

Minutes
Brittan Heights Condominium Association
Board of Directors Meeting
Wednesday, February 21, 2018

PLACE: Brittan Heights Clubhouse
DATE: Wednesday, February 21, 2018
TIME: 6:00PM

Board Members: Sherry Selwood, President
Scott Bentson, Treasurer
Cece Cleary, Vice President
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 January 17, 2018.

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

Landscape Committee

Architectural Committee Report

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

Motion to **(M/S/P)** the after-the-fact application submitted by 3355 Brittan Avenue #15 to install hard flooring in kitchen, hallway, bathroom and master closet. With the exception to the flooring in the hallway past the furnace closet or in the master bedroom closet. These areas must have carpeting.

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

AS OF January 31, 2018

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$222,043	\$229,239	\$7,196
NET OPERATING EXPENSES	\$137,437	\$90,295	\$47,142
RESERVE CONTRIBUTION	\$88,166	\$93,182	\$5,016
AS of January 31, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$2,801	\$6,527	\$33,988	\$43,316

Reserve Funding- 29.6%

Collection Correspondence

New Business

Other Matters

- a. Action Item List- Reviewed
 - Drainage at building 12- Reviewed
 - Building 25 carport- Reviewed
- b. Governing Document Rewrite- Reviewed & Discussed
- c. Work Order Report- Reviewed & Discussed
- d. Service Request Report- Reviewed & Discussed
- e. CC&R Report- Reviewed & Discussed
- f. Homeowner Correspondence- Reviewed & Discussed

ADJOURNMENT: Motion to Adjourn.

There being no further business before the Board of Directors the Meeting adjourned at 7:25PM.

EXECUTIVE SESSION: The Board will be meeting at 5:30PM on February 21, 2018 at the Association Clubhouse for homeowner disciplinary actions.- NO show BOD requests owner to submit ACC application.

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