

**Balboa Terrace Homes Association  
Board of Directors Meeting  
Monday, December 14, 2015**

The meeting was held at the Ninth Church of Christ Scientist, 175 Junipero Serra Blvd. and, having a quorum present, was called to order at 7:32pm. Present were: Jerry Bernstein, George Wu, Brigitte Churnin, Darryl Gourley, Robert Mann, Sue Grazioli and Alexandra Vuksich. Absent: Caitlin Traylor. Members present: Kevin Boulivant, Sophie Breall, Hanna Fleck, Margaret Finley, Roger & Mary Ritter, Bob Switzer, Steve Snyder, Monica Hernandez and Elizabeth Khachigian.

**November Minutes**

The minutes which had been distributed for review were corrected to reflect an omission under “Old Business”. Board member Churnin distributed a handout stating that the Board voted to oppose the project at 540 Darien Way and that the Board was going to send a letter to the homeowner, Planning Commission and Building Department opposing the project as the neighbors understood it to be. After discussion of the items on the handout, it was determined that a motion and vote had been left out of the minutes as submitted. A motion was made at the November meeting and voted on instructing the board to write a letter to DBI similar to that which St. Francis Wood has on file at DBI. It would state that any projects affecting the exterior of any home in Balboa Terrace must be compliant with the Association’s CC&Rs for approval of permits. A motion was made to make the correction.

*Motion by:* Jerry Bernstein

*Second:* Robert Mann

*Vote:* Aye: 6 — Nay: 1

**Financial Report**

The report was given by Mr. Bernstein. He stated that the Reserve Account had not yet been separated out from the regular savings account. That would be accomplished by the annual meeting date in March. Ms. Breall stated that it must, by law, be made a dedicated bank account and identified as such. Jerry said that Geff Scott volunteered to continue preparation of financial reports up to the Annual Meeting. Kevin Boulivant expressed concern that future financial statements will be in compliance with the Davis-Sterling Act.

**Landscaping**

Robert reported that only one bid had been received after distributing the RFP and that it was rather expensive. His recommendation was to pare down our RFP and re-submit the proposal at a later date. He also reported that BTHA had been reported to SF Water as a water waster as a result of someone calling us in after an irrigation leak earlier in the year. He will provide the

letter from SFPUC to BTHA for posting to our website. The system will be looked at again for any leaks that may be causing any ongoing usage issues.

George Wu stated that we could do the “neighborhood consensus meetings” without a vendor to cut costs.

Mr. Mann argued that the common area grounds add value to our homes and he will reconvene the committee and start from scratch. Also, the wide range of views on landscaping in the neighborhood would be enhanced by a third party which could facilitate next steps. People on the easements should be on the committee with an eye on engaging a professional to figure out how to improve the grounds. Mr. Boulivant thought that cost should be the first concern in any recommendations. Robert estimated that if the common areas were all ripped up and re-landscaped right now, the cost would be anywhere between \$200K - \$1M to do it well.

Mr. Switzer suggested making adjustments, i.e. looking at some of the horticulture schools in the area; re-thinking the process entirely. Mr. Mann will reach out via NextDoor and the BTHA websites to recruit more committee volunteers.

### **Articles of Incorporation**

Ms. Churnin reported that the committee had met and came to realize that the language of the current Articles needs revision. Ms. Khachigian said that drafts are ready to submit for review and that the goal is to amend and restate to include language which complies with current law while retaining historic language in the current Articles. Developer-specific language was stripped out — retaining protective language without creating new language that obligates BTHA to certain activities which are no longer applicable. They are mindful of retaining enforcement rights in the Articles, By-Laws and CC&Rs. The existing Articles are not clear. They recommend describing proposed changes in plain language and can also prepare a red-line document to distribute to members. This would be done during the year so that the issue could then be taken up for an annual meeting. The committee needs to workout a timeline in order to get from here to there. They need to get a draft to the Board, distribute the document on the website, schedule discussion for a meeting and vote to adopt. A question was posed as to the necessity for this to be voted on this annual meeting as opposed to being discussed at the upcoming annual meeting with a vote subsequent to that. They would like to de-link this effort from the Annual Meeting and its schedule.

### **Safety & Crime**

Ms. Churnin reported suspicious activity in the neighborhood, specifically a couple of women who were observed taking mail from mailboxes during the daytime. Members have asked about obtaining the services of a private security service. In the past, homeowners did have such a service but it was paid for individually by each homeowner; it was not a service provided by the Association. In the meantime, it has been observed that police have increased their patrols and are driving up and down the alleyways. We should find out what the broader community would like before pursuing researching ways to increase security in the neighborhood. A committee should be formed to research the matter. In the meantime, Ms. Churnin suggested developing a “code” to let a neighbor know something is wrong and will look at some possibilities for later discussion.

