

**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 Mose tick 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 Mosestich, 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 Mose tick, 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 Mose tick, 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: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JULY 16, 2024**

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

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

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

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

DIRECTORY & FOB READER REPLACEMENT: The Board reviewed proposals to replace and install a new directory on the exterior of the building and replace the fob reader system, with fob and mobile credential options. After discussion, Ted moved to approve the mobile credentials option from Accurate Security at a cost of \$49,154.45, pending confirmation the proposal includes six (6) card readers and the mobile users quantity is increased so each unit is allotted two (2) mobile users. Frank seconded, vote was all ayes, motion carried.

ROOF REPLACEMENT: The Board reviewed proposals to re-roof the building. Management was instructed to clarify if Preman Roofing is replacing the roof membrane.

The Board discussed incorporating solar installation with the re-roof project and concluded it would be cost prohibitive at this time. After discussion, Frank moved to table the solar installation project. Amanda seconded, vote was all ayes, motion carried.

SPECIAL ASSESSMENT: The Board discussed funding the re-roof project with a special assessment or loan, and agreed a hybrid approach may be the best option. Management was instructed to solicit information on bank loans for review at the next meeting.

COOLING TOWER REPAIRS: The Board reviewed a proposal from Brian Cox Mechanical to replace the biocide feed pump on the cooling tower. After discussion, Ted moved to approve the proposal at a cost of \$914.00. Frank seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Brian Cox Mechanical for rust prevention and installation of new closed loop sensor wire on the cooling tower. Management was instructed to request additional information on the proposal.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JUNE 18, 2024**

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. One owner was in attendance.

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

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

DIRECTORY & FOB READER REPLACEMENT: The Board reviewed proposals to replace the directory and fob reader system, and install the new directory on the exterior of the building. Management was instructed to obtain a second proposal and follow up with Accurate Security on a mobile credential option.

COOLING TOWER REPAIRS: The Board reviewed a proposal from Brian Cox Mechanical to replace the failing cooling tower controller that was approved via email between meetings as an emergency. After discussion, Chris moved to ratify the contract at a cost of \$1,696.00. Aakash seconded, vote was all ayes, motion carried.

HYDROJETTING: Management advised the hydrojetting has been scheduled for July 9th – 12th, 2024.

MAINTENANCE: The Board reviewed a cost from ProTec to replace the ceiling tiles on the first floor hallway. After discussion, Frank moved to approve the tile replacement. Chris seconded, vote was all ayes, motion carried. Management was instructed to have them move any salvageable tiles to the 9th floor hallway.

The Board reviewed a recommendation from ProTec to install a cabinet to store vendor and owner lockboxes to prevent vandalism. Management was instructed to provide the Board with a sample lockbox policy.

The Board reviewed a recommendation from ProTec to upgrade the lighting on the south side of the building due to continued issues with individuals trespassing onto the property. The Board agreed the lighting is already bright enough.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MAY 21, 2024**

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, and Amanda Garner. Aakash Agarwal was absent. Five owners were in attendance.

OPEN FORUM: The owners present expressed concern over the theft and trespassing on the property. Management was instructed to ask ProTec for suggestions to better secure the area on the south side of the building.

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

FINANCIALS: The Board reviewed the March & April 2024 financials. Amanda moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

ROOF REPLACEMENT: The Board reviewed roof replacement proposals. Management advised solar proposals are forthcoming.

CAMERA INSTALLATION: The Board reviewed a proposal from Accurate Security to install cameras inside all three (3) garage levels and agreed to table this project to prioritize the front doors & entry fob system replacement.

ENTRY DOORS REPLACEMENT: The Board reviewed a proposal from Southwest Entrances to replace the exterior entry doors and remove the interior entry doors. After discussion, Ted moved to approve the proposal from Southwest Entrances at a total cost of \$12,070.00. Amanda seconded, vote was all ayes, motion carried. All options.

The Board reviewed a proposal from Accurate Security to electrify the new exterior doors, and relocate the directory and fob reader to the exterior of the building. Management was instructed to ask Accurate to submit a proposal to replace the directory and install a new fob system with mobile credentials.

POOL SERVICE: The Board reviewed an email from longtime pool vendor Humberto Branco with BZ Pools advising they will be retiring and passing their portfolio over to Aristotle Pool & Spa Service.

