

BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 16, 2025

Community Manager Brittany Vik called the meeting to order at 6:02 p.m. Board Members present were Frank Pizzo, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Chris Kelly was absent. Three owners were in attendance.

OPEN FORUM: Management was instructed to explore the option of installing individual unit water shut-off's.

APPROVAL OF MINUTES: The Board reviewed the minutes from the August 2025 meeting. After discussion, Ted moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the June & July 2025 financials. After discussion, Aakash moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

FACILITIES MAINTENANCE & FIRE PREVENTION SERVICES: The Board rescinded the previously approved proposal from Digital Fire Prevention and agreed to table the discussion at this time.

VEHICLE GATE REPAIRS: The Board reviewed a proposal from House of Automation to replace the center kicker wheels on the P1 gate. After discussion, Aakash moved to approve the proposal at a cost of \$496.63. Ted seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from House of Automation to replace the jam track wheels on the P3 gate. After discussion, Aakash moved to approve the proposal at a cost of \$475.46. Ted seconded, vote was all ayes, motion carried.

GENERATOR REPAIRS: The Board reviewed a proposal from Global Power Group, Inc. to replace the voltage sensing relay on the automatic transfer switch. The Board agreed to table the proposal pending additional information from Chris Kelly.

POOL AREA REPAIRS: The Board discussed making needed repairs and potential upgrades to the pool area. Management was instructed to have ProTec repair the bottom step going down to the pool area, the damaged wall behind the spa, and replace the spa cover, and have the damaged pool furniture removed.

SPA RESURFACING: The Board reviewed proposals to resurface the spa and agreed to table the discussion for further review.

MAINTENANCE: The Board reviewed a maintenance inspection report from ProTec and approved several items. Management was instructed to obtain a proposal to replace the concrete walkway on the south side of the building and painting the elevator lobby baseboards and entry door jambs.

ARCHITECTURAL: The Board reviewed an architectural application from the owner of #505 to convert their bathtub to a shower and install tile flooring in the bathroom. After discussion Frank moved to approve the application with the standard remodeling conditions. Ted seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

A motion was made to adjourn the meeting. The motion was seconded. Vote was all ayes, motion carried. The meeting was adjourned at 6:48 p.m.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD AUGUST 19, 2025**

Community Manager Brittany Vik called the meeting to order at 6:02 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, and Amanda Garner. Aakash Agarwal was absent. One owner was in attendance.

OPEN FORUM: The resident of #505 was in attendance to request better communication with the residents during building projects.

APPROVAL OF MINUTES: The Board reviewed the minutes from the July 2025 meeting. After discussion, Chris moved to approve the minutes as presented. Ted seconded, vote was all ayes, motion carried.

FINANCIALS: The Board tabled the June 2025 financials for further review.

POLICY REVISIONS: The Board reviewed the move-in/move-out, guest suite, and collection policy revisions that were previously distributed to the membership for the required twenty-eight (28) day review period. After discussion, Amanda moved to adopt all three policies as presented. Chris seconded, vote was all ayes, motion carried.

FACILITIES MAINTENANCE & FIRE PREVENTION SERVICES: The Board reviewed proposals for facilities maintenance and fire prevention. After discussion, Chris moved to approve the facilities maintenance & fire prevention services proposal from Digital Fire Prevention at a total annual cost of \$34,101.00. Ted seconded, vote was all ayes, motion carried. Management was instructed to issue thirty (30) day termination notices to ProTec Building Services and Hiller Fire.

VEHICLE GATE REPAIRS: The Board reviewed several gate repair proposals from House of Automation. Management was instructed to ask for photos of the repair areas and schedule an onsite meeting with Chris to go over the proposals.

WATER SHUT-OFF PROTOCOL: The Board tabled the water shut-off protocol discussion for further review. Management was instructed to have Kibuchi post the plumbing system maintenance notice on the lobby TV.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

A motion was made to adjourn the meeting. The motion was seconded. Vote was all ayes, motion carried. The meeting was adjourned at 6:56 p.m.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JULY 22, 2025**

Community Manager Brittany Vik called the meeting to order at 6:08 p.m. Board Members present were Chris Kelly, Frank Pizzo, Aakash Agarwal, and Amanda Garner. Ted Mosetick was absent. Two owners were in attendance.

OPEN FORUM: Frank advised the plaster in the spa is chipped and discolored. Management was instructed to solicit resurfacing proposals.

