

Centre Court

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Centre Court

Minutes

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, July 16th, 2025

Board Members Present:	Marissa Mihin	President
	Luke Sims	Vice President
	Jeremy Gillula	Treasurer
	Andy Martinez	Secretary
	Glenn Wright	Member at Large
Others Present:	Nicelle Delos Reyes	Association Manager

1. EXECUTIVE SESSION (For Board Members Only)

The Board entered Executive Session at 6:02 p.m.

- The Board reviewed the violation matters. No action required. The Board heard homeowners regarding dispute resolution for parking matters.
- Legal Matters – Management provided verbal update regarding ALP completion of exterior light fixture repairs and inspections. Reports have not been submitted to management. No action required.
- There were no contracts to discuss. No action required.

Meeting was adjourned by President Mihin at 6:38 p.m.

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin called the meeting to order at 6:39 p.m.

President Mihin motioned to approve the agenda Treasurer Gillula seconded the motion.

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

3. CHBIOA VILLAGE REPORT

Villlage Representative, Tim Coffey, provided brief report including:

- City of Alameda is planning a large-scale road and bikeway improvement effort in Harbor Bay beginning Fall 2025
- City of Alameda also planning a plan for tree improvements and bike/sidewalk work along Packet Landing Road. Other HOAs have expressed interest in installing speed bumps along Packet Landing Rd.

4. HOMEOWNER'S OPEN FORUM/GUESTS

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

5. MINUTES**a. Draft Minutes: June 11, 2025**

The Board reviewed the draft minutes from the June 11, 2025 board of directors meeting. President Mihin motioned to approve the June 11, 2025 draft minutes. Treasurer Gillula seconded the motion.

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

6. FINANCIAL MATTERS**a. Financial Statements**

The June 30, 2025 financials reports were reviewed by the Board. Treasurer Gillula presented the report for the monthly financials. Treasurer Gillula motioned to accept the June 30, 2025 financial statements. President Mihin seconded the motion.

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

b. Financial Distribution

This matter was not discussed at this time.

c. Reserve Study

The Reserve Study draft was not ready at this time.

Future Project Funding Strategy

This matter was not discussed at this time.

7. ARCHITECTURAL MATTERS**a. Architectural Status Report**

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

b. 663 Centre Court – EV Charger

The Board reviewed additional information regarding the homeowner's issues with insurance compliance as required according to the Centre Court Architectural Guidelines for their approved application. The Board also reviewed information provided by management from Adams Stirling, other Insurance Agents.

c. EV Charger Guidelines

The Board reviewed the Centre Court Architectural Guidelines regarding EV Charger Installations. The Board discussed. President Mihin motioned to approve for a 28-day comment to redraft of the EV Charger Guidelines to include the HOA to be listed as an additional interest instead of additional insured with the assistance of EV Committee. Treasurer Gillula seconded the motion.

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

8. EV COMMITTEE BUSINESS**a. EV Committee Matters**

The Board reviewed information from EV Committee and Management regarding additional information from insurance, similar associations, and SB770 in relation to EV Charger guidelines and compliance.

9. LANDSCAPE MATTERS**a. Terra Landscaping Update**

The Board reviewed the information provided.

b. EBMUD Water Reports

There were no reports available. No action required.

c. Landscape Preservation

The Board discussed the matter of dogs digging holes and gophers. Secretary Martinez presented option regarding stakes that emit high pitch noises to deter animals President motioned to approve stake installation. Treasurer Gillula seconded the motion.

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

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

Maintenance Committee reported updates for the Board's information.

c. Exterior Maintenance and Workmanship Update

Management gave verbal update on exterior light fixture repairs as ALP Construction which have been completed. ALP Construction is to provide final reports and photos of the work they have completed. No further action was required.

d. PSL Updates

The Board reviewed the PSL camera surveys received and directed management to share proposals received to Architectural and Maintenance committees to gain their input.

e. 616 Centre Court – Reimbursement Request

The Board reviewed the information presented in regard to the reimbursement request for the furnace replaced during a roof leak which was repaired and additional information regarding the condition and age of the furnace. President Mihin motioned to approve half reimbursement of the furnace replacement in consideration of the life span of the old furnace. Vice President Sims seconded the motion.

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

11. HOSPITALITY COMMITTEE BUSINESS

No new news. No action required.

12. NEWSLETTER

President Mihin will be working on final newsletter. Due to schedule conflicts, frequency of newsletter will no longer be as consistent unless there is another volunteer.

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 2025 Board Calendar.

15. ADJOURNMENT/NEXT MEETING DATE – August 20, 2025, at 6:30 P.M.

As there was no further business, the meeting was adjourned at 8:13pm.

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

This was approved at the August 20, 2025 Centre Court Board of Directors meeting.

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, June 11th, 2025

Board Members Present:

Marissa Mihin
Luke Sims
Jeremy Gillula
Andy Martinez
Glenn Wright

President
Vice President
Treasurer
Secretary
Member at Large

Others Present:

Joy Shaw-Mathews
Nicelle Delos Reyes

Junior Association Manager
Association Manager

1. EXECUTIVE SESSION (For Board Members Only)

The Board entered Executive Session at 6:14 p.m.

- a. The Board reviewed the violation report. No action required.
- b. Legal Matters – Management provided verbal update regarding ALP progress of exterior light fixture repairs and inspections post mediation letter provided by attorney, Andrea O'Toole. No action required.
- c. There were no contracts to discuss. No action required.

Meeting was adjourned by President Mihin at 6:31 p.m.

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin called the meeting to order at 6:35 p.m.

President Mihin motioned to approve the agenda Treasurer Gillula seconded the motion.

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

3. CHBIOA VILLAGE REPORT

Villlage Representative, Tim Coffey, was not present however there has not been a CHBIOA Master Board meeting since the update at Centre Court's last meeting.

4. ANNOUNCEMENT: HOMEOWNER'S OPEN FORUM

President Mihin presented verbal update from the Board Training with Berding & Weil HOA attorney regarding the topic of homeowners open forum. According to the law, Homeowners are allowed to speak for the allotted time during homeowner open forum and the board may thank them for their contribution. If there is an item that may need a follow up, the board may add it to an agenda for the following meeting and could be discussed at that time. No action required.