The Board reviewed proposals for pool service. After discussion, Amanda moved to approve the proposal from Aristotle Pool & Spa Service for twice/week service at a rate of \$440.00/month. Ted seconded, vote was all ayes, motion carried. Management was instructed to ask if once/week service is possible.

MAINTENANCE: The Board reviewed a proposal from ProTec to remove the fencing in the garage stairwell, as mandated by the fire marshal. After discussion, Ted moved to approve the proposal at a not to exceed cost of \$2,000.00. Amanda seconded, vote was all ayes, motion carried.

ARCHITECTURAL: The Board reviewed an architectural application from the owner of #903 to remodel their bathrooms. After discussion, Ted moved to approve the application as presented. Frank seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD APRIL 16, 2024**

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. Two owners were 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:

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

OPEN FORUM: Management was instructed to follow up with the Bridge House representatives on the renderings for the proposed Kindred building.

Chris instructed Management to schedule an onsite meeting with him and House of Automation to discuss several issues with their performance.

Amanda suggested the Board consider replacing some of the damaged ceiling tiles on the first floor hallway.

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

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

SPECIAL ASSESSMENT: The Board discussed the special assessment voting package for the roof replacement and agreed to wait until additional information is obtained on the solar installation, including the potential return on investment and long-term cost savings.

ROOF REPLACEMENT: The Board reviewed emails from Alta Roofing and Sully-Jones Roofing offering possible financing options. Management advised that one more roofing company is working on submitting a proposal, and several solar companies have been contacted to bid on the possible solar installation project.

CAMERA INSTALLATION: The Board reviewed an email from Accurate Security Pros regarding the garage camera installation project, noting the labor cost includes installing conduit, junction boxes, and fittings in each garage, transitioning into the wire chase and up into the fire control room. Chris advised he would still like to prioritize installing cameras inside the elevators. Management was instructed to ask Accurate what areas they recommend for the Association to get the best value.

ENTRY DOORS REPLACEMENT: The Board reviewed a proposal from Southwest Entrances to remove the exterior entry doors and replace the interior entry doors. Management was instructed to ask Southwest Entrances to submit a proposal to remove the interior doors and

replace the exterior doors, and ask Accurate Security about the cost involved with relocating the directory and fob reader to the exterior of the building. Chris instructed Management to ask Austin Banks with Banks Industries if there would be any structural or architectural concerns with this concept.

ANNUAL FIRE INSPECTION: The Board reviewed the annual inspection from the fire marshal. Management noted the majority of the deficiencies have been corrected, except for the fencing in the stairwell that may need to be removed. Management was instructed to ask ProTec to provide a cost to remove the fencing and schedule an onsite meeting with Chris and the fire marshal to discuss the issue.

FIRE SPRINKLER REPAIRS: The Board reviewed a proposal from Hiller to repair the deficiencies noted during the annual fire sprinkler inspection. After discussion, Ted moved to approve the proposal at a cost of \$2,041.32. Chris seconded, vote was all ayes, motion carried.

FIRE ALARM REPAIRS: The Board reviewed a proposal from Dialcom for fire alarm repairs that was approved between meetings as an emergency repair. After discussion, Ted moved to ratify the contract at a cost of \$925.00. Amanda seconded, vote was all ayes, motion carried.

COOLING TOWER REPAIRS: The Board reviewed a proposal from Brian Cox Mechanical to replace the failed fan motor on the cooling tower. The service account manager advised the failure was most likely caused by moisture in the motor damaging the windings. The replacement proposal includes a heater for the motor so moisture cannot accumulate again in the future. After discussion, Frank moved to approve the proposal at a cost of \$4,581.00. Ted seconded, vote was all ayes, motion carried. Management was instructed to schedule an onsite meeting with the representative from Brian Cox Mechanical.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MARCH 19, 2024**

Community Manager Brittany Vik called the meeting to order at 6:09 p.m. Board Members present were Frank Pizzo, Aakash Agarwal, and Amanda Garner. Chris Kelly and Ted Mosectick were absent.

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

APPROVAL OF MINUTES: The Board reviewed the minutes from the February 2024 and March 5, 2024 Executive Session meetings. After discussion, Aakash moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

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

INVESTMENT RECOMMENDATIONS: The Board discussed reinvesting the \$100,000 funds from the CD that recently matured and agreed it would be best to keep the funds liquid for upcoming reserve projects. Management was instructed to obtain the money market account interest rate from Morgan Stanley.

