

BALBOA TERRACE HOMES ASSOCIATION

BOARD OF DIRECTORS MEETING

OCTOBER 3, 2022

The regular monthly meeting of the Board of Directors of the Balboa Terrace Homes Association was held on October 3, 2022 via Zoom because of COVID precautions.

Present at the meeting were:

Richard Hill, President
Robert Mann, Vice President
Bill Thomen, Treasurer
J. Keith Gillles

Tim Healy
Lee Jackrel
Michael Schlemmer

Absent: Arlene Doyle, Secretary; Jerry Bernstein

Guests Present: Cindy Hu, Andje Medina, Robert Switzer

Call to Order

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

Open Neighborhood Forum

During the Open Neighborhood Forum and Member Comments period there were no comments.

Approval of Minutes

Approval of minutes for September 12, 2022 meeting was postponed until next Board meeting, November 7, 2022.

Treasurer's Report

Treasurer Bill Thomen reviewed the August Financial Statement for the period ending August 31, 2022. Nothing of note; however, accounts receivable have been reduced to approximately \$16,000 from a high of \$20,000 and one of the larger overdue amounts was recently paid.

Board of Directors Election

Alexandra Vuksich has volunteered to be the Inspector of Election.
MSC: Appointment approved.

Welcome Committee

Cindy Hu reported on behalf of Kathleen McDonough and Kristen Haller of the Welcome Committee that welcome kits were distributed to new occupants at: 134 Aptos, 359 San Benito, 357 San Leandro (renters), and 310 Santa Ana. Condolence cards were sent to the families of Cornelius Maloney, Francis Metcalf and David Slifer.

Communications Committee

The summer/fall issue of "View from the Terrace" was mailed on September 26, 2022 to approximately 300 addresses. A digital version of the newsletter will also be sent by Steve Snyder to approximately 200 BTHA email addresses. There was a brief discussion about attempting to reduce mailing costs for newsletter and going all-digital. This will remain a goal; however, with distribution and approval of new CC&Rs and Bylaws on the horizon, the Association will continue its current mailing practices for the time being.

Budget for FY 2023

The draft budget for FY 2023 which was posted on the BTHA website for comment and review was discussed. Treasurer Bill Thomen noted that annual dues will increase by 19.42 percent; for most properties this is an increase of \$90 annually and less than \$8 per month. Line items which were increased include insurance (industry standard); legal fees for governing documents; office expenses in anticipation of mailing costs for governing documents, and landscape contract (new contract). Approximately \$10,000 more annually will go to reserves funding which is to be largely used for repaving of alleys in next 15 years or so.

MSC: Budget approved with no changes.

Rich and Bill will coordinate with Cindy Hu, Steve Snyder and Lisa Triplett of Bay Area Property Services on mailing of annual budget packet to HOA members before end of November.

Governing Documents Project

Board has received second drafts of governing documents (CC&Rs and Bylaws) President Rich Hill will coordinate a meeting to review drafts with Jerry Bernstein, Arlene Doyle and Cindy Hu. There was a brief discussion on whether the drafting attorney should be present for roll-out of documents to answer questions.

Halloween Parade

The Board was briefly updated on plans for third annual Halloween parade on October 30, 2022 from noon to 2 p.m. Complimentary pizza is being provided by Little Original Joe's. Volunteers are needed for setup, cleanup, etc. A budget not to exceed \$800 was approved by the Board; the budget has allocated approximately \$1,100 for social events. Flyers and an email blast will be created to promote the event.

Adjournment

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Cindy Hu

10/6/2022