5. HOMEOWNER'S OPEN FORUM/GUESTS

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

6. MINUTES**a. Draft Minutes: May 21, 2025**

The Board reviewed the draft minutes from the May 21, 2025 board of directors meeting. President Mihin motioned to approve the May 21, 2025 draft minutes. Treasurer Gillula seconded the motion.

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

b. Minutes Structure

The board reviewed the Davis Stirling minutes requirements. No action required.

7. FINANCIAL MATTERS**a. Financial Statements**

The May 31, 2025 financials reports were reviewed by the Board. Treasurer Gillula presented the report for the monthly financials. Treasurer Gillula motioned to accept the May 31, 2025 financial statements. President Mihin seconded the motion.

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

b. Financial Distribution

This matter was not discussed at this time.

c. Future Project Funding Strategy

This matter was not discussed at this time.

8. RULES AND REGULATIONS**a. Water Damage Policy Planning**

The Board discussed the original proposed water damage policy and chose not to move forward with proposing the policy as proper protocol regarding claims are sufficient.

b. Governing Documents Accessibility

The Board discussed availability of searchable versions of the association governing documents for increased accessibility for membership. Management was directed to support this goal.

9. ARCHITECTURAL MATTERS**a. Architectural Status Report**

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

b. 663 Centre Court – EV Charger

The Board reviewed the additional information regarding the homeowner's issues with insurance compliance as required according to the Centre Court Architectural Guidelines for their approved application.

10. EV COMMITTEE BUSINESS**a. EV Committee Matters**

The EV Committee presented updates and information regarding EV charging in the community. The Board directed EV Committee and Management were directed to research additional information from insurance, similar associations, and SB770 in relation to EV Charger guidelines and compliance.

11. LANDSCAPE MATTERS**a. Terra Landscaping Update**

The Board reviewed the information provided.

b. EBMUD Water Reports

There were no reports available. No action required.

c. Common Area Replacement Planting Proposal

The Board reviewed the proposed options for replacement at the common area near unit 111 Centre Court. Terra provided a proposal for a total of \$950.00 for (2) tree installations. Vice President motioned to approve the proposal NTE \$950.00 with direction to management to coordinate final plant species with the resident due to allergies between the recommended Crepe Myrtle varieties provided or the Podocarpus macrophyllus var. maki. Treasurer Gillula seconded the motion.

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

d. Tree Maintenance Proposal

The board reviewed the bid provided by Tree Sculpture for Tree Care Management in Centre Court for a total cost of \$4,700.00. President Mihin motioned to approve Tree Sculpture's proposal NTE \$4,700.00. Treasurer Gillula seconded the motion.

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

12. MAINTENANCE MATTERS**a. Job Summary Report (L/S & Maint.)**

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

b. Maintenance Committee Business/Update

Maintenance Committee reported updates for the Board's information.

c. Exterior Maintenance and Workmanship Update

Management gave verbal update on exterior light fixture repairs as ALP Construction is finishing inspections and repairs to the exterior light fixtures. ALP Construction is to provide final report and photos of the work they have completed. No further action was required.

d. PSL Camera Survey Proposal

The Board has since received the following bid updates for the PSL Camera Survey from New Pipes Inc. (\$32,300.00), Pipe Spy (Declined to Bid), Express Sewer (Pending), Streamline Plumbing (Pending). The Board is currently working on getting at least 3 bids.

e. 616 Centre Court – Reimbursement Request

The Board reviewed the information presented in regards to the reimbursement request for the furnace replaced during a roof leak which was repaired. The Board requested additional information from the homeowner. This matter was tabled.

f. 616 Centre Court – Reimbursement Request

The Board reviewed the information presented. No invoice was submitted for review. The Board will review again if homeowner provides invoice.

13. HOSPITALITY COMMITTEE BUSINESS

It was reported that new volunteers, Irving and Alicia Gonzalez, have confirmed to join the hospitality committee. No action required.

13. NEWSLETTER

There was no update given at this time.

14. OLD BUSINESS/NEW BUSINESS**a. Membership Notification Preference**

The Board discussed membership notification preference between email notifications and

hardcopy. The Board discussed including blurb in next annual disclosure packet reminding membership to update their preferred notification methods.

15. MANAGER'S REPORT

Management gave a brief report.

a. Board Calendar

The Board reviewed the 2025 Board Calendar.

16. ADJOURNMENT/NEXT MEETING DATE – July 16, 2025, at 6:30 P.M.

As there was no further business, the meeting was adjourned at 8:13pm.

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

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, May 21st, 2025

Board Members Present:

Marissa Mihin
Luke Sims
Jeremy Gillula
Andy Martinez
Glenn Wright

President
Vice President
Treasurer
Secretary
Member at Large

Others Present:

Joy Shaw-Mathews
Nicelle Delos Reyes
Jon Hamilton
Uriel Perez
Tim Coffey

Junior Association Manager
Association Manager
CLASS Representative
Terra Landscape (Account Manager)
Village Representative

1. EXECUTIVE SESSION (For Board Members Only)

President Mihin called the Executive Session meeting to order at 6:02 p.m. on May 21st, 2025.

The Board discussed matters relating to violations, legal matters, and contracts.

Meeting was adjourned by President Mihin at 6:34 p.m.

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

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin called the meeting to order at 6:34 p.m.

President Mihin motioned to approve the agenda Treasurer Gillula motioned to add the January, February and March financial statements for review and acceptance to Financial Statements on the agenda. President Mihin seconded the motion.

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

3. COMMUNITY REPORT

Village 3B Representative Tim Coffey gave the village report.

4. HOMEOWNER'S OPEN FORUM/GUESTS

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

5. APPROVAL OF MINUTES

The Board reviewed the draft minutes from the annual and board of directors meetings on April 9th and April 17th. President Mihin motioned to approve the April 9, 2025, and April 17, 2025 draft minutes. Treasurer Gillula seconded the motion.

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

6. FINANCIAL MATTERS**a. Financial Statements**

The January, February, March, and April 2025 financials reports were reviewed by the Board. Treasurer Gillula presented the report for the monthly financials. Treasurer Gillula motioned to accept the January, February, March, and April 2025 financial statements. President Mihin seconded the motion.

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

b. Financial Distribution

This matter was not discussed at this time.

c. Future Project Funding Strategy

This matter was not discussed at this time.