### **Nominations & Election Committee**

Solicitations for nominations have gone out and now election management is now the focus. The solicitations went out via mail, the BTHA website, NextDoor and telephone calls to each member of the Association for which we had valid contact information. A handful of members said they were considering running for a Board seat. There was a reminder for current Board members who wish to run to get in their candidate statements. The committee will meet before January to determine next steps. In making their calls, the committee members discovered that phone numbers are especially inaccurate with many having been disconnected. Mr. Bernstein said that 8 or 9 of the letters had been returned and that those addresses needed to be updated. There were questions about timeline — January 30th would be the last day to get ballots in the mail.

### **Website Upgrade**

Mr. Snyder said that the current website for BTHA was built prior to current security platforms and has recently experienced hack attacks. He recommended moving to SquareSpace as our hosting site. He has spoken with our web master, James Lawrence and would like to retain his services ongoing no matter how we proceed. Steve asked for approval to move forward to migrate to a new platform — the monthly fees are about the same as we are currently paying. Recommended additions would be a “Committees” page which would provide easier access to the work of each committee. BTHA needs to pay for our domain name and hosting. He’s not clear how much the actual transition will cost. The committee was requested to continue and we were told that a couple of months “under constructions” should be expected at a cost of about \$8 per month.

### **Architectural Review Committee**

140 Junipero Serra is changing windows. They were requested to replace wood with wood but pulled permits to replace wood with clad over wood.

540 Darien — status is that they are looking for a firm to do an historic analysis. Nothing has been filed with the city and the architect has nothing going on. The letter from BTHA to go on file at DBI like that which St. Francis Wood has will be written and sent prior to the next meeting. This will hopefully reinforce the value of the Block Book Notice when permits are pulled for any project affecting the exterior of a home.

Ms. Churnin and Ms. Khachigian volunteered to join the Architectural Review Committee on a basis to be determined.

Mr. Switzer suggested that project address be added to the agendas in order to alert neighbors to projects they may not know about. The current process put the burden on neighbors — the property at issue here is 540 Darien — when responsibility is really on the committee to give notice of proposed projects. He argued that by letting interested parties know as quickly as possible will save effort and money on the part of the owner who would like to begin a project. Ms. Breall suggested that properties be listed as a matter of policy. It’s good for neighbors to know work is being considered. It was her understanding that work at 540 Darien/10 Aptos was deemed by the committee to be consistent with the CC&Rs. There was disagreement — the project would be in conflict with CC&Rs. The removal of the solarium has been discussed; it

was agreed that it had historic value and the house is cited in books. A letter could be written stating that removal would not be supported. The building has historic significance to the neighborhood and we would be opposed to changes that would alter the integrity of this home. Mr. Switzer believes the comments already made by the committee to city planning has given the incorrect impression which has resulted in the homeowner spending unnecessary money on architectural plans. Rules governing the scope and process of the committee should be made clear. Ms. Breall commented that there seemed to be consensus of those present that removal of the solarium is not desirable and wondered how this would be different from the previously reported issue with windows. Mr. Bernstein reminded those present that the homeowner was not in attendance and no one knew what the scope of the project actually is. Neighbors should, however, be involved. He felt the discussion to be pre-emptive and will recuse himself as chair of the committee from any action on this issue.

Mr. Mann commented that the committee has been in consistent and subjective in the past. The consensus of the Board was that a letter expressing neighborhood concern should be circulated by Ms. Churnin for comment and final signature by the President which will then be sent to SF Planning.

### **Legal**

Dr. Wu had generously subscribed to the Homeowner Association Webinar series and offered to make it available to other Board members for specific topics like elections.

### **Annual Meeting**

Documents to be sent out in the annual packet will include information as specified in the Davis-Sterling Act in addition to the annual assessment invoices to members. Invitations to speak at the annual meeting would be extended to Supervisor Yee and Taraval Station.

### **West of Twin Peaks**

Mr. Ritter reported that coyotes have become quite the topic and warned that the police will not respond to calls unless they involve an active attack . He also reported that the deadline to submit proposals for the annual Community Based Budgeting award is January 8, 2016. Submissions should be sent to Supervisor Yee's office.

The meeting adjourned at 10pm. The next meeting will be held on Monday, January 4, 2016.