

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

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

Board Members: Sherry Selwood
 Cece Cleary
 Ed Pozzi
 John Sulzbach
 Caroline Gould

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 November 21, 2018.

Construction Projects –Dry Rot, Painting, Building 25 Carport Repairs, Stairs- Discussed and reviewed. Dry rot and painting in progress, building 25 carport complete. Board discussed stairs, John Sulzbach to correspond with vendors directly for further updates and clarifications.

Building 26 Retaining Wall- Motion to approve, proposal submitted by Juan's Landscape to install a retaining wall behind building 26 for the amount, not to exceed, \$6,100 to be expensed from the reserve account.

Landscape Committee N/A

Architectural Committee ReportN/A

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

AS OF November 30, 2018

	YTD Budget	YTD Actual	Difference
NET REVENUES	\$2,442,480	\$2,473,595	\$31,115
NET OPERATING EXPENSES	\$1,514,311	\$1,486,355	\$27,956

RESERVE CONTRIBUTION	\$969,833	\$991,003	\$21,170
AS of November 30, 2018			
A/R – Current	A/R – over 30 days	A/R – over 60 days	A/R – Past Due Total
\$6,996	\$850	\$33,551	\$41,397

Reserve Funding- 32.5%

Collection Correspondence- Discussed and reviewed

Other Matters

- a. Action Item List- Discussed and reviewed
 - Hardwood Flooring Rule Review
 - Electric Vehicle Charging Policy
- b. Governing Document Rewrite
- c. CC&R Report- Reviewed
- d. Service Request Report- Reviewed
- e. Work Order Report - Reviewed
- f. Homeowner Correspondence- Reviewed
- g. Vendor Correspondence- Reviewed
- h. Board Member Position Selection
- i. Board Voting Procedure- Reviewed
- j. Strategic Planning Session- Scheduled for January 9, 2019 @2PM
- k. Site Map

ADJOURNMENT: Motion to Adjourn.

There being no further business before the Board of Directors the Meeting adjourned at 8:21PM.

SCHEDULE NEXT MEETING: The next regularly scheduled Board of Directors Meeting is scheduled for Wednesday January 16, 2019 at 6:00PM at the Clubhouse, Brittan Heights Condominium Association, San Carlos, CA.

EXECUTIVE SESSION: May be required for collection items and third party contracts.