7. RULES AND REGULATIONS**a. Water Damage Policy Planning**

The board reviewed the draft policy and discussed revision

8. ARCHITECTURAL MATTERS**a. Architectural Status Report**

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

b. 663 Centre Court – EV Charger

The Board reviewed the CAC approved application. No action required.

9. EV COMMITTEE BUSINESS**a. EV Committee Matters**

The EV Committee presented updates and information regarding EV charging in the community.

b. EV Survey

The board reviewed the draft survey for EV Chargers for residents in the Centre Court Community. President Mihin motioned to approve the distribution of the EV survey to be sent out on condition of President's review of final draft. Director Wright seconded the motion.

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

10. LANDSCAPE MATTERS**a. Terra Landscaping Update**

The Board reviewed the information provided.

b. EBMUD Water Reports

The Board reviewed the EBMUD water reports.

c. Front Landscape Clearance & Safety Proposal

The Board reviewed the proposal and did not move forward as there is better clearance after general maintenance.

d. Common Area Replacement Planting Proposal

The proposals were not available at this time. This matter was tabled.

e. Tree Maintenance Proposal

This matter was tabled at this time.

11. MAINTENANCE MATTERS**a. Job Summary Report (L/S & Maint.)**

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

b. Maintenance Committee Business/Update

Maintenance Committee reported updates for the Board's information.

c. Exterior Maintenance and Workmanship Update

Management gave verbal update on exterior light fixture repairs. No further action was required.

d. PSL Camera Survey Proposal

This matter was tabled at this time.

e. Roof Works Roof Proposal

This proposal was tabled at this time.

f. Dryer Vent Wizard Proposal

The Board reviewed the Dryer Vent Wizard Proposal to clean the dryer vents at all 112 units for \$6,608.00. President Mihin motioned to approve the Dryer Vent Wizard Proposal. Vice President Sims seconded the motion.

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

g. 616 Centre Court – Reimbursement Request

The Board reviewed the information presented. This matter was tabled for more information.

12. HOSPITALITY COMMITTEE BUSINESS

There was no report given at this time.

13. NEWSLETTER

There was no update given at this time.

14. OLD BUSINESS/NEW BUSINESS

There were no matters to discuss at this time.

15. MANAGER'S REPORT

Management gave a brief report.

a. Board Calendar

The Board reviewed the 2025 Board Calendar.

16. ADJOURNMENT/NEXT MEETING DATE – June 11, 2025, at 6:30 P.M.

As there was no further business, the meeting was adjourned at 8:59pm. The next Board Meeting is scheduled for Wednesday, June 9, 2025, at 6:30 p.m.

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

EMERGENCY MEETING (Email)

Thursday, April 17th, 2025

MINUTES

Board Members Present:

Marissa Mihin
Luke Sims
Jeremy Gillula
Glenn Wright
Andy Martinez

President
Vice President
Treasurer
Member at Large
Secretary

Others Present:

Nicelle Delos Reyes
Joy Shaw-Mathews

Association Manager
Junior Manager

1. CALL TO ORDER

All board members gave written consent to hold emergency meeting via email. Vice President Sims called the Emergency Meeting to order at 1:46 p.m. on April 17th, 2025.

2. EMERGENCY REPAIR – WATER LEAK

Management reported on the situation as follows:

Management was advised of a domestic leak coming from the water meter located in the common area and belonging to 651 Centre Court on the morning of April 15, 2025, from the landscaping team. EBMUD was advised and came out and determined the leak was beyond the meter thus making this HOA responsibility. The unit owner's water was turned off and Roto Rooter came out April 15, 2025, and a leak detection specialist located leak on April 16, 2025. This repair work will require excavation to reach the PVC pipe and make the repair. Roto Rooter's technician prepared the estimate for the repair for the repair and patch post repair at \$7,557.39.

Vice President Sims motioned to approve this emergency repair of the water pipe at 651 CCT for a cost NTE \$7,557.39. President Mihin seconded the motion.

VOTE: 3 in favor (Sims, Mihin, Martinez); Only a simple majority are required for emergency meetings. Motion passed.

3. ADJOURN REGULAR MEETING/**NEXT MEETING DATE: 5/14/2025 at 6:30 P.M.**

As there was no further business, the emergency meeting was adjourned at 2:39 p.m.

APPROVED BY:

Signature

Date

Print Name

Title

EMERGENCY MEETING (Email)

Thursday, April 17th, 2025

MINUTES

Board Members Present:

Marissa Mihin
Luke Sims
Jeremy Gillula
Glenn Wright
Andy Martinez

President
Vice President
Treasurer
Member at Large
Secretary

Others Present:

Nicelle Delos Reyes
Joy Shaw-Mathews

Association Manager
Junior Association Manager

1. CALL TO ORDER

All board members gave written consent to hold emergency meeting via email. President Mihin called the Emergency Meeting to order at 7:43 p.m. on April 17th, 2025 through email.

2. EMERGENCY REPAIR WATER LEAK CHANGE ORDER #1 – 651 CENTRE COURT

Management reported on the situation as follows:

Management was advised work had started for repairing the domestic leak by Roto Rooter as approved at the earlier emergency meeting. Roto Rooter had found more leaks. They had successfully put a temporary fix to allow hot water to the unit. However, the existing lines are bundled together along with a possible gas/electric line. Roto Rooter informed 811 is going to come out to mark them before they can continue with the repairs. A change order was provided by Roto Rooter for a total additional cost of \$3,499.31 to complete the repair and additional repairs found starting April 18, 2025 if approved.

President Mihin motioned to approve this emergency change order repair for a cost NTE \$3,499.31. Vice President Sims seconded the motion.

VOTE: 3 in favor (Sims, Mihin, Wright, Gillula); Only a simple majority are required for emergency meetings. Motion passed.

3. EMERGENCY – TERMITE TREATMENT – HEALTH AND SAFETY 616 CENTRE COURT

Management reported on the situation as follows:

The previous board decision on April 9, 2025 to treat with the recommended fumigation for termites at the residence has been affected as the neighboring unit that would also require tenting does not consent to allow fumigation of their unit. 616 Centre Court has obtained a supplemental from Omega to instead perform localized treatment for a cost of \$1,545.00 and according to their original report \$385.00 for the rafter repair post treatment.

Due to this being a health and safety issue, and an unforeseen circumstance of not being able to

fumigate this item was included for board review and approval.

