

**MINUTES VIA VIDEO CONFERENCE & IN PERSON**  
MEETING ID: 1454610165  
**BOARD OF DIRECTORS**  
**COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION**  
**SEPTEMBER 27, 2023**

**BOARD MEMBERS PRESENT:**

Bill Pai, President  
Paul Beusterien, Vice President  
Gary Lym, Secretary/Treasurer  
Cheryl Paterson, Director  
Gary Hoffer, Director  
Bassey Obot, Director

**BOARD MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Dawn Jaeger, Executive Director  
Jacqui Vasquez, Office Manager

**CALL TO ORDER**

President Pai called the meeting to order at 6:45PM.

**ROLL CALL / APPROVAL OF AGENDA**

Roll Call was conducted by Ms. Vasquez. Members present are listed above. The Board reviewed the agenda. President Pai suggested the following changes to the agenda: 1) Item 4b Architectural Status Summaries August 7 & 2, 2023 be moved after Item 8f Winter Staff Appreciation and 2) Item 7a Website RFP/Options, which will include a brief demonstration, will be heard whenever CINC Systems joins the meeting remotely.

**Director Obot motioned to approve the agenda with the suggested changes. Director Paterson seconded the motion.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

**OPEN FORUM**

A Centre Court homeowner asked about a sprinkler issue specific to Centre Court and about how to open ADR. ED Jaeger asked Ms. Vasquez to send the homeowner CHBIOA's ADR policy. Centre Court landscaping items are to be discussed with Centre Court, not the Master Board.

**CONSENT CALENDAR**

The Board reviewed the minutes from the meeting on August 23, 2023. Director Hoffer advised Staff of an error under Director Reports, specifically, that Brittany Landing Harbor, Brittany Landing Bay, and Costa Brava have obtained lines of credit, not loans, for their PSL projects.

**Director Hoffer motioned to approve the consent calendar with the above stated changes. Secretary/Treasurer Lym seconded the motion.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

ED Jaeger advised the Board of an architectural appeal that has been received. The Master Board will hear the appeal at their October meeting.

## **REPORTS**

ED Jaeger advised the Board that effective 1/1/24, HOA boards may consider holding their meetings 100% via remote means. Hybrid meetings are still allowed provided at least one board member is present in the meeting room with the Association Manager, which will be written into management contracts.

No additional reports were given.

## **FINANCIAL REVIEW**

The Board reviewed the August, 2023 financials and the delinquency report. ED Jaeger advised the Board there will be further discussion on the delinquency report in Executive Session.

**Secretary/Treasurer Lym motioned to accept the August, 2023 financials in accordance with Civil Code Section 5509. Director Obot seconded the motion.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

## **OLD BUSINESS**

### **A. Website RFP**

CINC Systems joined the meeting at 6:48pm and provided a demonstration of key components for consideration. Director Paterson advised the Board that she believes CINC to be a complete, efficient option for website renovation that would incorporate our database and accounting functions in one system. She recommended signing the contract with CINC Systems. Treasurer/Secretary Lym told the Board of his positive experiences using the CINC Systems portal with another property in another HOA outside of CHBIOA.

**Vice President Beusterien motioned to sign the contract and proceed with CINC Systems. Director Hoffer seconded the motion.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

### **B. PSL Master Community**

ED Jaeger reported that the City of Alameda is claiming responsibility for the sewer laterals from the library to the street.

## **NEW BUSINESS**

### **A. CHBIOA 2024 Budget-** Vice President Beusterien advised the Board that the Finance Committee is recommending a 9.79% increase in assessments, due mostly to costs that continue to rise, and increased data security.

**President Pai motioned and Secretary/Treasurer Lym seconded to approve the 2024 Budget as submitted.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

### **B. CHBIOA Reserve Study-** The Board reviewed the reserve study.

**Treasurer/Secretary Lym motioned and Director Hoffer seconded to approve the reserve study as submitted, including the change in total annual contribution to \$550,000, as per approved in the budget.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

- C. CHBIOA Fee Schedule-Revised-**ED Jaeger reviewed with the Board the proposed changes to the fee schedule, specifically, the unbundling of fees for escrow disclosure packages, an increase in staff billing rates, and a change in rates for the rental of the Community Center for events and only allowing CHBIOA members the privilege of renting the Community Center.

**President Pai motioned and Secretary/Treasurer Lym seconded to approve the revised 2024 Fee Schedule, to take effect January 1, 2024 and be distributed along with the 2024 Budget.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

- D. Civil Code 4090 Email Discussions-**ED Jaeger reviewed Civil Code 4090 with the Board and advises against it for the time being.

- E. Opening the Community Offices-** ED Jaeger advised the Board that the Community Office will be open to foot traffic and in-person visitors upstairs beginning October 2, 2023.

- F. Winter Staff Appreciation-** ED Jaeger advised the Board that a winter staff appreciation/team-building event is being planned and that a lunch cruise around San Francisco Bay is being considered if we meet head count requirements. The Board is invited to attend.

**President Pai motioned and Secretary/Treasurer Lym seconded to authorize the spending for a cruise as stated above for the winter staff appreciation event.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

- G. Communications-**The Board reviewed communications.

#### **ADJOURNMENT TO EXECUTIVE SESSION-8:17PM**

**President Pai motioned and Director Hoffer seconded to adjourn to Executive Session.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

#### **ADJOURNMENT BACK TO REGULAR SESSION-8:32PM**

The following was read back into the minutes after Executive Session was adjourned and Regular Session was re-convened:

Legal matters were discussed.

#090-012385

**President Pai motioned and Director Obot seconded to approve the recommended action from Allied Trust Services.**

**VOTE:** Motion carried unanimously: 6 in favor (Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

The delinquency report was discussed.

**Director Hoffer motioned and President Pai seconded to approve the delinquency report with the recommended actions from Allied Trust Services for #090-12600, #087-253872, and #090-13177.**

**VOTE:** Motion carried unanimously (6 in favor-Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

**ADJOURNMENT**

**Director Hoffer motioned and Director Obot seconded to adjourn the meeting 8:32PM.**

**VOTE:** Motion carried unanimously: 6 in favor (Pai, Beusterien, Lym, Paterson, Obot, and Hoffer); none opposed or abstained.

The next regular meeting of the Board of Directors meeting is scheduled for October 25, 2023.

Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
CHBIOA Board Member