Aakash advised the electrical consumption has increased by 25% since the same time last year. Although the Association switched to a different tier that decreased the per kWh cost, if the consumption continues to be over the allowable limit, the account will be moved to the next tier where higher rates apply.

APPROVAL OF MINUTES: The Board reviewed the minutes from the June 2025 meeting. After discussion, Amanda moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the May 2025 financials. After discussion, Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

PIPE LINING: The Board reviewed the contract to pipe line the 05 kitchen stack that was approved between meetings as an emergency. After discussion, Chris moved to ratify the contract with MPS at a cost of \$18,930.00. Amanda seconded, vote was all ayes, motion carried.

KINDRED BUILDING PROJECT: The Board discussed the ongoing Kindred building development and the damage to the wall dividing Beech Tower and Kindred. Chris advised he met with several representatives from BRIDGE Housing, including their structural engineer and architect, and the wall appears to be structurally sound, it is only the stucco is compromised. They agreed to come up with an architectural design for the wall that is their property, to ensure it is not an eyesore. They also reviewed the noticeable water loss in the Association pool that began after they started construction. Chris and Aristotle Pool Service will monitor the pool, as the construction near the pool area will be completed soon.

ROOF MAINTENANCE: The Board reviewed a response email from Alta Roofing for not removing the gravel on the roof as contracted. Alta Roofing noted that keeping the gravel on the roof was a caveat from the manufacturer to secure the twenty (20) year no dollar limit warranty. It also provides increased fire resistance and helps direct water to the drains. Alta Roofing offered annual roof maintenance for the next five (5) years at no charge in exchange for not removing the roof gravel. After discussion, Frank moved to accept the offer. Amanda seconded, vote was all ayes, motion carried.

FACILITIES MAINTENANCE & FIRE PREVENTION SERVICES: The Board agreed to table the proposals for facilities maintenance and fire prevention for further review.

AIR MOVERS: Chris moved to purchase four (4) air movers for the building to use for any water intrusion events. Frank seconded, vote was all ayes, motion carried.

GENERATOR REPAIRS: The Board reviewed a proposal from Global Power Group, Inc. to install and retrofit the ATS voltage sensing relay that was approved between meetings as an emergency. After discussion, Chris moved to ratify the contract at a cost of \$2,099.56. Amanda seconded, vote was all ayes, motion carried.

BOILER REPAIRS: The Board reviewed proposals to replace the failed tube bundle in boiler #2. Chris moved to approve the proposal from Pacific Standard Plumbing at a cost of \$4,915.00. Amanda seconded, vote was all ayes, motion carried.

VEHICLE GATE REPAIRS: The Board tabled several proposals from House of Automation for various gate repairs for further review.

ELEVATOR REPAIRS: The Board reviewed a proposal from 24 Hour Elevator to replace the counterweight roller guides on elevator #1 (left elevator). It was noted there is no issue with the functionality of the elevator, but it is making a squeaking noise, and the parts to repair the current rollers guides are obsolete so the entire assembly must be replaced. The Board agreed there is no immediate need for the repair.

DOORKING AGREEMENT: The Board reviewed the DoorKing remote cellular agreement for the directory. After discussion, Aakash moved to approve the agreement. Frank seconded, vote was all ayes, motion carried.

JANITORIAL OVERTIME: The Board reviewed an email from Dragon Cleaning Services advising their overtime rate is \$38.00/hour and their employees can work overtime as needed with written approval.

WATER SHUT-OFF PROTOCOL: The Board tabled the water shut-off protocol discussion for further review.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

A motion was made to adjourn the meeting. The motion was seconded. Vote was all ayes, motion carried. The meeting was adjourned at 6:56 p.m.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JUNE 17, 2025**

Community Manager Brittany Vik called the meeting to order at 6:03 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, and Amanda Garner. Aakash Agarwal was absent. Two owners were in attendance.

OPEN FORUM: One owner advised the magnet on the P3 elevator vestibule door is not holding properly.

APPROVAL OF MINUTES: The Board reviewed the minutes from the May 2025 meeting. After discussion, Chris moved to approve the minutes as presented. Ted seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the April 2025 financials. After discussion, Chris moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

BUILDING RE-ROOF PROJECT: The Board discussed the building re-roof project in progress and Chris advised that it is near completion. It was noted Alta Roofing did not remove the gravel as contracted. Management was instructed to follow up with Alta to find out why the gravel was not removed and to request credit on the final invoice.

