

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD APRIL 21, 2026**

Community Manager Brittany Vik called the meeting to order at 6:01 p.m. Board Members present Frank Pizzo, Aakash Agarwal, Ted Mosetick, and Amanda Garner. Chris Kelly was absent. One owner was in attendance.

APPOINTMENT OF OFFICERS: The Board discussed officer positions. After discussion, upon a motion made, seconded, and carried, the following directors were appointed to the following officer positions:

Amanda Garner	President
Frank Pizzo	Vice President
Ted Mosetick	Secretary
Aakash Agarwal	Treasurer
Chris Kelly	Member at Large

OPEN FORUM: An open forum was held, where members were given an opportunity to address the Board.

APPROVAL OF MINUTES: The Board reviewed the minutes from the March 2026 meeting. After discussion, Ted moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

FINANCIALS: In accordance with California Civil Code, the Board of Directors confirmed that it conducted a monthly review of the Association's financial records for the months of February 2026 and March 2026. After discussion, Aakash moved to approve the February 2026 and March 2026 financials as presented. Ted seconded, vote was all ayes, motion carried.

INSURANCE RENEWAL: The Board reviewed the annual insurance renewal from Teague Insurance. The agent reported the renewal market was extremely challenging this year, with significant premium increases and limited carrier options. Travelers renewed coverage at a substantially higher premium because the property was moved from their small business division to their middle market team, which carries significantly higher rates. Multiple alternative carriers declined to bid, and at this time, no competing carrier was able to provide a lower premium than Travelers. The agent advised they will continue monitoring the market for better options, and noted that Travelers coverage can be cancelled and replaced if a more favorable policy becomes available. After discussion, Aakash moved to approve the renewal at an annual premium of \$42,355.00. Ted seconded, vote was all ayes, motion carried. Management was instructed to ask the agent if there are any discounts available or if increasing the deductible will lower the premium, and to solicit additional quotes.

COMMUNITY ENGAGEMENT PROGRAM: The Board reviewed a proposal for a Community Engagement Program to utilize existing spaces in the building to host gatherings for the community members. The Board moved to table the review until after the lobby upgrades are complete.

Ted provided the Board with a rendering of the lobby upgrades and suggested design. He advised it will be necessary to engage a contractor for the light upgrades. After discussion, Amanda moved to approve the design and mandate that any changes to the design or increase in the previously approved budget will require Board review and approval. Frank seconded, vote was all ayes, motion carried. Management was instructed to have Banks Industries contact Ted to discuss the lighting upgrades and provide a proposal.

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: _____

DRAFT

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MARCH 17, 2026**

Community Manager Brittany Vik called the meeting to order at 6:01 p.m. Board Members present were Chris Kelly, Frank Pizzo, Aakash Agarwal, Ted Mose tick, and Amanda Garner. Three owners were in attendance.

RECONVENED ANNUAL MEETING: Community Manager Brittany Vik announced that quorum had not been achieved for the Annual Meeting. It was announced that the Reconvened Annual Meeting will be held on Wednesday, March 25, 2026 at 3:30 p.m. via Zoom.

OPEN FORUM: The owner of #801 was in attendance to express concern about the Kindred construction crew encroaching in the Beech Tower driveway.

APPROVAL OF MINUTES: The Board reviewed the minutes from the February 2026 meeting. After discussion, Ted moved to approve the minutes as presented. Frank seconded, vote was all ayes, motion carried.

FINANCIALS: In accordance with California Civil Code, the Board of Directors confirmed that it conducted a monthly review of the Association's financial records for the month of January 2026. After discussion, Aakash moved to approve the January 2026 financials as presented. Ted seconded, vote was all ayes, motion carried.

DRAFT 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.

INVESTMENT RECOMMENDATIONS: The Board reviewed investment recommendations for the reserve funds. After discussion, Frank moved to purchase one (1) \$150,000 CD for a three-month term. Chris seconded, vote was all ayes, motion carried.