President Mihin motioned to approve the localized treatment of termites at 616 Centre Court including the rafter repair NTE \$2,250.00. Director Wright seconded the motion.

4. ADJOURN REGULAR MEETING/NEXT MEETING DATE: 5/14/2025 at 6:30 P.M.

As there was no further business, the emergency meeting was adjourned at 2:39 p.m.

APPROVED BY:

Signature

Date

Print Name

Title

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, April 9th, 2025

Board Members Present:

Marissa Mihin
Luke Sims
Glenn Wright
Andy Martinez
Jeremy Gillula

President
Vice President
Member at Large
Secretary
Treasurer

Board Members Absent:

Others Present:

Nicelle Delos Reyes
Joy Shaw-Mathews

Association Manager
Junior Association Manager

1. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin called the meeting to order at 7:34 p.m.

President Mihin motioned to approve the agenda with amendment to move up proposed Water Damage Policy for on the agenda. Treasurer Gillula seconded the motion.

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

2. RULES & REGULATIONS

The Board reviewed Water Damage Policy and the comments received. The board tabled the matter in consideration of fully reviewing the comments and policy.

3. BOARD ORGANIZATION

Treasurer Gillula motioned to appoint Director Marissa Mihin as President, Director Luke Sims as Vice President, and Director Andy Martinez as Secretary. Director Mihin seconded the motion.

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

4. HOMEOWNER'S OPEN FORUM/GUESTS

The board reviewed submitted homeowner open forum matters. Homeowners were given the opportunity to speak during Open Forum.

5. MINUTES

The Board reviewed minutes from the meeting on 3/12/2025. Vice President Sims motioned to approve the March 12, 2025, minutes. President Mihin seconded the motion.

VOTE: 4 in favor (Mihin, Martinez, Wright, Sims); none opposed; 1 abstained (Gillula); motion passed.

6. FINANCIAL MATTERS

a. Treasurer's Report and Review of Financial Statements

Tabled at this time.

b. 2024 Audit

The Board reviewed the 2024 Year End Financial Review Audit prepared by Mueller and Strosberg, LLP. President Mihin motioned to approve the 2024 Year End Financial Review. Treasurer Gillula seconded the motion.

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

7. LANDSCAPE MATTERS

a. Terra Landscaping Update

The Board reviewed the information provided.

b. Landscaping Proposals

i. Front Entry Landscaping Proposal

This matter was tabled.

ii. Root Invasive Tree Removal/Replacement Proposal

The Board reviewed the Terra proposal for removal of the invasive carrot wood tree and replacement with a Crype Myrtle at \$875.00. President Mihin motioned to approve the proposal NTE \$875.00. Vice President Sims seconded the motion.

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

iii. 111 CCT – Planting Update

Not available at this time.

iv. Thrip Prevention and Control Proposal

The Board reviewed the proposal from Terra Landscape for Thrip Treatment and Control for \$3,050.00. Vice President Sims motioned to approve the Terra Proposal for Thrip Treatment and Prevention NTE \$3,050.00. President Mihin seconded the motion.

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

8. MAINTENANCE MATTERS

a. Wooden Column Feasibility

Not received. Tabled at this time.

b. PSL Camera Survey

Management reported updates on Camera Survey from New Pipes. Tabled for more information.

c. 616 Centre Court

i. Omega Test Report

The Board viewed the Termite report prepared by Omega Pest Control including termite treatment involving fumigation. President Mihin motioned to approve a NTE \$400 per night and NTE \$3,000.00 for fumigation treatment of the unit and neighboring unit. Treasurer Gillula seconded the motion. *This is contingent if neighboring unit consents to treatment.

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

ii. Reimbursement Request

The Board reviewed the receipt and email provided regarding the furnace replacement and

reimbursement request in relation to a roof leak at the property. The Board tabled this matter in pursuit of more information.

d. Community Area Chairs

The Board reviewed the issue brought to the attention of the board of the juvenile behavior and misuse of the common area chairs. President Mihin volunteered to communicate with the parents to resolve issue. The broken chair is to be disposed of.

9. OLD BUSINESS

None at this time.

10. NEW BUSINESS

a. Newsletter

No update at this time.

11. EXECUTIVE SESSION

The Board entered the Executive Session at 8:59 pm.

The Board discussed matters relating to violations, legal matters and contracts.

12. ADJOURN REGULAR MEETING/NEXT MEETING DATE: 5/14/2025 AT 6:30 P.M.

As there was no further business, the meeting was adjourned at 9:09 p.m. The next Board Meeting is scheduled on **Wednesday, May 14th, 2025 at 6:30 p.m.**

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

MINUTES

ANNUAL MEMBERSHIP MEETING

Wednesday, April 9th, 2025

Board Members Present:	Marissa Mihin Luke Sims Jeremy Gillula Andy Martinez Glenn Wright	President Vice President Treasurer Secretary Member at Large
Board Members Absent:	None	
Others Present:	Amanda Meng Javier Silva Jon Hamilton Uriel Perez Tim Coffey	Association Manager Security Commander CLASS Representative Terra Landscape (Account Manager) Village Representative

1. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin motioned to call the meeting to order at 6:31 p.m.

President Johnson motioned to approve the agenda. Vice President Vallee seconded the motion.

VOTE: 5 in favor (Johnson, Vallee, Gillula, Lei, Mihin); none opposed; motion passed.

a. Election Results

President Johnson reported the following election results:

- The Tax Resolution vote passed with (yes), 0 (no), 2 (disqualified).
- The Centre Court Homeowners Association 2025-2027 term Board members taking office are Jeremy Gillula (incumbent) and Glenn Wright. Both directors were elected by acclamation.

2. COMMUNITY REPORTS

a. Security – Commander Javier Silva

Commander of CHBI Security, Javier Silva gave a report that included but was not limited to security statistics of 39 reported incidents in CHBI. CHBI security is almost fully staffed with only one open position.

b. CLASS Report – Jon Hamilton

Farmers Insurance Agent, Leah Nishi gave a policy update that included information relating to a 6% increase on last year's premium. The coverage remained the same from 2023 to 2024. Individual homeowners should have HO6 Condo Policy insurance to cover their properties.

c. Village 3-B Representative – Tim Coffey

Master Board Representative Cheryl Paterson gave a report that included but was not limited to:

- City of Alameda approved a vehicle slowing plan including converting streets to one lane streets and installing roundabouts in Maitland.
- SB677.

