

**BALBOA TERRACE HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of Regular Meeting
February 3, 2025**

The regular meeting of the Board of Directors of the Balboa Terrace Homes Association was held on February 3, 2025 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

Mary Jung, Treasurer

J. Keith Gillless

Lee Jackrel

Robert Mann

Andje Medina

Michael Schlemmer

Bill Thomen

Daniel Connolly

Mee Mee Kiong

Board Members Absent:

Honorio Sarmiento, VP

B. Others Present:

HOA members: Elizabeth Khachigian, Inspector of Elections; **others?**

3. Open Forum

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

4. Approval of Minutes

The minutes of the January 13, 2025 meeting were approved as submitted.

5. Financial Report

Treasurer Mary Jung provided a summary of the November Financial Report: There were no significant updates. Assets are in good condition. **Other?**

6. Recording of meeting minutes approved using Zoom AI.

7. 2025 Board of Directors Election

Elizabeth Khachigian, Inspector of Elections, updated the Board on the Board of Directors election.

8. Preparation for Annual Meeting March 11, 2025

The annual meeting is March 11, 2025. The meeting will start at 7:00 p.m. instead of 7:30 p.m.

The following topics were proposed for discussion at the annual meeting:

1. Presentation of updated CC&Rs. The board is currently expecting updated CC&Rs from the HOA attorney by the middle of January. Richard Hill will manage the presentation.
2. Presentation on the Flock Safety proposal by Joe Laughon of Flock Safety.
3. Presentation from the SF Fire Department (SFFD) on emergency preparedness to encourage NERT training and recruit block captains. Honoria will follow up with the SFFD to schedule.
4. Remarks from Mayor Daniel Lurie. Robert Mann will follow up with the Mayor's Office to schedule.
5. Presentation on the HOA budget by Mary Jung for FY 2025.

The Board will finalize the annual meeting agenda at the February Board meeting.

9. ARC Committee - no updates

10. West of Twin Peaks - no updates

11. Landscape

There was a discussion on the state of the common area sprinkler systems. The Finance Committee has noticed an increase in the budget related to sprinkler replacement and maintenance. We have experienced some sprinkler vandalism and have aging systems. Robert Mann received a few replacement proposals in the past, but the expense is too high to recommend at this time. We will continue to monitor this expense.

12. Planning for Natural Disaster Emergency

There was extensive discussion about reinvigorating NERT in the neighborhood; Captain Norman Caba provided update as did Cynthia Rickert from NERT program.

13. Next Meeting Date.

The next monthly meeting of the Board of Directors is scheduled for March 3, 2025 at 7:30 p.m. via zoom

Adjournment

The meeting was adjourned at 9 p.m.

Respectfully submitted,
Honorio Sarmiento, Board Member

4/17/25 Rev.