WEBSITE CHANGES: Management advised that the Association's website is currently hosted on a legacy website builder platform that will be discontinued in the near future. As a result, the website will need to be transitioned to a supported platform. Management was instructed to obtain additional information regarding the transition process and report to Ted and Kibuchi for potential assistance.

FIRE PREVENTION SERVICES: The Board reviewed proposals for fire prevention services and agreed to continue with Hiller at this time.

GENERATOR REPAIRS: The Board reviewed an email from Duthie Power recommending the Board upgrade the building emergency power system, as it is outdated and the parts are no longer supported by the manufacturer. Ted & Chris agreed to meet and put together cost savings plan to extend the life of the current system.

JANITORIAL: The Board reviewed a proposal from Dragon Cleaning Services to increase the contract to twenty (20) hours per week. After discussion, Amanda moved to approve the increase for a total cost of \$2,501.50/month. Frank 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 7:11 p.m.

Attested: _____

Date: _____

BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD FEBRUARY 17, 2026

Community Manager Brittany Vik called the meeting to order at 6:01 p.m. Board Members present were Frank Pizzo, Aakash Agarwal, Ted Mosestick, and Amanda Garner. Chris Kelly was absent. Three owners were in attendance.

OPEN FORUM: The owner of #606 was in attendance to follow up on the building water shut-off protocol and express concern over residents not breaking down cardboard boxes before discarding them into the recycle bin.

APPROVAL OF MINUTES: The Board reviewed the minutes from the January 2026 meeting. After discussion, Aakash moved to approve the minutes as presented. Frank seconded, vote was all ayes, motion carried.

FINANCIALS: In accordance with California Civil Code, the Board of Directors confirmed that it conducted a monthly review of the Association's financial records for the month of December 2025. After discussion, Aakash moved to approve the October, November, and December 2025 financials as presented. Amanda seconded, vote was all ayes, motion carried.

PROJECT PLANNING & BUDGETING: The Board discussed possible renovations for the lobby area and reviewed the funds allocated in the reserve study. After discussion, Ted moved to set a budget of \$5,000 for the lobby renovations. Aakash seconded, vote was all ayes, motion carried. Ted and Amanda will develop a design for the Board to review.

The Board discussed painting the exterior of the building as a potential project for the year. Management was instructed to engage a professional to inspect the exterior of the building and provide recommendations, including addressing the staining at the top of the building, the possibility of removing the paint on the block to go back to concrete, and changing the siding color.

The Board discussed the suggestion from the owner of #906 to host a music night in the lobby and implementing a community events budget. Management was instructed to ask the owner of #906 to submit a plan for quarterly and bi-annual events, with an approximate budget for both options, for the Board to review.

RAMP WATERPROOFING: The Board reviewed additional proposals to reseal the building entry ramps and the lobby window behind the planter in front of the building. After discussion, Frank moved to rescind the previous conditional approval for Alta Roofing and approve the proposal from Banks Industries at a cost of \$3,900.00. Amanda seconded, vote was all ayes, motion carried.

BOILER REPAIRS: The Board reviewed proposals to replace the cracked refractory bricks on Boiler #2. After discussion, Frank moved to approve the proposal from Pacific Standard Plumbing at a cost of \$3,289.28. Amanda seconded, vote was all ayes, motion carried.

The Board reviewed a plumbing report from Pacific Standard Plumbing recommending residents with HE washing machines use the correct HE detergent to prevent excessive soap discharge, which can lead to buildup and drainage issues. Management was instructed to send out a reminder to the Google group.

RETAINING WALL DAMAGE: The Board reviewed an email from BRIDE Housing regarding damage to the retaining wall from the Kindred development construction. The director of development advised any damage to the wall will be repaired, and offered to schedule an onsite meeting with the Board. Management was instructed to ask for an approximate timeline for the wall repairs and removal of the materials being stored on top of the wall. Amanda volunteered to be the point of contact for the Board if needed.

