

Minutes
Brittan Heights Condominium Association
Board of Directors Meeting
Wednesday, May 16, 2018

PLACE: Brittan Heights Clubhouse
DATE: Wednesday, May 16, 2018
TIME: 6:00PM

Board Members: Sherry Selwood, President
Cece Cleary, Vice President
Ed Pozzi, Secretary
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 Mach 21, 2018 and May 5, 2018.

Construction Projects –Review of engineers for plans for full association stair rebuild, waiting for additional bids.

Tabled pending larger scope of work to be performed, proposal submitted by JK Electrical to relocate damaged light pole for the amount of \$2,850 to be expensed from the reserve fund.

Motion to approve **(M/S/P)**, proposal submitted by ECI Goats to clear canyon area for the amount of \$20,685 to be expensed from the operating fund.

Landscape Committee

Motion to approve **(M/S/P)**, proposal submitted by Serrano's Expert Tree Service for priority 1 tree removals for the cost of \$11,950 to be expensed from the operating fund.

Motion to approve **(M/S/P)**, proposal submitted by Serrano's Expert Tree Service for priority 2 tree removals for the cost of \$21,000 to be expensed from the operating fund.

Architectural Committee Report

Motion to deny **(M/S/P)**, after-the-fact, application submitted by 3343 Brittan Avenue #4 to remodel master bathroom.

Motion to approve **(M/S/P)**, application submitted by 3382 Brittan Avenue #11 to install can lighting in hallway.

Motion to approve **(M/S/P)**, application submitted by 3357 Brittan Avenue #12 to remodel bathroom.

B. Treasurer's Report- Approval of financial statements- Move to approve **(M/S/P)** the financial statement for the month ending March 31, 2018 and April 30, 2018 pending the production of the Annual Review by the Association's Auditor at fiscal yearend.

AS OF April 30, 2018

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$888,174	\$901,239	\$13,065
NET OPERATING EXPENSES	\$549,749	\$500,089	\$49,660
RESERVE CONTRIBUTION	\$352,666	\$362,027	\$9,361
AS of April 30, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$9,574	\$7,306	\$35,664	\$52,544

Reserve Funding- 31.8%

Collection Correspondence- Reviewed and discussed

New Business

Other Matters

- a. Action Item List- Discussed and reviewed
 - Maintenance vehicle
 - Goats
 - Building 25 carport- Motion to approve **(M/S/P)**, proposal submitted by AC Enterprises to rebuild carport for the amount of \$39,500 to be expensed from the Reserve Fund.
- 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 7:42PM.

SCHEDULE NEXT MEETING: The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday June 20, 2018 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.

EXECUTIVE SESSION: The board will be meeting at 5:30PM on May 16, 2018 at the Association clubhouse for homeowner disciplinary actions.