

Minutes  
Brittan Heights Condominium Association  
Board of Directors Meeting  
Wednesday, September 19, 2018

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**PLACE:** Brittan Heights Clubhouse  
**DATE:** Wednesday, September 19, 2018  
**TIME:** **6:00PM**

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

Management: Kathleen Waite, CCAM  
Amaya Lopez, CCAM  
**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 August 15, 2018.

**Construction Projects –Dry Rot, Painting, Building 25 Carport Repairs, Stairs**

Motion to approve **(M/S/P)**, proposal submitted by Hobach Lewin to proceed with road map inspection for \$850 to be expensed from the reserve fund.

**Landscape Committee-** Reviewed

**Architectural Committee Report**

Motion to approve **(M/S/P)**, application submitted by 3321 Brittan Avenue #6 to replace 1 patio door.

Motion to approve **(M/S/P)**, application submitted by 3353 Brittan Avenue #7 to remodel master bath by remove existing vanity and replace with new lower vanity and countertop, remove floor tile, shower surround and pan, toilet, bath door, and remove master bath door. Install new wall mounted toilet, curb less shower floor to include new drain and shower surround. Widen entry into shower room replacing non-load bearing wall with a pony wall and add electrical outlet in vanity area. Add barn style door between bedroom and closet area.

Motion to approve **(M/S/P)**, application submitted by 3353 Brittan Avenue #7 to cut back depth of pony walls to near flush with counter to facilitate wheelchair into kitchen.

Motion to approve **(M/S/P)**, application submitted by 3353 Brittan Avenue #7 to install ring video doorbell.

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

**AS OF August 31, 2018**

	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Difference</b>
<b>NET REVENUES</b>	\$1,776,349	\$1,802,240	\$25,891
<b>NET OPERATING EXPENSES</b>	\$1,101,999	\$1,127,123	(\$25,124)
<b>RESERVE CONTRIBUTION</b>	\$705,333	\$723,524	\$18,191
<b>AS of August 31, 2018</b>			
<b>A/R – Current</b>	<b>A/R – over 30 days</b>	<b>A/R – over 60 days</b>	<b>A/R – Past Due Total</b>
\$9,108	\$10,695	\$37,582	\$57,385

Reserve Funding- 34.3%

**Collection Correspondence**

**Other Matters**

- a. Action Item List- Reviewed  
-Hardwood Flooring Rule Review
- b. Governing Document Rewrite- Reviewed
- c. Homeowner Correspondence - Reviewed
- d. CC&R Report- Reviewed
- e. Service Request Report- Reviewed
- f. Work Order Report- Reviewed
- g. Air Conditioners- Reviewed
- h. Site Map

**ADJOURNMENT: Motion to Adjourn.**

There being no further business before the Board of Directors the Meeting adjourned at 7:19PM.

**SCHEDULE NEXT MEETING:** The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday October 17, 2018 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.

**EXECUTIVE SESSION:** Not Required