WATER SHUT-OFF PROTOCOL: The Board reviewed the original water shut-off procedure, and the revision submitted by Amanda, including a separate draft protocol for emergency shut-offs. Management was instructed to engage Banks Industries to review the protocol to determine if it can be simplified, and if a labeling system on the shut-off valves can be implemented to streamline the process.

MAINTENANCE: The Board tabled the property audit photo report from ProTec 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 7:11 p.m.

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JANUARY 20, 2026**

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

OPEN FORUM: The owner of #606 was in attendance to request the Board implement an emergency water shut-off protocol and update the furniture in the lobby.

The owner of #906 was present to suggest planning a music night for the residents in the lobby.

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

FINANCIALS: In accordance with California Civil Code, the Board of Directors confirmed that it conducted monthly reviews of the Association's financial records for the months of October 2025 and November 2025. At the Vice President's request, approval of the financial statements was tabled pending additional review.

PROJECT PLANNING & BUDGETING: The Board discussed upcoming projects for the year and agreed to begin focusing on building aesthetics. Ted and Amanda were previously appointed to spearhead the lobby renovation project and will put together a package for the Board to review within the budget outlined in the reserve study. Ted suggested the Board consider taking on some of the minor work to reduce costs.

ENFORCEMENT POLICY & FINE SCHEDULE: The Board reviewed the draft Enforcement Policy & Fine Schedule amendment to comply with AB130 that was previously distributed to the membership for the required twenty-eight (28) day review period. After discussion, Frank moved to adopt the policy as written. Amanda seconded, vote was all ayes, motion carried.

RAMP WATERPROOFING: The Board reviewed additional proposals to reseal the building entry ramps and the window behind the planter in front of the building. After discussion, Ted moved to approve the proposal from Alta Roofing at a cost of \$17,450.00, upon the condition Chris Kelly agrees with the scope of work and Alta Roofing will accept a payment plan. Frank seconded, vote was all ayes, motion carried.

INSPECTOR OF ELECTION: The Board reviewed Inspector of Election proposals for the upcoming Annual Meeting. After discussion, Ted moved to approve the notary at \$54.00. Amanda seconded, vote was all ayes, motion carried.

COMPUTER POWER BACKUP: The Board discussed purchasing a backup power supply for the computer that is connected to the fob system. After discussion, Ted moved to approve to purchase the battery backup at a cost of \$78.95. Amanda seconded, vote was all ayes, motion carried.

CO SYSTEM & FAN SERVICE: The Board reviewed a proposal from AC Energy Systems for the annual CO system calibration in the garages. After discussion, Ted moved to approve the calibration at a cost of \$580.00. Frank seconded, vote was all ayes, motion carried.

VEHICLE GATE REPAIRS: The Board reviewed a proposal from House of Automation to replace the worn-out overhead gate springs on the P2 gate. After discussion, Ted moved to approve the proposal at a cost of \$1,790.37. Amanda seconded, vote was all ayes, motion carried.

BOILER REPAIRS: The Board reviewed proposals from Brian Cox Mechanical to replace the cracked refractory bricks on boiler #1 and another proposal to replace the toggle switch and electrical conduit for boiler #2. Management was instructed to solicit additional proposals.

RETAINING WALL DAMAGE: The Board discussed the damage to the retaining wall from the construction of the Kindred development and their crew using the Beech Tower driveway to perform work. Management was instructed to reach out to the project manager to inquire what they plan to do with the wall, whether it be repair or removal, and to request their crew stay off the property.

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 7:08 p.m.

Attested: _____

Date: _____

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

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

OPEN FORUM: The owner of #606 was in attendance to report the landscapers are not shaking out the clippings and dead plant material from the shrubs after they trim.

