

# **Centre Court**

Centre Court Homeowners Association  
3195 Mecartney Road  
Alameda, CA 94502  
(510) 865-3363

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## **MINUTES**

### **BOARD OF DIRECTORS MEETING** **Wednesday, October 8<sup>th</sup>, 2025**

#### **Board Members Present:**

Luke Sims  
Jeremy Gillula  
Andy Martinez  
Glenn Wright

Vice President  
Treasurer  
Secretary  
Member at Large

Sign

Date

#### **Board Members Absent:**

Marissa Mihin

President

#### **Others Present:**

Tim Coffey  
Nicelle Delos Reyes  
Shenandoah Lush

Village Representative  
Association Manager  
Admin Assistant

Sign

Date

#### **1. EXECUTIVE SESSION (For Board Members Only)**

**The Board entered the Executive Session at 6:03 p.m.**

- a. The Board reviewed the violation matters. No action required.
- b. There were no legal matters to discuss at this time. No action required.
- c. There were no contracts to review

**Meeting was adjourned by Vice President Sims at 6:20 p.m.**

#### **2. CALL TO ORDER/APPROVAL OF AGENDA**

**Vice President Sims called the meeting to order at 6:30 p.m.**

Treasurer Gillula motioned to approve the agenda with an amendment to recap the November 11<sup>th</sup>, 2025.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez, Wright); none opposed; motion passed.**

#### **3. CHBIOA VILLAGE REPORT**

Village Representative Tim Coffey presented the Board with the Village Report, and answered questions regarding the CHBIOA 2026 budget, and community landscaping efforts. No action required.

#### **4. HOMEOWNER'S OPEN FORUM/GUESTS**

Homeowners were given the opportunity to speak during the Open Forum.

#### **5. MINUTES**

##### **a. Draft Minutes: September 10<sup>th</sup>, 18<sup>th</sup>, 24<sup>th</sup>, 2025.**

###### **i. September 10<sup>th</sup>, 2025:**

The Board reviewed the draft minutes from September 10<sup>th</sup>, 2025. Treasurer Gillula motioned to approve the draft minutes. Vice President Sims seconded.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez, Wright); none opposed; motion passed.**

**ii. September 18<sup>th</sup>, 2025:**

The Board reviewed the draft minutes from September 18<sup>th</sup>, 2025. President Mihin motioned to approve the minutes. Vice President Sims seconded.

**VOTE: (Mihin, Sims, Gillula, Martinez, Wright); none opposed; motion passed.**

**iii. September 24<sup>th</sup>, 2025:**

The Board reviewed the draft minutes from September 24<sup>th</sup>, 2025. Treasurer Gillula motioned to approve the minutes. Vice President Sims seconded.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez, Wright); none opposed; motion passed.**

## **6. FINANCIAL MATTERS**

**a. Financial Statements**

The Board reviewed the September 30<sup>th</sup>, 2025 financial reports. Treasurer Gillula motioned to approve the financial statements. Vice President Sims seconded.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez, Wright); none opposed; motion passed.**

**b. Financial Distribution**

Treasurer Gillula presented The Board with report outlining the financial distribution and the budgeted amount of each line item spent as of September. No action required.

**c. Reserve Study**

The Board reviewed and discussed the Reserve Study draft. President Mihin motioned to accept the Reserve Study with an amendment that the Sewer Lateral be updated to reflect zero (0) life remaining, and with a cost of \$1,000,000. Treasurer Gillula seconded. Management directed to contact the Reserve Fund specialist to update the Reserve Fund with these changes, and confirm if signing a three-year loyalty program is compatible with Centre Court's CC&Rs.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez, Wright); none opposed; motion passed.**

**d. Future Project Funding Strategy**

The Board discussed Centre Courts Future Project Funding Strategy and ways to increase financial health for the Association. No action required.

**e. Budget**

The Board reviewed the 2026 Draft Budget, discussing the possibility of scheduling a special meeting to pass the budget before the November 30<sup>th</sup> deadline. Treasurer Gillula suggested scheduling a budget town hall to present the final budget to homeowners and asked Management to confirm available dates for the meeting room. This matter was tabled until November 12<sup>th</sup> meeting.

