

Minutes
Brittan Heights Condominium Association
Board of Directors Meeting
Wednesday, July 18, 2018

PLACE: Brittan Heights Clubhouse
DATE: Wednesday, July 18, 2018
TIME: 6:00PM

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

Absent: Ed Pozzi, 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 June 20, 2018.

Construction Projects –Dry Rot, Painting, Building 25 Carport Repairs, Stairs- Reviewed Updates

Main Line Hydro-Jetting - Motion to approve (M/S/P), proposal submitted by Aquatek Plumbing for the amount of \$18,965 to hydrojet each building's mainline to be expensed from the operating fund.

Landscape Committee- No June meeting held.

Architectural Committee Report

Motion to approve **(M/S/P)**, application submitted by 3327 Brittan Avenue #3 to replace 2 windows and 1 sliding door.

Motion to approve **(M/S/P)**, application submitted by 3352 La Mesa Drive #17 to replace windows and sliding doors.

Motion to approve **(M/S/P)**, application submitted by 3375 Brittan Avenue #4 to install blinds on balcony for shade.

Motion to approve **(M/S/P)**, application submitted by 3364 La Mesa Drive #3 to replace cabinets, replace counter top, and replace tile flooring with floating engineered hardwood in kitchen.

Motion to approve **(M/S/P)**, application submitted by 3329 Brittan Avenue #6 to replace 3 windows and 2 sliding doors.

Motion to approve **(M/S/P)**, application submitted by 3331 Brittan Avenue #4 to remodel master and hall bathroom.

B. **Treasurer’s Report- Approval of financial statements-** Move to approve **(M/S/P)** the financial statement for the month ending June 30, 2018 pending the production of the Annual Review by the Association’s Auditor at fiscal yearend.

AS OF June 30, 2018

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$1,332,262	\$1,357,055	\$24,793
NET OPERATING EXPENSES	\$827,124	\$817,558	\$9,566
RESERVE CONTRIBUTION	\$529,000	\$539,438	\$10,438
AS of June 30, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$6,283	\$9,417	\$35,960	\$51,660

Reserve Funding- 35.6%

Collection Correspondence

New Business

Other Matters

- a. Action Item List- Reviewed
- b. Governing Document Rewrite- Discussed
- c. Homeowner Correspondence- Reviewed
- d. CC&R Report- Reviewed
- e. Work Order Report- Reviewed
- f. Service Request Report- Reviewed
- g. Board Study Session- Discussed
- h. Site Map

ADJOURNMENT: Motion to Adjourn.

There being no further business before the Board of Directors the Meeting adjourned at 7:45PM.

SCHEDULE NEXT MEETING: The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday August 15, 2018 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.

EXECUTIVE SESSION: Was required for homeowner collection actions and for review of third party contracts.