

UNIVERSITY HILLS CONDOMINIUM OWNERS ASSOCIATION II
GENERAL SESSION MEETING MINUTES
APRIL 25, 2023

BOARD MEMBERS PRESENT:

Sheila Griffin
Denise Chilcote
Lori Khayat

BOARD MEMBERS ABSENT:

Stephane Muller
Philomena Essed

MANAGEMENT REPRESENTATIVES:

Kim Encinas
Andrew Herndon

CALL TO ORDER

The meeting was called to order at 5:08 P.M. by Management in the ICHA boardroom.

UNFINISHED/NEW BUSINESS

- A. **Minutes** – A motion was made, seconded and carried to approve the General Session minutes from the January 31, 2023 meeting. Motion carried 3/0.
- B. **Ratify Approval of Opening 6 Month CD at Farmers & Merchants Bank & a 12 month CD at First Citizen Bank** – A motion was made, seconded and carried to ratify approval of opening a 6 month CD at Farmers & Merchants Bank at an interest rate of 4% and opening a 12 month CD at First Citizens Bank at an interest rate of 4.26%. Management informed the Board that she was able to open a money market account for the same rate at Farmers & Merchants Bank, so funds could remain liquid. Motion carried 3/0.
- C. **Ratify Approval of Insurance Proposal** – A motion was made, seconded and carried to ratify approval of the proposal for liability, property, D&O, fidelity and workers compensation insurance for the Association from The Alera Group, for a premium of \$39,460.00 and a proposal from Berg Insurance for earthquake insurance for the Association, for a premium of \$19,744.95, totaling a premium of \$59,204.95 between meetings and the Board needs to ratify the approval. Motion carried 3/0.
- D. **Ratify Approval of Draft Resolution to Increase Deductible** – A motion was made, seconded and carried to ratify approval to have the Association's legal counsel to draft a resolution for the Board to sign to increase the deductible from \$10,000.00 to \$50,000.00 between meetings and the Board needs to ratify the approval. Motion carried 3/0.

- E. **January/February/March Financial Statements** - A motion was made, seconded and carried to accept the January 31, 2023, February 28, 2023 and March 31, 2023 financial statements subject to revising the March balance sheet so the entire name of Farmers & Merchants Bank is noted and so it says money market account, not a CD. Motion carried 3/0.
- F. **Water Intrusion Policy/Property Insurance Limit Extender Endorsement** – Glenn Robinson from The Alera Group was in attendance to meet the Board and answer any questions the Board had. Management went over a draft water intrusion policy that was prepared by the Association’s legal counsel that will help explain what the Association vs. homeowner would be responsible for, including clear language on deductible responsibility. A motion was made, seconded and carried to approve the draft water intrusion policy prepared by the Association’s legal counsel, subject to having the Reporting & Notification section at the top of the policy so it stands out. The water intrusion policy will be sent out to the membership with a Dear Homeowner Letter from The Alera Group. Motion carried 3/0.

Glenn Robinson from The Alera Group recommended a 125% property limit extender endorsement to the Association’s insurance policy to increase the current \$33,000.00 limit to \$41,250.00 for an additional cost of \$600.00/year. A motion was made, seconded and carried to approve the property limit extender endorsement, increasing the \$33,000.00 limit to \$41,250.00, for an additional cost of \$600.00. Motion carried 3/0.

- G. **Resolution for Increasing Deductible** - A motion was made, seconded and carried to approve the resolution drafted by the Association’s legal counsel regarding increasing the deductible from \$10,000.00 to \$50,000.00. Motion carried 3/0.
- H. **Replacement of Light Bollards** – A motion was made, seconded and carried to approve replacing the light bollard in front of 33 Whitman with a Naturalized bronze bollard, for a cost of \$430.00 + labor and then when the Board decides to replace the rest of the bollards in the community, the bollards will match. Motion carried 3/0.
- I. **Wall Light Fixtures on Buildings with LED Technology** - A motion was made, seconded and carried to approve the proposal from Eclipse Lighting to retrofit the wall light fixtures on the buildings with 4.5 watt 3K LED ballast bypass energy saving light sources, for a cost of \$8,658.00. There is a projected energy and maintenance cost savings of \$2,795.00 per year. Motion carried 3/0.
- J. **Repair/Replacement of Wrought Iron Gates Proposal** – A motion was made, seconded and carried to postpone approving the proposal from Maximum Quality Painting to

repair/replace some of the wrought iron gates in the community, and obtain a cost for replacing the 3 gates with PVC so the Board can compare the cost of PVC vs. wrought iron. The Board would also like to see a sample of the PVC. Motion carried 3/0.

- K. **Pot Shelves** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings & Construction, Inc. to apply an Elastomeric coatings to the 6 pot shelves at 15, 27, 36, 38, 39 & 59 Whitman, in order to eliminate the low spots, for a cost of \$11,875.00. Motion carried 2/0.
- L. **Cleaning/Sealing Decks** – Management informed the Board that Prestige Deck Coatings inspected a cross sampling of decks on the east and west sides of Whitman and found them to be in pretty good shape. A motion was made, seconded and carried to extend cleaning/sealing the decks another year for now. Motion carried 2/0.
- M. **Draft Reserve Study/Proposed Budgets for 2023-2024** – Management will email the draft reserve study prepared by Advanced Reserve Solutions (ARS) and proposed budget options for 2023-2024 with the Board once available for review.
- N. **Update on Plumbing Water Damage Insurance Claims** – Management informed the Board that there has not been any water damage insurance claims since the last meeting. There was a slab leak at 60 Whitman that happened on 3/29/23, while the Association was still insured by Berg Insurance. A claim was filed and the homeowner at 60 Whitman is responsible for the Association's \$10,000.00 insurance deductible and Berg Insurance will pick up the rest of the mitigation/repairs, costing approximately \$4,000.00.
- O. **Update of Roof Repairs** – Management informed the Board that the Association had 8 addresses (18, 21, 23, 38, 40, 43, 46 & 61 Whitman) that had roof leaks during the winter months.
- P. **Fire Sprinkler Repairs/Backflows** – Management explained that 43 Whitman required a fire sprinkler line in the garage to be repaired. This work required subsequent backflow work to also be undertaken. As part of the fire system repair at 43 Whitman, it was determined that backflow devices are required by code to ensure fire system water does not contaminate the domestic drinking water system. It was necessary for Management to install two backflow devices costing approximately \$5,000.00 each as part of the fire system repair at 43 Whitman. 12 additional backflow devices will need to be added as soon as possible. Related cost is estimated to be approximately \$70,000.00. Money might be able to be taken from the reserve painting and lighting line items and Management is working to see where else money could be taken from.

- Q. **Plant Material Removal Request** – A motion was made, seconded and carried to not approve a request from the homeowners at 38 Whitman to remove the Indian Hawthorne bushes in the courtyard and replace them with different plant material. Management will have O’Connell Landscape skirt up the Indian Hawthornes about 12 inches. Motion carried 2/0.

- R. **Basketball Hoops** – The Board did not discuss this item. Management will place it back on the agenda for the next meeting.

- S. **Additional Agenda Items** – No additional agenda items were discussed.

- T. **Next Meeting Date** – A motion was made, seconded and carried to hold the next meeting in July 2023 at 5:00 p.m. Management will email the Board dates closer to July. Motion carried 3/0.

HOMEOWNER FORUM

No homeowners were present.

ADJOURNMENT

There being no further business to discuss, the General Session meeting was adjourned at 6:52 P.M.

ACCEPTED:  _____ DATE: 8/4/2023