

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

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

Ballot opening for election of Board of Directors

Board Members Present: Sherry Selwood, President
Cece Cleary, Vice President
Caroline Gould, Secretary

Board Members Absent: Ed Pozzi, Treasurer
John Sulzbach, Director at Large

Management: Kathleen Waite, CCAM

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 October 17, 2018.

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

Drainage- Motion to approve **(M/S/P)**, proposal submitted by Juan's Landscape to replace drainage for buildings 18, 19, and 20 for the amount of \$59,660 to be expensed from the reserve account.

Landscape Committee- Reviewed

Architectural Committee Report

Motion to approve **(M/S/P)** , application submitted by 3356 La Mesa Drive unit #1 for the removal of popcorn ceiling.

Motion to approve **(M/S/P)**, application submitted by 3312 Brittan Avenue Unit #15 for kitchen modification to include modification of non-load bearing wall include a window cut out as per attached report and remove secondary non-load bearing stud wall.

Motion to approve **(M/S/P)**, application submitted by 3353 Brittan Avenue Unit #7 to replace dining room, living room sliders and living room window with double pane windows.

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

AS OF October 31, 2018

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$2,220,437	\$2,251,188	\$30,751
NET OPERATING EXPENSES	\$1,376,874	\$1,380,682	(\$3,808)
RESERVE CONTRIBUTION	\$881,667	\$902,110	\$20,443
AS of October 31, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$1,685	\$7,203	\$39,406	\$48,294

Reserve Funding- 33.3%

Collection Correspondence

2019 ProForma Operating Budget- Motion to approve **(M/S/P)**, 2019 ProForma Operating Budget with an annual average assessment of \$536.80, with a 5% increase from 2018.

Other Matters

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

ADJOURNMENT: Motion to Adjourn.

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

EXECUTIVE SESSION: Was required for collection items.