ROOF DRAINPIPE LINING: The Board reviewed the proposal from Modern Pipe Solutions to line the 06 stack kitchen drain line that was approved between meetings as an emergency. After discussion, Aakash moved to ratify the contract at a cost of \$18,930.00. Frank seconded, vote was all ayes, motion carried. Management advised the work is scheduled for March 18th–29th.

ROOF REPLACEMENT: The Board reviewed revised proposals for the roof replacement. Management advised several other roofing companies will be contacted to submit a proposal. Management was instructed to continue trying to obtain proposals to install solar.

The Board discussed the need for a special assessment for the roofing project. Management was instructed to compose a draft voting package for the special assessment for the Board to review, including the cover letter, ballots, and FAQ's page.

CAMERA INSTALLATION: The Board reviewed a proposal from Accurate Security Pros to install two (2) cameras inside each parking garage, for a total of six (6) cameras. Management was instructed to ask Accurate to provide more detail on what the labor includes.

INSURANCE RENEWAL: The Board reviewed the insurance renewal from Teague Insurance. After discussion, Amanda moved to approve the renewal at an annual premium of \$20,167.00 plus the additional cost for the excess liability coverage. Frank seconded, vote was all ayes, motion carried.

MAILROOM DOOR INSTALLATION: The Board reviewed a proposal from Southwest Entrances to install a door on the mailroom and agreed to table this project due to the other security measures that have been implemented, including the camera installation inside the mailroom and security window screen on the mailroom window.

ENTRY DOORS: The Board reviewed proposals from Southwest Entrances for repairs to the entry doors. Management was instructed to ask Southwest Entrances to provide an option to replace the interior doors with an option for laminate glass and to ask ProTec to submit a proposal to convert the vestibule area to be an exterior space.

LANDSCAPE: The Board reviewed proposals to trim the Pine trees. After discussion, Amanda moved to approve the proposal from Bemus at a cost of \$3,995.00. Frank seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATIONS: The Board reviewed an architectural application from the owner of #501 to install an electric vehicle charger in their parking space. After discussion, Frank moved to deny the application as it does not comply with the EV Charging Station Policy guidelines. Amanda seconded, vote was all ayes, motion carried.

The Board reviewed an architectural application from the owner of #906 to install a doorbell camera, remove the dry bar and install a wall and door on the third bedroom and moving the manual fireplace key control and converting it to an electric starter. After discussion, Frank moved to approve the application as presented. Amanda seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____

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

Community Manager Brittany Vik called the meeting to order at 6:02 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: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes from the January 2024 meeting. After discussion, Amanda moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the December 2023 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

The Board discussed investing the \$100,000 funds from the CD that recently matured. Management advised the Board could open a brokerage account with Morgan Stanely and invest the funds in a short-term CD. Management was instructed to research the rates with Fidelity.

DRAFT FINANCIAL REVIEW: The Board reviewed the draft financial review. After discussion, Aakash moved to approve the draft review as presented for distribution to the membership. Ted seconded, vote was all ayes, motion carried.

ROOF DRAINPIPE LINING: The Board reviewed the proposal from Modern Pipe that was approved between meetings. After discussion, Ted moved to ratify the contract at a cost of \$25,650.00. Amanda seconded, vote was all ayes, motion carried. Management advised the work is scheduled for March 4th–8th.

SECURITY WINDOW SCREEN: The Board reviewed an e-mail from Breeze Screens with options for the style of security window screen for the mailroom window that was previously approved. After discussion, Ted moved to approve the quick escape screen at a cost of \$1,879.00. Aakash seconded, vote was all ayes, motion carried.

CAMERA INSTALLATION: The Board reviewed a proposal from Accurate Security Pros to install one (1) camera inside each parking garage elevator lobby. Management was instructed to ask Accurate to submit a proposal to install cameras inside the actual garages.

DIRECTORY & FOB READER REPLACEMENT: The Board reviewed a proposal from Accurate Security Pros to upgrade the directory system and fob readers on the entry and garage levels. Management was instructed to research higher security options that are smartphone capable.

SECURITY & CAMERA FOOTAGE REQUEST: The Board reviewed a draft notice regarding building security and the protocol for requesting camera footage. After discussion, Amanda moved to approve the notice with one noted change. Aakash seconded, vote was all ayes, motion carried.

