

Minutes  
 Brittan Heights Condominium Association  
 Board of Directors Meeting  
 Wednesday, October 17, 2018

**PLACE:** Brittan Heights Clubhouse  
**DATE:** Wednesday, October 17, 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 September 19, 2018.

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

**Tree Trimming-** Motion to approve **(M/S/P)**, proposal submitted by Serrano's Expert Tree Services, Inc. to perform annual tree trimming for the amount of \$57,750 to be expensed from the operating account.

**Landscape Committee**

**Architectural Committee Report** .....None

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

**AS OF September 30, 2018**

	YTD Budget	YTD Actual	Difference
<b>NET REVENUES</b>	\$1,992,902	\$2,012,293	\$19,391
<b>NET OPERATING EXPENSES</b>	\$1,239,436	\$1,242,094	(\$2,658)
<b>RESERVE CONTRIBUTION</b>	\$793,499	\$812,890	\$19,391

<b>AS of September 30, 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>
\$7,401	\$6,020	\$43,084	\$56,505

Reserve Funding- 32.2%

### **Collection Correspondence**

### **2019 ProForma Operating Budget- Reviewed**

#### **Other Matters**

- a. Action Item List- Reviewed and Discussed  
-Hardwood Flooring Rule Review
- b. Governing Document Rewrite- Reviewed and Discussed
- c. CC&R Report- Reviewed and Discussed
- d. Service Request Report- Reviewed and Discussed
- e. Work Order Report - Reviewed and Discussed
- f. Gutter Cleaning- Motion to approve (M/S/P) for East West Building Services to perform two annual gutter cleanings for a NTE of \$13,000.
- g. Earthquake Insurance- Motion to approve (M/S/P) renewal of Earthquake insurance for a premium of \$64,670.
- h. Homeowner Correspondence- Reviewed and Discussed
- i. Site Map

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

There being no further business before the Board of Directors the Meeting adjourned at 7:40PM.

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

**EXECUTIVE SESSION:** May be required for homeowner billing items.