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

VEHICLE GATE REPAIRS: The Board reviewed a proposal from House of Automation to reinforce the left-hand side support post and realign the bottom pivot brackets on the P3 gate. Management obtained a second opinion from another gate company, and they concurred with the assessment. After discussion, Amanda moved to approve the proposal at a cost of \$1,412.25. Ted seconded, vote was all ayes, motion carried.

POOL PUMP REPLACEMENT: The Board reviewed a proposal from Aristotle Pool & Spa Service to replace the failing pool pump. After discussion, Ted moved to approve the proposal at a cost of \$2,895.00. Amanda seconded, vote was all ayes, motion carried.

RAMP WATERPROOFING: The Board reviewed a proposal from Paramount Waterproofing & Restoration to seal the building side and street side of both building entry ramps. Management was instructed to solicit additional proposals, including painting the ramps and sealing around the window.

ENFORCEMENT POLICY & FINE SCHEDULE: The Board reviewed the draft Enforcement Policy & Fine Schedule amendment to comply with AB130. After discussion, Amanda moved to approve the draft policy to be distributed to the membership for the required twenty-eight (28) day review period. Aakash 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 OCTOBER 21, 2025**

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

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

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

FINANCIALS: The Board reviewed the August & September 2025 financials. After discussion, 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 and made several changes. After discussion, Frank moved to approve the draft reserve study with the noted changes. Ted seconded, vote was all ayes, motion carried.

DRAFT BUDGET: The Board reviewed the draft 2025-2026 budget. After discussion, Ted moved to approve the budget with no dues increase for the next fiscal year. Frank seconded, vote was all ayes, motion carried.

FIRE DOOR REPAIRS: The Board reviewed a proposal from Hiller to relabel and certify three (3) of the swinging fire doors on P1, P2, and P3. After discussion, Ted moved to approve the proposal at a cost of \$6,057.46. Aakash seconded, vote was all ayes, motion carried.

FACILITIES MAINTENANCE: The Board reviewed a maintenance rate increase from ProTec. The current rate of \$71.66/hour will be increasing to \$75.24/hour beginning January 1, 2026, however, ProTec is offering to maintain the current rate if the Association agrees to continue with their service and sign an updated contract appendix. After discussion, Aakash moved to approve the agreement as presented. Ted seconded, vote was all ayes, motion carried.

VEHICLE GATE REPAIRS: The Board reviewed a proposal from House of Automation to reinforce the left-hand side support post and realign the bottom pivot brackets on the P3 gate. Management was instructed to obtain a second opinion from another gate company.

POOL AREA REPAIRS: Management advised that the damaged pool furniture has been removed from the pool area, the spa cover has been replaced, and the damaged step and wall behind the spa are scheduled for repair with ProTec.

ISOLATION VALVES: The Board reviewed an email from Pacific Standard Plumbing advising they reviewed the blueprints for the building, and isolation valves to shut off water to individual units is not possible, as each unit would need up to six (6) valves, and there are return valves that need to be shut down. The Board agreed that a protocol needs to be drafted for emergency water shut off's.

RECYCLING: The Board discussed ongoing issues with bulk item dumping and cardboard boxes not being broken down. The Board recalled that the proposals previously obtained to install cameras in the garages were cost prohibitive due to the wiring needed from the fire control room in the lobby to the garages. Additionally, the noted issues are not costing the Association additional funds at this time. Management was instructed to post a reminder on the lobby TV about recycling and discarding bulk items.

GENERATOR REPAIRS: The Board reviewed the contract from Global Power Group, Inc. to replace the voltage sensing relay on the generator automatic transfer switch that was approved between meetings as an emergency. After discussion, Aakash moved to ratify the contract at a cost of \$10,605.00. 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 SEPTEMBER 16, 2025**

Community Manager Brittany Vik called the meeting to order at 6:02 p.m. Board Members present were Frank Pizzo, Ted Mose tick, 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 Mose tick, 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 Mosestick, 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 Mose tick, 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 Mose tick, 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 Mose tick, 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: _____