3. GUEST SPEAKER

a. Terra Landscaping – Uriel Perez

Uriel Perez reported on the happenings of landscaping project in Centre Court.

- Thrips in Centre Court to be treated.
- Pruning flowering shrubs.

4. PRESIDENT'S REPORT

a. 2024 Year in Review

President Mihin gave a report of 2024 Centre Court accomplishments.

- Metal Paints painted
- Formation of Hospitality Committee
- National Night Out Success – 1st Tuesday in August
- Formation of the Newsletter
- Formation of EV Committee- Andy reported on status of EV Committee and their purpose and what they're planning.
- Town Hall Last Year for Financials -

b. Treasurer's Report

Treasurer Gillula gave a report of the financial standing of Centre Court HOA. The increase in assessments was explained in detail.

c. 2025 Upcoming Projects

The topic of upcoming projects was discussed. There are no large projects scheduled for 2024.

d. Board Recognition

President Mihin gave recognition to current and outgoing Board members, committee members and volunteers.

5. HOMEOWNER'S OPEN FORUM/GUESTS

Homeowners were given the opportunity to speak during Open Forum.

6. ADJOURN REGULAR MEETING/NEXT ANNUAL MEETING DATE: 4/16/2025 at 6:30 P.M.

President Johnson motioned and Director Mihin seconded the motion to adjourn the meeting at 7:33 p.m.

VOTE: 5 in favor (Johnson, Vallee, Gillula, Mihin, Wright); none opposed; motion passed.

The next Annual Membership Meeting scheduled is on **Wednesday, April 16th, 2025 at 6:30 p.m.** with a brief Regular Board meeting to follow.

APPROVED BY:

Signature

Date

Print Name

Title

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, March 12th, 2025

Board Members Present:	Marissa Mihin Luke Sims Glenn Wright Andy Martinez	President Vice President Member at Large Secretary
Board Members Absent:	Jeremy Gillula	Treasurer
Others Present:	Nicelle Delos Reyes	Association Manager

1. EXECUTIVE SESSION

President Mihin called the Executive Session meeting to order at 6:05 p.m. on February 12th, 2025.

Vice President Sims motioned to permit President Mihin as additional person to go into detail regarding to legal services for ALP. President Mihin seconded the motion.

VOTE: 4 in favor (Mihin, Martinez, Wright, Sims); none opposed; motion

The Board discussed matters relating to violations, legal matters and contracts.

Meeting was adjourned by President Mihin and carried by Vice President Sims at 6:29 p.m.

VOTE: 4 in favor (Mihin, Martinez, Wright, Sims); none opposed; motion passed.

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin called the meeting to order at 6:33 p.m.

President Mihin motioned to approve the agenda with amendment to move up maintenance matters on the agenda. Director Wright seconded the motion.

VOTE: 4 in favor (Mihin, Martinez, Wright, Sims); none opposed; motion passed.

3. COMMUNITY REPORT

Cheryl Paterson was not present and will no longer be the village representative. After the election, Tim Coffey will be the new Village 3-B Representative. Director Wright reported back on the redacted security report proposal after attending the master board meeting. Master board will consider possibility of providing a redacted security report.

4. HOMEOWNER'S OPEN FORUM/GUESTS

Board reviewed submitted homeowner open forum matters. Homeowners were given the opportunity to speak during Open Forum.

5. MINUTES

President Mihin read out the results from February 27, 2025 and March 6, 2025 executive session meetings: The Board approved legal services regarding ALP and their reinstallation of light fixtures during 2021 shingle project. The Board reviewed minutes from the meetings on 2/12/2025. President Mihin motioned to approve the February 12, 2025, minutes. Vice President Sims seconded the motion.

VOTE: 3 in favor (Mihin, Wright, Sims); none opposed; 1 abstained (Martinez); motion passed.

6. FINANCIAL MATTERS**a. Treasurer's Report and Review of Financial Statements**

Treasurer Gillula was not present to report on financials They have been tabled at this time.

b. Financial Distribution

The Board did not discuss this subject at this time.

c. Future Project Funding Strategy

The Board did not discuss this subject at this time.

7. ARCHITECTURAL MATTERS**a. Architectural Status Report**

The Board reviewed the information presented. No action was required or taken.

8. LANDSCAPE MATTERS**a. Terra Landscaping Update**

The Board reviewed information provided.

b. EBMUD Water Reports and Invoices

The Board did not review the water reports submitted by EBMUD as they were not available.

c. Front Entry Landscaping Proposal

Not available at this time.

d. 111 Centre Court

The Board reviewed homeowners concern regarding allergies to the proposed plant and Terra's proposed suggestion for planting Azaleas in the nearby common area. Management was directed to coordinate with the owner and Terra to come to a solution.

e. Mulch Proposal

The Board reviewed and did not approve at this time. No further action was taken.

f. Tree Care Proposal – A Plus Tree

The Board tabled at this time in pursuit of more bids from Terra/Tree Sculpture. Ask Heike, for changes for A Plus Tree Scope.

9. MAINTENANCE MATTERS**a. Jobs Report**

The Board reviewed the Jobs report that summarized all new jobs, jobs out for bid, jobs in process and jobs closed. No action was required or taken.

b. Maintenance Committee Business / Project Updates

Maintenance Committee reported updates for the Board's information.

c. Exterior Maintenance and Workmanship Update

Management updated that a certified letter was sent to ALP Construction regarding response demanded for follow up work on inspection of the reinstalled exterior light fixtures during the Shingle Project.

d. PSL Camera Survey Proposals

The Board reviewed the New Pipes Proposal for camera survey at cost of (\$38,000.00). Tabled for more information. information from New Pipes.

e. CHBI Drainage Proposal

Tabled for more information.

f. Wooden Column Posts

The Board reviewed the 2019 Column Assessments and proposal which at the time had indicated the columns were in good condition and only required monitoring. The Board directed management to obtain a quote for a feasibility study assessing the wooden column posts.

g. Gutter Baskets

The Board reviewed the information from Chris Seeger with CR Gutters regarding installation of gutter baskets. The Board to revisit possibility of gutter baskets during annual gutter cleaning.

h. Roofworks Roof Inspection Proposal

The Board reviewed the Roofworks Roof Inspection Proposal. Tabled for more information.

i. R&S Doors – Gate Wheels Proposal

The Board reviewed the R&S Doors Gate Wheels replacement proposal for a total of \$950.00 for preventative maintenance. Vice President Sims motioned to approve the R&S Gate Wheel Replacement Proposal. President Mihin seconded the motion.

