halloween parade in the Junipero Serra common area. Treasurer Thomen noted that the HOA has a budget of \$1,100 set aside for social events.

Management Company Web Portal

A few HOA members received notification of a web portal from BAPS; the issue appears to be isolated and no further action is necessary.

Participatory Budget Program (PBP) Proposal (District 7)

The proposal to enhance the Junipero Serra median strip with funding from the District 7 2023-2024 Participatory Budget Program has made it to the next step in the vetting process. Beginning June 12-June 26 residents of District 7 will have the opportunity to vote on the project being considered for funding. To qualify for funding the proposal needs 400 votes. Finalists will be announced by Supervisor Myrna Melgar between July 3-6, 2023. Funds will be released to City Departments and Department Project Manager assigned to the PBP project in the fall of 2023sBalboa Terrace is proposing to reclaim the long narrow strip bordering Junipero Serra between Monterey Boulevard and Ocean Avenue with trees, native wildflowers as a pollinator and butterfly refuge.

Adjournment

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

Respectfully submitted,

Cindy Hu

6/25/2023