HYDROJETTING: The Board reviewed the draft hydrojetting notice. Management was instructed to distribute the notice to all owners & residents, and post on the lobby TV and Google group.

LIGHTING: The Board reviewed a proposal from Dragon Cleaning Services for weekly lighting checks. The Board agreed weekly checks are unnecessary, and instructed Management to ask Dragon for their overtime rate to allocate additional hours as needed.

FACILITIES MAINTENANCE & FIRE PREVENTION SERVICES: The Board reviewed proposals from Digital Fire Protection for facilities maintenance and fire prevention. Management was instructed to solicit proposals from the existing service providers for cost comparison.

GENERATOR REPAIRS: The Board reviewed a proposal from Duthie Power Services to refurbish the generator alternator. Management was instructed to ask Digital Fire Protection to offer a competitive quote.

ENTRY DOOR PUSH PADS: The Board reviewed a proposal from Accurate Security to install ADA accessible push pads on the lobby doors. The Board agreed to table the proposal at this time.

SDG&E RATE: The Board reviewed a notice from SDG&E stating the common area electricity usage is close to exceeding the maximum monthly demand available under the current pricing plan and it may change to a different pricing plan if the increased usage continues.

DEHUMIDIFIERS: The Board discussed purchasing new dehumidifiers for the building to assist with dry out in the event of a water intrusion event. Management was instructed to obtain pricing for the Board to review.

SMOKING NOTICE: Management was instructed to post a friendly No Smoking reminder on the lobby TV and reach out to the communications committee to suggest planning a summer pool party.

NEXT MEETING DATE: The next meeting will be held on July 22nd, 2025.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

A motion was made to adjourn the meeting. The motion was seconded. Vote was all ayes, motion carried. The meeting was adjourned at 7:11 p.m.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MAY 20, 2025**

Community Manager Brittany Vik called the meeting to order at 6:03 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Four owners were in attendance.

OPEN FORUM: The topics brought up were issues with the trash and recycling, the hedges needing to be trimmed, and a request for an update on the roof replacement. It was also requested that a push button be installed on the entry doors to automatically open them.

APPROVAL OF MINUTES: The Board reviewed the minutes from the April 2025 meeting. After discussion, Ted moved to approve the minutes as presented. Chris seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the March 2025 financials. Aakash moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

HYDROJETTING: The Board reviewed the proposed hydrojetting schedule from Remedy Rooter and instructed Management to get it scheduled.

POLICY REVISIONS: The Board reviewed the draft revised collection policy, move-in/move-out policy, and the guest suite reservation policy. After discussion, Aakash moved to approve all three policies to be distributed to the membership for the required twenty-eight (28) day review period. Chris seconded, vote was all ayes, motion carried.

BUILDING MODIFICATIONS: The Board reviewed an email from ProTec with several options to modify the ironwork on the south first floor stairwell, as a trespasser recently climbed up the wall and entered the building through this area. Management was instructed to arrange an onsite meeting with Chris and ProTec to go over the options and update the Board with recommendations for final approval.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD APRIL 15, 2025**

Community Manager Brittany Vik called the meeting to order at 6:03 p.m. Board Members present were Chris Kelly, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Frank Pizzo was absent. Three owners were in attendance.

OPEN FORUM: The topics brought up were issues with the trash truck arriving late to the property, and requests for updates on the building re-roof project and the new building construction at the previous family court building site.

APPROVAL OF MINUTES: The Board reviewed the minutes from the March 2025 meeting. After discussion, Chris moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the February 2025 financials. Aakash moved to approve the financials as presented. Chris seconded, vote was all ayes, motion carried.

INSURANCE RENEWAL: The Board reviewed the insurance renewal from Teague Insurance. After discussion, Aakash moved to approve the annual premium of \$22,761.00. Ted seconded, vote was all ayes, motion carried.

HYDROJETTING: The Board reviewed proposals for the routine building hydrojetting. After discussion, Chris moved to approve the proposal from Remedy Rooter at a cost of \$5,350.00. Ted seconded, vote was all ayes, motion carried.

FIRE SPRINKLER REPAIRS: The Board reviewed a proposal from Hiller Fire for deficiencies noted during the annual fire sprinkler inspection. After discussion, Chris moved to approve the proposal at a cost of \$2,023.76. Ted seconded, vote was all ayes, motion carried.