## **7. ARCHITECTURAL MATTERS**

**a. Architectural Status Report**

The Board reviewed the Architectural State Report. No action required.

**b. 616 Centre Court – Fence Post Exception**

The Board reviewed 616 Centre Court's architectural application, which was approved by the PAC. Due to a miscommunication between the PAC's recommendations and the homeowners, the fence built was presumed to be non-compliant with Association rules. Upon further review, President Mihin noted that there is no height limit listed in Centre Court's CC&Rs. Association standards. 616 Centre Court's exception request was granted.

## **8. EV COMMITTEE BUSINESS**

#### **a. EV Committee Matters**

Secretary Martinez and Irving Gonzales presented the Board with EV updates. No action required.

### **9. LANDSCAPE MATTERS**

#### **a. Terra Landscaping Updates/Contract**

Management provided the Board with Landscaping updates and discussed the mainline break at 151 Centre Court. The Board reviewed the Terra Contract proposal in Executive Session. President Mihin motioned to approve the proposal. Member at Large Wright seconded.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez); none opposed; motion passed.**

#### **b. Terra Main Line Repair Proposal**

The Board reviewed Terra's proposal to repair a main line break at 151 Centre Court. Vice President Sims motioned to approve the proposal. Treasurer Gillula seconded. NTE \$1,520.00.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez); none opposed; motion passed.**

#### **c. Mulch Proposal Options**

The Board reviewed Terra's proposal to spend one day distributing mulch from the mulch pile around the Association. The Board chose to maintain the current weekly schedule of mulch distribution. No action taken.

#### **d. EBMUD Water Reports**

There were no updates regarding EBMUD. No action required.

### **10. MAINTENANCE MATTERS**

#### **a. Job Summary Report (L/S & Maint.)**

The Board reviewed the Jobs summary report. No action required.

#### **b. Maintenance Committee Business/Update**

The Maintenance Committee motioned to meet with Management at the next scheduled site walk on the 9<sup>th</sup> of October. discussed signage and door replacements. The Board asked Management to confirm if there is a line-item budget for signage, and tabled this matter until next meeting.

#### **c. Exterior Maintenance and Workmanship Update**

##### **i. Teakwood Bench Proposals**

The Board reviewed proposals from Taylor Painting (\$3,433.00), Urban Painting (\$7,500.00) and UPSI (\$37,271.00) to prepare and stain 8 benches in Centre Court.

Treasurer Gillula motioned to approve Taylor Painting's bid. President Mihin seconded. NTE \$3,433.

**VOTE: 5 in favor (Mihin, Sims, Gillula, Martinez); none opposed; motion passed.**

##### **ii. Utility Cabinet Proposal**

The Board a proposal from UPSI (\$37,271.00) to repair or replace the Association's utility cabinets. This matter is tabled until the November 12<sup>th</sup> meeting pending further bids.

#### **d. PSL Updates**

The Board reviewed two proposals from Streamline Plumbing (\$656,920.00) and Waterworks (\$31,600.00). The Board directed Management to contact other Associations to get reviews, feedback and recommendations for a third vendor. Matter was tabled pending a third bid. No action taken.

#### **e. Metal Fence Repainting Proposal**

The Board reviewed a bid from Urban Painting (\$37,500.00) to repaint the perimeter fencing around the Association. Matter was tabled pending the submission of two more bids. No action taken.

## **11. HOSPITALITY COMMITTEE BUSINESS**

None. No action required.

## **12. NEWSLETTER**

President Mihin notified the Board that she can no longer do the newsletter due to her schedule. Management asked to notify homeowners, and source volunteers for the position.

## **13. OLD BUSINESS/NEW BUSINESS**

None discussed at this time.

## **14. MANAGER'S REPORT**

Management gave a brief report.

### **a. Board Calendar**

The Board reviewed the calendar. No action required.

## **15. ADJOURNMENT/NEXT MEETING DATE – November 12<sup>th</sup>, 2025 at 6:30 P.M.**

As there was no further business, the meeting was adjourned at 8:09 pm.

*I CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE  
MINUTES APPROVED BY THE BOARD OF DIRECTORS:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title