

Balboa Terrace Homes Association Minutes
Board of Directors Meeting Monday,
October 5, 2015

The meeting was held at the Ninth Church of Christ Scientist, 175 Junipero Serra Blvd. and called to order at 7:35pm. Board members present were: Darrell Gourley, Robert Mann, Sue Grazioli, Jerry Bernstein, Geff Scott, George Wu, Caitlin Traylor, Brigitte Churnin and Alexandra Vuksich. Homeowners present were Hanna Fleck, Sophie Breall and Mary Rotunno, Robert Switzer, Mary & Roger Ritter, Jody Kimmel.

Minutes From the June Meeting and Notes from July & September

-A motion was made to approve the documents as submitted.

Motion made: George Wu

Seconded by: Darrell Gourley

Vote: unanimous

Financial Report

-Geff reported expenses and revenue to date reflecting an account balance of \$126,534.

Questions arose concerning absence of the treasurer at past meetings. Basically, doesn't a report need to be made at each meeting even if the treasurer isn't present. In future, the report will be presented by another board member when the treasurer is absent. A motion was made to accept the treasurer's report.

Motion made: Robert Mann

Seconded by: George Wu

Vote: unanimous

Old Business

-Reserve Fund Analysis Project

George Wu reported that the RFA had been posted to the BTHA website. Handouts were distributed showing Tables 4 and 7 from the report showing the need for BTHA to set aside funds in order to maintain the HOA's assets for a period of 30 years. Various suggestions were discussed for funding the reserve account including fully funding it now. A question was asked concerning the current savings account — couldn't that serve the purpose of the RFA? No, funds currently in bank accounts are not earmarked for any specific purpose. Due to the aggregate value of previous increases in the annual assessments, the funds are there to move to an RF account. Although the year is not finished, expenses seem to be in line with expectations.

Another study will be required in three years and a reassessment of resources can be made at that time. Jerry requested alternative methods of getting to the required funding amount.

Hearing none a motion was made to approve \$93,000 be allocated to establish a Reserve Fund Account as required by the Davis-Sterling Act and that BTHA engage Reserve Analysis, LLC to evaluate the fund periodically as required by the Act.

Motion made: Jerry Bernstein

Seconded by: Geff Scott

Vote: unanimous

-Grounds Committee

A Request For Proposal (RFP) was distributed to professional organizations in the landscaping field as well as posting the RFP on the BTHA website. So far two responses have been received although its early in the process we expect proposals to be submitted by 11/15. The committee has targeted community meetings to commence in January of 2016.

-Board Elections

Mary Rotunno and Robert Switzer presented a proposal for the conduct of future annual board elections. To move forward, they would ask to establish a committee as proposed and establish a timeline for actions to be taken prior to the next election. Minor corrections were suggested with more robust discussion centered on the legality of the proposal to “appoint” new directors to board vacancies after an election lacking a quorum. The proposal was to select new board members from the top vote getters in the election even though a quorum had not been reached. It will be the Nominating Committee’s mission to increase member participation resulting in more robust elections. Volunteers to sit on the committee are Alexa Vuksich, Mary Rotunno and Robert Switzer; outreach will be made to add at least two additional members.

A motion was made to establish the Nominations & Elections Committee and to refine the proposal for adoption at the November meeting.

Motion made: Alexa Vuksich

Seconded by: Robert Mann

Vote: 1 nay; 7 ayes

-Articles of Incorporation

Further discussion was deferred to the next meeting.

-Architectural Review

There appear to be many objectionable issues surrounding proposed changes to 540 Darien/10 Aptos Ave. Questions arose about who is responsible for issuing notices to neighboring homeowners when permits are pulled for work on a home. According to information researched by Sophie Breall, BTHA is responsible since it began receiving Block Book Notices. That is not the understanding of the Board as explained by DBI. According to DBI and Planning, the notice only gives the HOA a “heads up” that a transaction is under discussion and may or may not result in permits being requested for work to be done. The issue will be researched and followed up on by Jerry. The architect for the proposed project at this address was present and said that he would ask the homeowner to set a meeting with neighbors to discuss the scope of the project. Neighbors present stated that there was a history of this homeowner trying to develop an additional residence on the double lot which could be achieved by removing the solarium from

this historic home. Brigitte Churnin read from a document stating that there "...are no empty lots in BTHA on which to build additional residences." There were objections to the way in which this issue has been handled by the Architectural Review Committee. Neighbors were vehemently opposed to the project. Notice should be given and a meeting arranged to discuss the project with the owners and neighbors. The architect, named Sky, stated that the project to date simply involved removing the windows from the solarium. Neighbors were skeptical. There was broad consensus that the Architectural Committee needs to be more aggressive about architectural issues and needs to develop a clear process for projects of this scope. An effort will be made to add members to the committee.

-Safety & Crime

Brigitte reported a break-in and burglary in the 300 block of San Leandro where jewelry and a coin collection were stolen. Fewer police officers are out patrolling now than there were in 1977. Please call 415-553-0123 or 911 to report any crime or suspicious activity.

-Website

Malware had been installed which was cleared out without any additional expense. The "about" pulldown seems to be out of order and says "under construction".

-New Business

-Management Support

The committee will meet before the November meeting to discuss process and need for professional services given the more complex regulatory environment created by the Davis-Sterling Act.

-West of Twin Peaks

Roger reported that long-time Supervisor's aide for District 7, Olivia Scanlon, had left Supervisor Yee's office for another employment opportunity. Also, the Mayor would oppose and veto the "Idaho Stop" legislation citing public safety concerns. The Board of Supervisors is on record opposing Proposition F, the short term rental proposition on the November ballot.

The meeting was adjourned at 10pm .