FIRE ALARM SYSTEM UPGRADE: The Board reviewed an email from Dialcom Systems Group advising the existing alarm system has been discontinued and parts for needed repairs are becoming difficult to find. They provided a budgetary proposal for their recommended system upgrade. Management noted that another fire prevention company has been tasked with evaluating the system to provide another opinion.

GUEST SUITE UPGRADES: The Board discussed possibly upgrading portions of the guest suite. Amanda and Ted offered to spearhead the project. Management was instructed to schedule a meeting with Banks Industries to discuss the project.

JANITORIAL DUTIES: The Board discussed increasing the janitorial duties to include changing out the light bulbs around the property. Management was instructed to request a cost from Dragon Cleaning Services.

POLICY REVISIONS: The Board reviewed the draft revised move-in/move-out policy. Management advised JLS Moving Solutions has since made changes to their scheduling procedure, and the policy will need to be modified. The Board agreed to increase the one-time cleaning fee to \$49.00. Management will present the revised policy to the Board at the next meeting for review. Management was also instructed to find out what the monitoring fee covers.

The Board reviewed the draft guest suite reservation policy. Management was instructed to include the existing policy in the meeting materials for the Board to compare at the next meeting.

The Board reviewed a suggestion from Management to change the late charge for delinquent payments in the existing collection policy from a percentage to a flat fee. After discussion, Chris moved to change the collection policy to reflect a \$50.00 late charge for all delinquent payments. Ted seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MARCH 18, 2025**

Community Manager Brittany Vik called the meeting to order at 6:05 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Seven owners were in attendance.

OPEN FORUM: The topics brought up were package & mail theft, EV charger stations, and mobile access to the building.

APPROVAL OF MINUTES: The Board reviewed the minutes from the January 2025 meeting. After discussion, Aakash moved to approve the minutes as presented. Chris seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the December 2024 and January 2025 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

Aakash mentioned he tracks the electrical usage for the building and noted that switching to a different SDG&E plan last August has reduced rates. However, the usage has been 12-14% higher for the last several months in comparison to last year, and the source of the increased usage should be investigated. Management was instructed to find out if there are any electric vehicles using the common area electricity to charge their vehicles.

FINANCIAL REVIEW: The Board reviewed the draft financial review. After discussion, Aakash moved to approve the financial review from Sonnenberg & Company, CPAs, for distribution to the membership. Ted seconded, vote was all ayes, motion carried.

FINANCIAL REVIEW & TAX PREPARATION: The Board reviewed a proposal from Sonnenberg & Company for the annual financial review and tax preparation for the next fiscal year end. After discussion, Ted moved to approve the proposal at a cost of \$1,250.00. Amanda seconded, vote was all ayes, motion carried.

BANK LOAN PLEDGE: Management announced the pledge of assessment vote for the bank loan to re-roof the building passed with forty-seven (47) approval votes. The loan funds have been secured, and Alta Roofing will begin ordering materials and scheduling the project.

FOB SYSTEM UPGRADE SCHEDULE: The Board agreed to implement the mobile access option for the entry system and provide two (2) mobile access keys per unit, with any additional mobile keys subject to an annual fee, yet to be determined. Management was instructed to send out a notice to the membership requesting the pertinent information to program the mobile access keys.

The Board discussed the cost for owners who wish to purchase additional fobs. After discussion, Ted moved to provide two (2) fobs to the one and two-bedroom units, and three (3) fobs to the three-bedroom units, with the cost of additional fobs to be \$35.00/each until June 20, 2025, and any requests after that date to be charged the current established fee of \$65.00/each. Frank seconded, vote was all ayes, motion carried.

GENERATOR REPAIRS: The Board reviewed the proposal from Duthie Power to recondition the failing automatic voltage regulator that was approved via email on an emergency basis. After discussion, Chris moved to ratify the contract at a cost of \$5,738.11. Amanda seconded, vote was all ayes, motion carried.

DRYWALL REPAIR & PLANTER SEALING: The Board reviewed a proposal from Banks Industries to patch the drywall in the entry area where the previous directory was removed and seal the cinderblock planter on the exterior front side of the building. After discussion, Chris moved to approve the proposal at a cost of \$1,473.68, upon confirmation from Banks Industries the entire wall will be repainted and not just the patch. Ted seconded, vote was all ayes, motion carried.

