

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

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

Board Members: Sherry Selwood, President
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 February 21, 2018.

Construction Projects –Stairs, Parking Lot Drainage, Lower La Mesa Pool Fence & Retaining Wall

Motion to approve, proposal submitted by Juan's landscape, to repair lower La Mesa pool fence and trellis, in the amount of \$8,400 to be expensed from the reserve fund.

Tabled pending additional proposal, proposal submitted by _____ to perform carport repairs at building 25 carport in the amount of _____ to be expensed from the reserve fund.

GB Group	\$68,950.40
AC Enterprises	\$39,500.00

Landscape Committee

Architectural Committee Report

Motion to approve **(M/S/P)** the application submitted by 3330 Brittan Avenue #1 to install can lights, replace hard flooring, and replace tile in bathrooms.

Motion to approve **(M/S/P)** the application submitted by 3328 Brittan Avenue #8 to replace windows in unit.

Motion to approve **(M/S/P)** the application submitted by 3372 La Mesa Drive #2 to remove non-bearing wall in kitchen and remodel kitchen.

Motion to approve **(M/S/P)** the application submitted by 3320 Brittan Avenue #1 to remodel both bathrooms, remodel kitchen, install new hard flooring in bathroom and laundry area, remove non-load bearing wall in kitchen, and construct new pony wall in place.

Motion to approve **(M/S/P)** the application submitted by 3319 La Mesa Drive #3 to replace windows and patio doors in unit.

B. Treasurer's Report- Approval of financial statements- Move to approve **(M/S/P)** the financial statement for the month ending February 28, 2018 pending the production of the Annual Review by the Association's Auditor at fiscal yearend.

AS OF February 28, 2018

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$444,087	\$453,715	\$9,628
NET OPERATING EXPENSES	\$274,874	\$255,788	\$19,086
RESERVE CONTRIBUTION	\$176,333	\$183,745	\$7,412
AS of February 28, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$13,602	\$5,103	\$29,747	\$48,452

Reserve Funding- 30.4%

Collection Correspondence- Reviewed

New Business

Other Matters

- a. Action Item List- Reviewed and Discussed
 - Maintenance vehicle
 - Drainage at building 12
 - Building 25 carport
- b. Governing Document Rewrite- Reviewed and Discussed, board approved to send 3rd round of ballots to owners who have not yet voted.
- c. Service Request Report- Reviewed
- d. Work Order Report- Reviewed
- e. CC&R Report- Reviewed
- f. How the Board Works- Discussed
- g. Homeowner Correspondence- Reviewed

ADJOURNMENT: Motion to Adjourn.

There being no further business before the Board of Directors the Meeting adjourned at 7:01PM.

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