COLLECTION POLICY: The Board reviewed a revised Collection Policy to comply with the current laws. After discussion, Aakash moved to adopt the revised Collection Policy as presented. Ted seconded, vote was all ayes, motion carried.

SUMP PIT CLEANING: The Board reviewed a proposal from ProTec to clean the garage sump pits. After discussion, Ted moved to approve a not to exceed cost of \$1,100.00 to clean the pits. Amanda seconded, vote was all ayes, motion carried.

COOLING TOWER MAINTENANCE: The Board reviewed the annual increase from Brian Cox Mechanical for the cooling tower preventative maintenance contract. Management was instructed to question the excessive increase and ask them to explain why it has increased so significantly.

LVP FLOORING: The Board reviewed a proposal from Star Flooring to purchase additional LVP flooring that was installed in the elevator lobbies as backup for any damaged flooring that may need to be replaced in the future. After discussion, Ted moved to approve the proposal if Star Flooring will honor the per unit price of \$5.35 of the original contract. Chris seconded, vote was all ayes, motion carried.

MAINTENANCE: The Board discussed the lockboxes on the pool fence that mostly appear to be abandoned. Management was instructed to create notice to post on the pool fence and in the building giving (30) days to identify or claim their lockboxes or they will be cut off.

LANDSCAPE: The Board reviewed a proposal from Pacific Sunscapes to trim the pine trees and various other irrigation upgrades. Management was instructed to have Gustavo with Pacific Sunscapes call Chris and solicit proposals for the pine tree trimming.

The Board reviewed a proposal from Bemus to convert the backflow and install an inline valve and drip irrigation. After discussion, Chris moved to approve the proposal at a cost of \$1,385.00. Ted seconded, vote was all ayes, motion carried. Management was instructed to have Bemus contact Chris while they are onsite for the approved work.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____

**BEECH TOWER COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JANUARY 16, 2024**

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

OPEN FORUM: Aakash suggested the Board consider installing a door on the mailroom as an added layer of security. Management was instructed to solicit a proposal to install a door with a keypad lockset.

APPROVAL OF MINUTES: The Board reviewed the minutes from the December 2023 meeting. After discussion, Chris moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the September – November 2023 financials. Aakash moved to approve the financials as presented. Chris seconded, vote was all ayes, motion carried.

HYDROJETTING: Management advised the hydrojetting is scheduled for February 12th – 15th. Chris volunteered to assist with unit access.

UNIT REMODEL GUIDELINES: The Board tabled the draft guidelines & rules for unit remodels.

FINE SCHEDULE AMENDMENT: The Board tabled the draft fine schedule amendment for unapproved unit remodels.

SECURITY MODERNIZATION: The Board reviewed a proposal from Breeze Mobile Screens to install security screens on the mail room window, and the guest suite window and patio sliders. After discussion, Amanda moved to install one (1) security screen on the mailroom window at a cost of \$1,350.00 plus installation. Frank seconded, vote was all ayes, motion carried. Management was instructed to have ProTec check the guest suite doors to ensure they have wood dowels in the bottom tracks for security purposes.

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 2024 election. After discussion, Chris moved to proceed with the election by acclamation. Frank seconded, vote was three ayes, motion carried. Amanda abstained.

ROOF REPLACEMENT: The Board reviewed proposals to replace the roof. Management was instructed to attempt to obtain at least one more proposal for comparison.

EXTERIOR BUILDING RE-PAINT: The Board reviewed proposals to paint the exterior of the building and agreed to table the painting until after the re-roof project.

ROOF DRAINPIPE LINING: The Board reviewed a proposal from Modern Pipe Solutions to line the roof drain pipes on the North and South ends of the building. Management was instructed to schedule an onsite meeting with Chris and the rep from Modern Pipe Solutions to review the scope of work and ensure all desired areas for pipe lining are included.

BALCONY REPAIRS: The Board reviewed a proposal from Rayco to repair the stucco and railing on the balcony of #701. After discussion, Amanda moved to approve the repairs upon the condition Chris meet with the Rayco estimator onsite to inspect the balcony and review the scope of work to ensure all desired repairs are being included. Aakash seconded, vote was all ayes, motion carried.

LANDSCAPE: The Board reviewed correspondence from Westwind Landscape advising as of November 30, 2023, Pacific Sunscapes has acquired Westwind Landscape. Management was instructed to schedule an onsite meeting with Chris and the new Director of Operations.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____