APCD EMISSION REPORT PREPARATION: Management advised the APCD requires facilities subject to emissions inventory programs to prepare and submit an Emissions Inventory System (EIS) report each year, and Beech Tower is required to submit this report for the building generator. The Board reviewed proposals for the report preparation and submission. After discussion, Chris approved the proposal from ProActive Consulting Group at a cost of \$1,200.00. Amanda seconded, vote was all ayes, motion carried.

ANNUAL FIRE SPRINKLER INSPECTION: Management advised Hiller has scheduled the annual fire sprinkler inspection for April 7, 2025 from 8:00 a.m. – 4:30 p.m. and they will require full access to all units for the inspection.

POLICY REVISIONS: The Board reviewed the draft revised move-in/move-out, guest suite, and collection policies. The Board agreed to table the policies for further review.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JANUARY 21, 2025**

Community Manager Brittany Vik called the meeting to order at 6:05 p.m. Board Members present were Chris Kelly, Frank Pizzo, Aakash Agarwal, and Amanda Garner. Ted Mosetick was absent. Ten owners were in attendance.

OPEN FORUM: The topics brought up were the fob system upgrade, building doors being left open, solar for the building, and the start of the Communications Committee.

APPROVAL OF MINUTES: The Board reviewed the minutes from the October meeting. After discussion, Chris moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the September – November 2024 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

BANK LOAN PLEDGE: Management announced forty-one (41) ballots have been received. After discussion, Frank moved to extend the ballot deadline to February 6, 2025. Chris seconded, vote was all ayes, motion carried.

FOB SYSTEM UPGRADE SCHEDULE: Chris and Kibuchi advised the new fobs have been distributed with the exception of four (4) units. Management will reach out to those unit owners to ensure they receive their fobs. Chris advised the mobile access option is not fully set up yet and not ready to be implemented at this time.

Amanda moved to implement the new fob system on January 28, 2025. Frank seconded, vote was all ayes, motion carried. The Communications Committee will be responsible for notifying the owners.

The Board discussed the cost for owners who wish to purchase additional fobs beyond the two (2) fobs/unit issued at no cost. After discussion, Amanda moved to keep the existing cost of \$65.00/fob. Chris seconded, vote was all ayes, motion carried.

CO SYSTEM & FAN SERVICE: The Board re-reviewed a proposal from AC Energy Systems for the annual CO system calibration and fan service in the garages. It was noted the calibration is required by fire code. After discussion, Amanda moved to approve the calibration at a cost of \$564.00. Aakash seconded, vote was all ayes, motion carried.

ELECTION BY ACCLAMATION: Management advised per California Civil Code, if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting. Management confirmed there are no more candidates than there are open positions for the 2025 election. After discussion, Chris moved to proceed with the election by acclamation. Amanda seconded, vote was all ayes, motion carried.

TILE FLOORING REPAIR: The Board reviewed a proposal from Star Flooring to repair the tile flooring where it was damaged during the entry doors replacement. Management was instructed to obtain a proposal from Banks Industries.

BOILER REPAIRS: The Board reviewed a proposal from Brian Cox Mechanical to replace the flow switches and heat exchangers on both boilers. Management was instructed to solicit additional proposals.

GENERATOR REPAIRS: The Board reviewed several proposals from Duthie Power for repairs to the generator. Management was instructed to schedule an onsite meeting with Chris and Duthie Power to discuss the necessary repairs.

EMERGENCY LIGHT REPAIRS: The Board reviewed the annual emergency exit sign and light inspection report from Hiller with a proposal for the noted deficiencies. Management was instructed to obtain a second opinion.

WORKER'S COMP INSURANCE: The Board reviewed a worker's comp insurance proposal from CID Insurance. Management advised the current worker's comp premium with State Farm is higher and they require an annual audit, which costs the Association additional fees. After discussion, Amanda moved to terminate the worker's comp policy with State Farm and approve the policy with CID Insurance for an annual premium of \$372.00. Frank seconded, vote was all ayes, motion carried.

COLLECTION POLICY REVISION: The Board reviewed a proposed collection policy revision from Management to streamline the late fee structure and tabled it for further review.

SUMP PUMP SWITCH COVER: The Board reviewed a proposal from ProTec to install a box around the sump pump switch in the P1 trash room to prevent it from being turned off. Chris advised he will inspect the area to see what repairs are needed.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD OCTOBER 15, 2024**

Community Manager Brittany Vik called the meeting to order at 6:03 p.m. Board Members present were Chris Kelly, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Frank Pizzo was absent. Two owners were in attendance.

