

**BALBOA TERRACE HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of Regular Meeting
May 5, 2025**

7:00 Executive Session was held to discuss mediation.

The regular meeting of the Board of Directors of the Balboa Terrace Homes Association was held on May 5, 2025 via Zoom (Meeting ID 813-5322-5968) because of COVID precautions. Minutes were draft by Zoom AI tool.

1. Call to Order

President Richard Hill called the meeting to order at 7:28 p.m.

2. Roll Call

A. Board Members

Richard Hill, President
Honorio Sarmento, Vice President
Mary Jung, Treasurer
Daniel Connolly
Lee Jackrel
Mee Mee Kiong
Karin Hu
Robert Mann
Andje Medina
Board Members Absent:
Michael Schlemmer
Bill Thomen

B. Others Present:

Elizabeth Khachigian, Inspector of Elections; Kristen Haller, chair, Welcome Committee

3. Guest Speakers:

Joshua Switzky, Deputy Director of Citywide Policy, San Francisco Planning; Mike Farrah, Legislative Aide to District 7 Supervisor Myrna Melgar

Zoning and City Planning Updates

Joshua Switzky, San Francisco Planning, provided updates on zoning changes and the city's housing plan. Topics included the Expanding Housing Choice rezoning program, housing capacity shortfalls, draft ordinances, and the upcoming Board of Supervisors hearing. Traffic and infrastructure impacts were discussed, along with the new interactive zoning map.

Lee raised concerns about historic preservation in Balboa Terrace, which recently gained upgraded historic status. The discussion covered the implications of this status on redevelopment, traffic, and school-related congestion. Joshua confirmed protections for Class A contributor properties and also addressed concerns about state-mandated rezoning.

4. Open Forum

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

5. Election Results

Elizabeth confirmed the election results had been posted on the website and would be attached as an addendum to these minutes. Officer nominations followed, with Rich and Honoria both nominated for president. A vote resulted in 5 votes for Richard, on the condition that Honoria leads half of this year's meetings, while continuing as Vice President. Mary Jung will remain Treasurer. There was also a discussion about the position of Secretary and the challenges associated with recruiting someone to fill this role. The Board emphasized the importance of member education and agreed on a rotating leadership system for meeting facilitation to support training and experience.

6. Governing Documents

Rich was tasked with continuing the updating process on the Governing Document (CC&Rs and Bylaws) and coordinating Adams Stirling to finalize the most recent draft and assist with outreach to HOA members. A Town Hall is scheduled for May 12 for HOA members to learn more and ask questions about the restatement.

7. New Board Member

A new Board of Directors member, Karin Hu, was introduced.

8. Approval of Minutes

Board of Directors ran out of time to approve minutes for Feb. 3, March 3 and April 14 and were tabled for the next Board of Directors meeting in June.

9. Financial Report – Q1 2025

Mary presented the financial report for Q1 ending March 31, 2025:

Operating assets: \$173,036.65

Reserve assets: \$218,420.10.

There were 45 delinquent households, totaling \$46,000. Four households were over a year overdue. Mary and BAPS were tasked to follow up with courtesy notices and the collection agency.

10. Meeting Tools and Documentation

Robert proposed using AI-generated transcripts and ChatGPT for preparation of minutes for the Board of Directors meetings. Cindy raised concerns about other duties performed by a Board secretary, in addition to those of minutes. Board approved **d** two

Zoom accounts for President and Vice President official board use. was made. Mary and Robert discussed handling the billing process.

11. Town Hall and Block Meetings

Honorio will host the upcoming Town Hall on May 12 using the new Balboa Terrace Zoom account. Ground rules were established, including a 3-minute speaking time per attendee at the Town Hall. The CC&Rs and Bylaws drafts reviewed, with only minor updates expected. Board members will host block meetings at their homes; the first one is scheduled for May 27 at Honorio's home.

12. Welcome Committee and New Residents

Kristen reported ongoing delivery of welcome packets and new neighbor updates. The board confirmed that renters would also be welcomed.

13. Personal Updates

Robert shared that he would be undergoing surgery.

14. Next Meeting

The next Board of Directors meeting is scheduled for July 14 because of the Fourth of July holiday.

The meeting adjourned at 9:03 p.m. with the Board agreeing to finalize minutes, manage Zoom logistics, and prepare for upcoming outreach events.

Draft 6/4/2025

Next Steps

- Richard: Finalize minutes for current meeting
- Elizabeth: Send election results to be attached as an addendum
- Elizabeth: Confirm if further council requirements exist
- Richard and Honorio: Implement board meeting leadership rotation
- Richard: Continue governing document revisions
- Robert: Set up Zoom and ChatGPT accounts
- Honorio: Host Town Hall meeting
- Rich: Coordinate FAQs with Melissa
- Robert and Steve: Host San Benito block meeting
- Cindy and Michael: Organize their Block Captain group for Junipero Serra/San Rafael block meeting
- Richard/Elizabeth/Dan: Host Santa Aleso block meeting
- CC&R Committee: Attend block meetings
- Mary and BAPS: Follow up on long-term delinquent accounts
- Cindy: Create long-term 2025–26 calendar
- Cindy: Share minutes format
- Kristen: Deliver welcome packets
- Mary: Set up payment method for Zoom charges
- Robert: Temporarily cover Zoom charges