Vote: 3 in favor (Mihin, Sims, Wright); 1 opposed (Martinez); motion passed.

j. 678 Centre Court – Post Repair/Paint –

The Board reviewed bids for the drywall repair and ceiling repainting from the previously repaired roof leak of 678 Centre Court. Bids included Varsity Painting which came at a \$88/hour to not exceed \$2,500.00 and from UPSI for \$2,158.00. President Mihin motioned to approve the UPSI bid NTE \$2,158.00 to repair the drywall and ceiling of unit 678 Centre Court. Vice President Sims seconded the motion.

Vote: 4 in favor (Mihin, Sims, Wright, Martinez); none opposed; motion passed.

k. Reimbursement Request – 616 Centre Court

The Board reviewed the work completed by Roofworks for a roof leak and information from homeowner regarding their damaged furnace due to the water leak. Homeowner will send invoice for board review.

10. INSURANCE

The board reviewed the farmers insurance premium renewal package with a 25k deductible adjustment for the premium. Vice president sims motioned to approve the farmers insurance renewal package. President Mihin seconded the motion.

Vote: 4 in favor (Mihin, Sims, Wright, Martinez); none opposed; motion passed.

11. HOSPITALITY COMMITTEE BUSINESS

The Hospitality Committee requested approval for \$100.00 for refreshments for the annual meeting. President Mihin motioned to approve the request. Director Wright seconded the motion.

Vote: 4 in favor (Mihin, Sims, Wright, Martinez); none opposed; motion passed.

12. NEWSLETTER

President Mihin discussed the writing of the newsletter and the topics to be covered therein.

13. OLD BUSINESS / NEW BUSINESS

a. EV Committee

Andy reported he is meeting with Irving in the next week or so to get strategy documented for next steps with people at Alameda Power. Table for next meeting.

14. MANAGERS' REPORT

Management gave a brief report.

a. Board Calendar

The Board and Management reviewed the 2025 Board Calendar.

15. ADJOURN REGULAR MEETING/**NEXT MEETING DATE: 4/9/2025 AT 6:30 P.M.**

As there was no further business, the meeting was adjourned at 8:02p.m. The next Board Meeting is scheduled on **Wednesday, April 9th, 2025 at 6:30 p.m. It will be the annual meeting and a brief regular board meeting immediately following the annual meeting as well.**

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

Andres Martinez
Signature

Andres Martinez
Print Name

04/12/2025
Date

Secretary
Title

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, February 12th, 2025

Board Members Present:

Marissa Mihin
Luke Sims
Jeremy Gillula
Glenn Wright
Andy Martinez

President
Vice President
Treasurer
Member at Large
Secretary

Board Members Absent:

None

Others Present:

Nicelle Delos Reyes
Leah Nishi

Association Manager
Farmers Insurance Agent

1. EXECUTIVE SESSION

President Mihin called the Executive Session meeting to order at 6:03 p.m. on February 12th, 2025.

President Mihin motioned to move the contracts matters up on agenda. Treasurer Gillula seconded the motion.

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

The Board discussed matters relating to violations, legal matters and contracts.

Meeting was adjourned by President Mihin and carried by Treasurer Gillula at 6:28 p.m.

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

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin called the meeting to order at 6:31 p.m.

President Mihin motioned to approve the agenda with amendment to move up insurance matters on the agenda. Treasurer Gillula seconded the motion.

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

3. INSURANCE MATTERS

Farmers Insurance Agent, Leah Nishi, was present to discuss the premium renewal package for Centre Court. The premium had an increase of 54%, Leah Nishi stated this was an increase with no changes at all to the policy. Due to the Insurance market, many insurance companies have been seen leaving, some not receiving renewals, and many carriers for condo associations have dwindled. The Board discussed this matter. Treasurer Gillula motioned to have Leah Nishi send a revised renewal with change to \$25,000 deductible. President Mihin seconded the motion.

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

4. COMMUNITY REPORT

Board reviewed Master Board Minutes from their October and November meetings. Board requesting if the HOA Board can receive redacted security report. President Mihin will attend, along with Glenn Wright, and Jeremy, to request this to Master Board. If Board members unable to attend board meeting, to invite if Dawn would be able to speak to CCT Board on this.

5. HOMEOWNER'S OPEN FORUM/GUESTS

Board reviewed submitted homeowner open forum matters. Homeowners were given the opportunity to speak during Open Forum.

6. BOARD ORGANIZATION

The Board appointed Andy Martinez to the Centre Court Board at the January 15, 2025 meeting. Board discussed position reassignment. Treasurer Gillula motioned to assign Secretary role to Andy Martinez. President Mihin seconded the motion.

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

7. MINUTES

The Board reviewed minutes from the meetings on 1/15/2025. President Mihin motioned to approve the January 15, 2025 minutes. Treasurer Gillula seconded the motion.

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

8. RULES & REGULATIONS**a. Water Damage**

The Board reviewed the approval from legal counsel on the drafted policy regarding water damage to individual units. President Mihin motioned to send the draft water damage policy to the membership for a 28-day comment period. Vice President Sims seconded the motion.

VOTE: 4 in favor (Mihin, Martinez, Wright, Sims); Gillula opposed; motion passed.

b. Insect Traps

The Board reviewed and discussed the recommendation against the drafted rule change permitting insect traps in to be placed in the common area from legal counsel at Adams Stirling.

9. FINANCIAL MATTERS**a. Treasurer's Report and Review of Financial Statements**

The December 2024 financial reports were received. Treasurer Gillula presented the report for December's Financials. Treasurer Gillula motioned to accept the December 2024 Financial Statements. President Mihin seconded the motion.

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

b. Financial Distribution

The Board did not discuss this subject at this time.

c. Future Project Funding Strategy

The Board did not discuss this subject at this time.

10. ARCHITECTURAL MATTERS**a. Architectural Status Report**

The Board reviewed the information presented. No action was required or taken.

