

**BALBOA TERRACE HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of Regular Meeting
December 9, 2024**

An Executive Session was held on December 9, 2024 at 6:30 to discuss sidewalk Project Curb Appeal.

The regular meeting of the Board of Directors of the Balboa Terrace Homes Association was held on December 9, 2024 via Zoom because of COVID precautions.

1. Call to Order

President Richard Hill called the meeting to order at 7:35 p.m.

2. Roll Call

A. Board Members

Richard Hill, President
Honorio Sarmiento, Vice President
Mary Jung, Treasurer
J. Keith Gilles
Lee Jackrel
Robert Mann
Andje Medina
Michael Schlemmer

Board Members Absent:

Daniel Connolly
Bill Thomen
Mee Mee Kiong

B. Others Present:

Special Guests: Joe Laughon, Flock Safety
HOA members: Elizabeth Khachigian, Inspector of Elections; Cindy Hu; Chris Orrey

3. Open Forum

There was no request to speak during the Open Forum by HOA members.

4. Approval of Minutes

The minutes of the November 4, 2024 meeting were approved as submitted.

5. Financial Report

October Financial Report

Treasurer Mary Jung provided a summary of the October Financial Report:

Total assets as of October 31, 2024: \$277,752.29

Operating \$60,898.34

Reserves \$216,853.06
Delinquencies \$7,361

Delinquent accounts are being monitored and Mary is coordinating with Bay Area Property Services (BAPS) to determine the next steps for collection of overdue assessments.

6. Flock Safety Proposal

Discussion on contracting with Flock Safety to install license plate readers, gunshot detection and video to solve and reduce crime had been deferred until a company representative can present a proposal to the Board for review. St. Francis Wood currently has 10 cameras installed.

Joe Laughon provided the board with an overview of Flock Safety services. He provided estimated costs for a 10-bundle Sparrow camera installation; there is a two-year minimum contract requirement.

Professional Fee \$6,500

Implementation per camera \$650

One-year contract \$30,250.00

Annual \$23,750.00

Total fee for two years: \$54,000.00

Chris Orrey, retired police officer and Balboa Terrace resident, volunteered to help the board review Flock Safety services. More details will be provided at the March 2025 meeting for the whole neighborhood.

7. Deadline for 2024 Annual HOA Dues

There was a brief discussion on whether to change the deadline for HOA dues from March 1, 2025, which is customary, to March 30, 2025. The Board agreed to leave the deadline as March 1. Treasurer Mary Jung will advise Bay Area Property Services of the decision and bills should be mailed in early January of 2025.

8. Approval of Bid for Landscaping – Historic Streetcar Stop

Board member Robert Mann requested approval for a \$6,000 expenditure to plant three trees near the historic streetcar stop. This expenditure is consistent with the master plan as outlined in the BTHA reserve study. Motion to approve \$6,000 made by Robert Mann, seconded by Mary Jung. Motion approved.

9. 2025 Board of Directors Election

Elizabeth Khachigian, Inspector of Elections, updated the Board of Directors on candidates; first mailing was sent on Sept. 13, 2024. A second mailing was done on Nov. 12, 2024 and a third reminder was sent on Dec. 4, 2024. The deadline for individuals to submit their names to be candidates is Dec. 12, 2024 at 5 p.m. Elizabeth is monitoring the HOA post office box for paper applications. Most current board members have submitted their applications, and there are currently 10 candidates.

10. Preparation for Annual Meeting March 11, 2025

A request for a \$500 donation to the Church of Christ Scientist was made by Cindy Hu to cover expenses for hosting the HOA's Annual Meeting on March 11, 2025. Motion to approve donation of \$500 made by Michael Schlemmer, seconded by Robert Mann and approved.

11. ARC Report

The committee has reviewed requests from the following addresses:

Santa Ana - Two fence installation requests to replace old fences

325 San Fernando – Exterior stucco work and new side windows

12. Communications Committee

Cindy advised the Board that the Communications Committee is considering several names for the monthly digital bulletin: Balboa Terrace News, Balboa Terrace Digest and Balboa Terrace Bulletin. HOA members will be asked to vote on the preferred name in the next newsletter.

Webmaster Steve Snyder added a section on escrow demand documents to assist title companies representing new home buyers

13. Project Curb Appeal

On Dec. 9, 2024 the Board held an executive session to discuss the next steps, letters and fines. Vice President Honoria Sarmento will draft letters for the Board to review for mailing to affected homeowners.

14. Next Meeting Date.

The next monthly meeting of the Board of Directors is scheduled for Jan. 13, 2025 at 7:30 p.m. The date was changed from the first Monday of the month because of the New Year's holiday.

Adjournment

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,
Honoria Sarmento

12/12/24