

Minutes  
 Brittan Heights Condominium Association  
 Board of Directors Meeting  
 Wednesday, August 15, 2018

**PLACE:** Brittan Heights Clubhouse  
**DATE:** Wednesday, August 15, 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  
**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 July 18, 2018.

**Bid Process: Vendor selection, vendor location, service level agreements- Discussed**

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

**Landscape Committee- Reviewed**

**Architectural Committee Report- No applications submitted for August meeting**

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

**AS OF July 31, 2018**

	YTD Budget	YTD Actual	Difference
<b>NET REVENUES</b>	\$1,554,305	\$1,577,568	\$23,263
<b>NET OPERATING EXPENSES</b>	\$964,561	\$946,660	\$17,901
<b>RESERVE CONTRIBUTION</b>	\$617,166	\$632,657	\$15,491
<b>AS of July 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>
\$6,819	\$6,245	\$37,647	\$50,711

Reserve Funding- 34.2%

## **Collection Correspondence**

### **New Business**

**Late Fee Waiver-** Motion to deny (M/S/P) request submitted by account number 11113766 to waive late fee and interest.

**Late Fee Waiver-** Motion to deny (M/S/P) request submitted by account number 11400256 to waive late fee and interest.

**Annual Review-** Motion to approve (M/S/P), to have Marcello Lara CPA perform annual review and income taxes for fiscal year end, December 31, 2018 at a cost of \$1,850 to be expensed from the operating account.

### **Other Matters**

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

### **ADJOURNMENT: Motion to Adjourn.**

There being no further business before the Board of Directors the Meeting adjourned at 7:50PM.

**SCHEDULE NEXT MEETING:** The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday September 19, 2018 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.

**EXECUTIVE SESSION:** Not Required