11. LANDSCAPE MATTERS

a. Terra Landscaping Update

The Board reviewed information provided. Give feedback on appreciation of written update.

b. EBMUD Water Reports and Invoices

The Board did not review the water reports submitted by EBMUD as they were not available.

c. Landscape Proposals**i. Front Entry Landscaping Proposal**

The Board reviewed the Terra bid for relandscaping the front entry to accommodate for better clearance and safety of pedestrians, bicyclists, etc. and additional pictures clarifying their scope. The Board discussed this matter as it is not a renovation of front entry landscaping but for clearance. President Mihin motioned to request from Terra a revised proposal for removing the hydrangea and to replace with a shorter, affordable and easier to maintain option. Vice President Sims seconded the motion.

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

ii. Dogs Digging Holes

The Board reviewed the information presented regarding new holes from dogs digging in green common area after Terra Landscaping had completed a work order to fill previous holes in different locations. The Board further discussed options for preventions if issue escalates. The Board directed management to send work order to fill the new dog holes.

iii. 111 Centre Court

The Board reviewed the Terra Proposal for plantings at 111 Centre Court and their assessment of the homeowner suggested plant material in consideration of allergy concerns. Terra's comment included the suggested plant material is toxic to wildlife and humans, and provided an alternative planting option in their proposal. The Board discussed and tabled the matter to discuss at next meeting with invitation to homeowner to attend.

iv. Irrigation System Check Proposal

The Board reviewed a proposal from Terra Landscape for repairs found from the annual irrigation system check of Control A, B, C, and D for \$2,700.00. President Mihin motioned to approve the proposal to conduct repairs as stated NTE \$2,700.00. Treasurer Gillula seconded the motion.

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

v. Mulch Proposal

Terra's mulch proposal was not available for Board review.

12. MAINTENANCE MATTERS**a. Jobs Report**

The Board reviewed the Jobs report that summarized all new jobs, jobs out for bid, jobs in process and jobs closed. No action was required or taken.

b. Maintenance Committee Business / Project Updates

Maintenance Committee reported updates for the Board's information.

c. Exterior Maintenance and Workmanship Update

Management had sent request for assessment and repair to all units regarding exterior light and

electrical box reinstallations, ALP had confirmed receipt of work order. Board directed management to follow up on ALP's status for inspection.

d. Gutters/Downspouts

The Board reviewed CR Gutters proposal for removal and replacement of downspouts as pointed out by maintenance committee of needing repair at 265, 116, and 112 Centre Court as well as at the 200s Parking Space 788. President Mihin motioned to approve the proposal to remove and replace the downspouts NTE \$1,500.00. Treasurer Gillula seconded the motion.

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

e. Maintenance Proposals

The Board reviewed the following maintenance proposals:

i. Camera Survey Proposal

No bids have been received back for the camera survey. Management to send out more bids and follow up with other association's sewer lateral vendors.

ii. Insect Control Matters/Ant Infestations

The Board discussed insect control issues in Centre Court and prior discussion regarding insect traps and the drafted rule update for insect traps. President Mihin motioned to send the draft rule change for insect traps in the common area to the membership for a 28-day comment period. Treasurer Gillula seconded the motion.

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

iii. CHBI Drainage Proposal

The Board discussed the proposal from Community Harbor Bay Isle to install an atrium drain modification. Board requests more information and detail on function of drain proposed and how it will resolve issue. Tabled for more information.

13. HOSPITALITY COMMITTEE BUSINESS

There was no report given at this time.

14. NEWSLETTER

President Mihin discussed the writing of the newsletter and the topics to be covered therein.

15. OLD BUSINESS / NEW BUSINESS

a. EV Committee

Andy reported he is meeting with Irving in the next week or so to get strategy documented for next steps with people at Alameda Power.

b. Inspector of Election

The Board discussed the appointment of the Inspector of Elections to count and tabulate the Election of Directors and Tax Resolution Vote. President Mihin motioned to appoint Mita Raval as Inspector of Elections. Treasurer Gillula seconded the motion.

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

c. Homeowner Reimbursement – Account #095-074732

The Board reviewed the reimbursement request and receipt for the electrician work by Manuel Fernandez Construction when faulty workmanship from ALP was identified during reinstallation

of exterior lights. President Mihin motioned to reimburse homeowner of Account# 095-074732 the invoice amount of \$195.50 from the HOA, and to send request for reimbursement from ALP. Treasurer Gillula seconded the motion.

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

16. MANAGERS' REPORT

Management gave a brief report.

a. Board Calendar

The Board and Management reviewed the 2025 Board Calendar.

17. ADJOURN REGULAR MEETING/NEXT MEETING DATE: 3/12/2025 at 6:30 P.M.

As there was no further business, the meeting was adjourned at 8:28p.m. The next Board Meeting is scheduled on **Wednesday, March 12th, 2025 at 6:30 p.m.**

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

Andres Martinez
Signature

Andres Martinez
Print Name

04/12/2025
Date

Secretary
Title

MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, January 15th, 2025

Board Members Present:	Marissa Mihin	President
	Luke Sims	Vice President
	Jeremy Gillula	Treasurer
	Linda Vallee	Secretary
	Glenn Wright	Member at Large

Board Members Absent: None

Others Present: Nicelle Delos Reyes Association Manager

1. EXECUTIVE SESSION

President Mihin called the Executive Session meeting to order at 6:03 p.m. on January 15th, 2025.

The Board discussed matters relating to violations, legal matters and contracts.

Meeting was adjourned by President Mihin and carried by Treasurer Gillula at 6:15 p.m.

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

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin motioned to call the meeting to order at 6.31 p.m.

President Mihin motioned to approve the agenda. Treasurer Gillula seconded the motion.

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

3. COMMUNITY REPORT

As there has been no master board meeting since the last Centre Court Board of Directors Meeting, Cheryl did not provide or present a community report.

4. HOMEOWNER'S OPEN FORUM/GUESTS

Homeowners were given the opportunity to speak during Open Forum.

5. BOARD ORGANIZATION

The Board reviewed the candidate statement submitted by Andy Martinez as Secretary Vallee indicated she will remain board member status until her property sells or a candidate volunteers. Secretary Vallee motioned to approve the appointment of Andy Martinez to the Centre Court Board of Directors following her documented resignation after the end of the January 15, 2025 board meeting. Vice President Sims seconded the motion.