OPEN FORUM: The owner of #505 was in attendance to advise that she continues to chase trespassers off the property.

The owner of #104 was in attendance to request an update on the pool. Management advised the drain grate repairs are complete, and the pool is ready to be refilled.

The Board discussed the lock boxes that were vandalized on the pool fence. Management was instructed to schedule an onsite meeting with Chris and Accurate Security to discuss changing the building key, and to have a “No Lock Boxes Allowed” sign made and installed on the pool fence.

APPROVAL OF MINUTES: The Board reviewed the minutes from the September meeting. After discussion, Aakash moved to approve the minutes as presented. Ted seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the August 2024 financials. Aakash moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

DRAFT RESERVE STUDY: The Board reviewed the draft reserve study. It was noted an onsite review with the reserve analyst and Board will be needed next year to ensure the accuracy of the future component replacement costs. After discussion, Ted moved to approve the draft reserve study as presented. Chris seconded, vote was all ayes, motion carried.

DRAFT BUDGET: The Board reviewed the draft 2024-2025 budget with a recommended minimum five percent (5%) dues increase to cover rising operating expenses and the potential loan payment for the building reroof. After discussion, Aakash moved to approve the budget with a five percent (5%) dues increase. Ted seconded, vote was all ayes, motion carried.

FOB SYSTEM UPGRADE SCHEDULE: The Board discussed the schedule for the fob and mobile access key distribution for the new entry system upgrade. The Board agreed to work with Management on programming the fobs and putting together a schedule for the onsite fob distribution.

BUILDING REPAIRS: The Board reviewed a proposal from Banks Industries to drill weep holes in the exterior planter outside the elevator lobby for drainage, remove the window at the elevators to replace the sill and reinstall, patch/texture/paint the drywall where the callbox was removed, replace the tiles in the lobby where the doors were removed, and remove the partition wall at the south side of the interior doorway and patch the area. The Board agreed to table the proposal at this time.

CO SYSTEM & FAN SERVICE: The Board reviewed a proposal from AC Energy Systems for the annual CO system calibration and fan service in the garages. The Board agreed the work is not necessary at this time and opted to decline the proposal.

POOL FENCE REINFORCEMENT: The Board reviewed a proposal from ProTec to enhance the security of the pool area by installing fence panels with expanded mesh and guardian pickets on the top of the block wall adjacent to the Elliott Arms building, and welding it to the existing pool fence. Management was instructed to solicit a proposal from Banks Industries for the scope of work.

POOL AREA LIGHT TIMER: The Board reviewed a proposal from Zed Electric to install a light timer in the pool area for the pool area lighting. After discussion, Chris moved to approve the proposal at a cost of \$695.00. Aakash seconded, vote was all ayes, motion carried.

BOILER REPAIRS: The Board reviewed a proposal from Brian Cox Mechanical to replace the flow switch on boiler #1 and the tube bundle (heat exchanger) on boiler #2. Management was instructed to schedule an onsite meeting with Chris and a rep from BCM to go over the proposed scope of work.

MAINTENANCE: The Board reviewed an hourly rate increase from ProTec for the monthly maintenance that will be increasing from \$68.25/hour to \$71.66/hour. No further action is needed at this time.

LANDSCAPING: The Board reviewed a proposal from Heritage Landscape to install four (4) five-gallon Natal plums in the planter area in front of the guest suite that was dug up for the pipelining project. After discussion, Amanda moved to approve the proposal at a cost of \$265.00. Ted seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

Attested: _____

Date: _____

BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 17, 2024

Community Manager Brittany Vik called the meeting to order at 6:02 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, Aakash Agarwal, and Amanda Garner. One owner was in attendance.

OPEN FORUM: No items were brought before the Board during this time.

APPROVAL OF MINUTES: The Board reviewed the minutes from the August meeting. After discussion, Ted moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the July 2024 financials. Aakash moved to approve the financials as presented. Frank seconded, vote was all ayes, motion carried.

CORPORATE TRANSPARENCY ACT: The Board reviewed information regarding the Corporate Transparency Act, a new Federal anti-money laundering regulation that requires Board Members to register with the Financial Crimes Enforcement Network ("FinCEN"), a bureau of the U.S. Department of Treasury, effective January 1, 2025. The Board agreed to table the discussion for the November meeting.

DRAFT BUDGET: The Board reviewed the draft 2024-2025 budget and agreed to table for further review and approval at the next meeting.

