

Minutes
Brittan Heights Condominium Association
Board of Directors Meeting
Wednesday, June 20, 2018

PLACE: Brittan Heights Clubhouse
DATE: Wednesday, June 20, 2018
TIME: 6:00PM

Board Members: Sherry Selwood, President
Cece Cleary, Vice President
Ed Pozzi, Secretary
John Sulzbach, Director at Large
Caroline Gould, Treasurer

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 May 16, 2018.

Construction Projects –Review of engineers for plans for full association stair rebuild.

Dry Rot- Motion to approve (M/S/P), proposal submitted by AC Enterprises for the amount of \$609,019.39 to be expensed from the reserve fund.

Motion to approve **(M/S/P)**, proposal submitted by AC Enterprises for 2018 painting for the amount of \$339,745 to be expensed from the reserve fund.

Contractor	Cost
AC Enterprises	\$339,745
GB Group	\$344,707.12
Varsity Painting	\$398,000

Landscape Committee

Architectural Committee Report

Motion to table **(M/S/P)**, application submitted by 3375 Brittan Avenue #4 to install blinds on balcony pending additional information.

Motion to approve **(M/S/P)**, application submitted by 3328 Brittan Avenue #7 to remodel bathroom.

Motion to approve **(M/S/P)**, application submitted by 3374 Brittan Avenue #1 to install hard flooring up to the hallway furnace closet in unit.

Motion to approve **(M/S/P)**, application submitted by 3331 La Mesa Drive #5 to install hard flooring in master bathroom, hall bathroom, hallway, dining room, laundry room, kitchen, entry and living room.

Motion to approve **(M/S/P)**, application submitted by 3331 La Mesa Drive #5 to remodel kitchen.

Motion to approve **(M/S/P)**, application submitted by 3331 La Mesa Drive #5 to remove popcorn ceiling.

Motion to approve **(M/S/P)**, application submitted by 3337 Brittan Avenue #4 to replace windows and sliders in unit.

Motion to approve **(M/S/P)**, application submitted by 3319 La Mesa Drive #7 to replace 3 windows and 2 sliding doors.

B. Treasurer's Report- Approval of financial statements- Move to approve **(M/S/P)** the financial statement for the month ending May 31, 2018 pending the production of the Annual Review by the Association's Auditor at fiscal yearend.

AS OF May 31, 2018			
	YTD Budget	YTD Actual	Difference
NET REVENUES	\$1,110,218	\$1,124,287	\$14,069
NET OPERATING EXPENSES	\$689,686	\$655,137	\$34,549
RESERVE CONTRIBUTION	\$440,833	\$450,971	\$10,138
AS of May 31, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$9,441	\$6,073	\$39,077	\$54,591

Reserve Funding- 32.8%

Collection Correspondence

New Business

Other Matters

- a. Action Item List- Reviewed
 - Maintenance vehicle
 - Building 25 carport
- b. Governing Document Rewrite- Reviewed
- c. Service Request Report- Reviewed
- d. Work Order Report- Reviewed
- e. CC&R Report- Reviewed
- f. Homeowner Correspondence- Reviewed

ADJOURNMENT: Motion to Adjourn.

There being no further business before the Board of Directors the Meeting adjourned at 8:05PM.

SCHEDULED NEXT MEETING: The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday July 18, 2018 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.

EXECUTIVE SESSION: The board met at 5:30PM on June 20, 2018 at the Association clubhouse for homeowner disciplinary actions.