

Minutes
 Brittan Heights Condominium Association
 Board of Directors Meeting
 Wednesday, January 17, 2018

PLACE: Brittan Heights Clubhouse
DATE: Wednesday, January 17, 2018
TIME: 6:00PM

Board Members Present: Sherry Selwood, President
 Scott Bentson, Treasurer
 Cece Cleary, Vice President

Board Members Absent: Ed Pozzi, Secretary
 John Sulzbach, Director at Large

Management: Kathleen Waite, CCAM
 Amaya Lopez
American Management Services, Inc

Open Forum for Members

This time is set-aside for members to address the Board on any item of interest to the member that is within the subject matter jurisdiction of the Board of Directors. Member comments on items within the jurisdiction of the Board are welcome, subject to reasonable time limitations for each speaker. If you wish to address the Board or membership at this time, please state your name and address and reserve your comments to no more than **three minutes** so that others may be allowed to speak. Please understand that the Board of Directors normally will only make decisions on matters, which are on the agenda. The Board may wish to refer any new matters of concern to the association's attorney, managing agent or other professional for advice before taking action.

A. REGULAR BUSINESS

Resolution to Approve Minutes- Motion to accept **(M/S/P)** Board of Directors Minutes dated December 20, 2017.

Construction Projects –Stairs, Parking Lot Drainage & Retaining Wall- Discussed and Reviewed

Landscape Committee

Architectural Committee Report

Motion to approve **(M/S/P)** the application submitted by 3318 Brittan Avenue #3 to install two windows and three patio doors.

B. Treasurer's Report- Approval of financial statements- Move to approve **(M/S/P)** the financial statement for the month ending December 31, 2017 pending the production of the Annual Review by the Association's Auditor at fiscal yearend.

AS OF December 31, 2017

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$2,613,566	\$2,657,332	\$43,766
NET OPERATING EXPENSES	\$1,572,715	\$1,599,887	(\$27,172)
RESERVE CONTRIBUTION	\$1,006,000	\$1,042,177	\$36,177

AS of December 31, 2017			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$1,445	\$11,454	\$33,694	\$46,593

Reserve Funding- 36.9%

Collection Correspondence Motion to approve **(M/S/P)** to send all owners in the 30, 60 or 90 day columns of the Accounts Receivable Report as of December 31, 2017, are to be sent to collections in accordance with the timelines of the collection policy, for actions including but not limited to the recording a lien against their property. Account # 11113841, 11114108, and 11549010.

C. **New Business**

Other Matters

- a. Action Item List
 - Clubhouse accessibility- Motion to approve **(M/S/P)** installation of platform lift for the amount of \$15,529 to be expensed from the reserve fund.
 - Drainage at building 12- reviewed, waiting for additional drainage quotes
 - Building 25 carport- Reviewed
- b. Governing Document Rewrite- Reviewed
- c. Work Order Report- Reviewed
- d. Service Request Report- Reviewed
- e. CC&R Report- Reviewed
- f. Insurance Renewal- Motion to approve, **(M/S/P)** proposal submitted by Socher insurance for renewal with Harco National for a premium amount not to exceed \$230,000
- g. Homeowner Correspondence- Reviewed
- h. Board Member Position Selection- Selection listed above

ADJOURNMENT: Motion to Adjourn.

There being no further business before the Board of Directors the Meeting adjourned at 7:34PM.

SCHEDULE NEXT MEETING: The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday February 21, 2018 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.