LOAN & SPECIAL ASSESSMENT: The Board discussed a bank loan and special assessment to fund the roof replacement project. The Board agreed to take advantage of the financing offer from Alta Roofing to put half the total project cost down and make monthly payments on the remainder of the balance over a twenty-four (24) month period, and put \$50,000 down from reserves. After discussion, Chris moved to send out a vote to the membership for approval of a \$100,000 loan for a seven (7) year term, and a \$2,400/unit special assessment to be paid over twenty-four (24) months. Frank seconded, vote was all ayes, motion carried.

ACCESS CONTROLS: The Board reviewed a proposal from Accurate Security to purchase additional fobs, install a battery backup unit for the directory, and a Salto lock on the fire control room. After discussion, Chris moved to approve the proposal at a cost of \$2,392.34. Amanda seconded, vote was all ayes, motion carried.

CARPET CLEANING: The Board reviewed proposals to clean the carpets bi-annually. After discussion, Amanda moved to approve the proposal from Just Clean It at a cost of \$865.00/service, under the condition the guest suite and elevator panels are included. Frank seconded, vote was all ayes, motion carried.

TRASH CHUTE CLEANING: The Board reviewed a proposal from Just Clean It to clean the trash chute bi-annually. After discussion, Frank moved to approve the proposal at a cost of \$785.00/service. Chris seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY: The Board addressed disciplinary action, homeowner correspondence, and delinquencies.

Attested: _____ Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD AUGUST 20, 2024**

Community Manager Brittany Vik called the meeting to order at 6:04 p.m. Board Members present were Frank Pizzo, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Chris Kelly was absent.

OPEN FORUM: Ted suggested the Board consider allowing owners to modify the storage units in their parking spaces and come up with a standard to approve.

Amanda noted there is a black substance on the ground of the building entry ramp, stairs, and vestibule area. Management was instructed to ask janitorial to try and remove it.

APPROVAL OF MINUTES: The Board reviewed the minutes from the July meeting. After discussion, Aakash moved to approve the minutes as presented. Ted seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the June 2024 financials. Aakash moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

DIRECTORY & FOB READER REPLACEMENT: Management advised the parts for the directory & fob reader replacement have arrived, and Accurate Security would like to schedule an onsite meeting with Management and the Board. The meeting was scheduled for Monday, September 9th at 1:00 p.m.

ROOF REPLACEMENT: The Board reviewed proposals to re-roof the building. After discussion, Frank moved to approve the proposal from Alta Roofing at a cost of \$275,910.00, with the financing option of 10% down, 40% upon start of work for materials, and the last 50% to be paid over a twelve-month period. Aakash seconded, vote was all ayes, motion carried. Management was instructed to ask Alta Roofing if the re-roof will address the rusting stains on the side of the building.

SPECIAL ASSESSMENT & LOAN: The Board discussed funding the re-roof project with a special assessment and loan. Management advised membership approval is required for both options. What affect will a down payment have on a loan? Or is it better to give it to Alta? If we put zero down, 10% and 20% down. What would interest rate be?

COOLING TOWER REPAIRS: The Board reviewed a proposal from Brian Cox Mechanical for rust prevention and installation of new closed loop sensor wire on the cooling tower. They noted during their last service the sensor wires need to be covered and areas of rust need to be treated. Management was instructed to follow up with Chris Kelly on the proposal.

FIRE DOOR REPAIRS: The Board reviewed proposals for repairs to the fire doors after the annual inspection. After discussion, Frank moved to approve the proposal from Hiller at a cost of \$8,600.00, upon the condition Chris reviews and approves the scope of work and Hiller guarantees the door will pass inspection. Ted seconded, vote was all ayes, motion carried.

CAST IRON PIPE REPAIRS: The Board reviewed a proposal from Quality Rooter to replace the cracked section of cast iron pipe on P2 above spaces #43-45. After discussion, Ted moved to approve the proposal at a cost of \$2,873.78. Aakash seconded, vote was all ayes, motion carried.

GATE REPAIRS: The Board reviewed a proposal from House of Automation to replace the faulty ground detection sensor for the P3 gate. After discussion, Amanda moved to approve the proposal at a cost of \$1,453.07. Ted seconded, vote was all ayes, motion carried.

SDG&E PRICING PLANS: The Board discussed switching pricing plans for SDG&E to save on electrical costs. After discussion, Ted moved to switch to the recommended Time of Use – TOU-M-Commercial plan. Frank seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: _____

Date: _____