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

6. MINUTES

The Board reviewed minutes from the meetings on 12/11/2024. Secretary Vallee motioned to approve all minutes with correction to Board Organization to include Linda Vallee as Secretary. Treasurer Gillula seconded the motion.

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

7. RULES & REGULATIONS

a. Water Damage

The Board discussed drafting more specific guidelines for policy for water damage.

b. Insect Trap

The Board discussed drafting more specific guidelines for insect traps in the common area.

8. FINANCIAL MATTERS

a. Treasurer's Report and Review of Financial Statements

The December 2024 financial reports were not received yet at this time.

b. Financial Distribution

The Board did not discuss this subject at this time.

c. Future Project Funding Strategy

The Board discussed holding project funding strategy. It was made aware that there are owners who are willing for a special assessment. It was suggested if a survey or poll for special assessment willingness was permissible. It was proposed to reconsider bringing this back up during the annual membership meeting.

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

9. ARCHITECTURAL MATTERS

a. Architectural Status Report

The Board reviewed the information presented. No action was required or taken.

10. LANDSCAPE MATTERS

a. Terra Landscaping Update

The Board reviewed information provided.

b. EBMUD Water Reports and Invoices

The Board reviewed the water reports submitted by EBMUD.

c. Landscape Proposals

i. Front Entry Landscaping Proposal

The Board reviewed the Terra bid for relandscaping the front entry to accommodate for better clearance and safety of pedestrians, bicyclists, etc. This matter was tabled for more information regarding map, and explanation of scope.

ii. 212 Centre Court

The Board reviewed the Terra Proposal for plantings at 212 Centre Court. The Board discussed and did not approve the proposal due to the budget limitations at this time.

iii. Tree Proposals

The Tree Proposals including for 111 Centre Court was not available for Board review.

iv. Mulch Proposal

Terra's mulch proposal was not available for Board review.

11. MAINTENANCE MATTERS**a. Jobs Report**

The Board reviewed the Jobs report that summarized all new jobs, jobs out for bid, jobs in process and jobs closed. No action was required or taken.

b. Maintenance Committee Business / Project Updates

Secretary Vallee will no longer be chairperson in light of Andy Martinez's appointment to the Board. The Board discussed. Treasurer Gillula motioned to make Heike Ewert the Maintenance Committee Chair Person and authorize her permission to receive proposals for review only. Secretary Vallee seconded the motion.

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

c. Exterior Maintenance and Workmanship Concerns

The Board reviewed owner concern and email regarding faulty workmanship when ALP reinstalled light fixtures during shingle siding project. The Board directed management to communicate with ALP requesting their assessment and repair to all units in Centre Court as it is still within the warranty period.

d. Gutters/Downspouts

The Board reviewed gutters and downspouts pointed out by maintenance committee of needing repair. The Board directed management to request bid from CR Gutters.

e. Maintenance Proposals

The Board reviewed the following maintenance proposals:

i. Fence Repairs

The Board reviewed Universe Construction proposal to conduct minor fence repair at 265 Centre Court, Garbage Kiosk E, and 214 Centre Court. Due to miscommunication between staff at Reuben Borg, Reuben and Borg offered to do work as courtesy and at no charge. No action required.

12. HOSPITALITY COMMITTEE BUSINESS

There was no report given at this time.

13. NEWSLETTER

President Mihin discussed the writing of the newsletter and the topics to be covered therein. President Mihin will draft the newsletter and give to Management for distribution to the membership.

14. OLD BUSINESS / NEW BUSINESS**a. EV Committee**

President Mihin motioned to appoint the EV Committee with Andy Martinez as Chair Person. Treasurer Gillula seconded the motion.

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

The Board appointed the Electric Vehicle Committee with members Andy Martinez and Irving Gonzalez. The Board reviewed information regarding EV and discussed.

15. MANAGERS' REPORT

Management gave a brief report.

a. Board Calendar

The Board and Management reviewed the 2024 Board Calendar.

16. ADJOURN REGULAR MEETING/**NEXT MEETING DATE: 2/12/2025 at 6:30 P.M.**

President Mihin motioned and Treasurer Gillula seconded the motion to adjourn the meeting at 8:10 p.m.

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

The next Board Meeting is scheduled on **Wednesday, February 12th, 2025 at 6:30 p.m.**

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



Signature

Andy Martinez

Print Name

2/24/2025

Date

2/24/2025

Title

MINUTES

BOARD OF DIRECTORS MEETING Wednesday, December 11th, 2024

Board Members Present:	Marissa Mihin	President
	Luke Sims	Vice President
	Jeremy Gillula	Treasurer
	Linda Vallee	Secretary
	Glenn Wright	Member at Large
Board Members Absent:	None	
Others Present:	Nicelle Delos Reyes	Association Manager
	Cheryl Paterson	Village 3-B Representative

1. EXECUTIVE SESSION

President Mihin called the Executive Session meeting to order at 6:03 p.m. on December 11th, 2024.

The Board discussed matters relating to violations and contracts.

Meeting was adjourned by President Mihin and carried by Director Wright at 6:26 p.m.

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

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin motioned to call the meeting to order at 6:31 p.m.

President Mihin motioned to approve the agenda. Treasurer Gillula seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright, Sims); none opposed; motion passed.

3. COMMUNITY REPORT

Cheryl Paterson, Village Representative, gave a verbal report that included but was not limited to:

- CLASS update on lawsuit against Oakland. CHBI will be supporting class in applying for a loan for the lawsuit and provide letter for them.
- FLOCK Access confirmation
- Cheryl Paterson will not be rerunning for master board. Tim Coffey who resides in Centre Court is running for master board.

4. HOMEOWNER'S OPEN FORUM/GUESTS

Homeowners were given the opportunity to speak during Open Forum.

5. BOARD ORGANIZATION

The Board unanimously approved the following Board positions at this time:

President	Marissa Mihin
Vice President	Luke Sims
Treasurer	Jeremy Gillula
Member at Large	Glenn Wright
Secretary	Linda Vallee

Director Mihin motioned to approve the board reorganization. Director Gillula seconded the motion.

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

6. MINUTES

The Board reviewed minutes from the meetings on 11/13/2024. Secretary Vallee motioned to approve all minutes. Treasurer Gillula seconded the motion.

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

7. RULES & REGULATIONS

The Board discussed drafting more specific guidelines for owner installed ant traps in the common area.

8. FINANCIAL MATTERS

a. Treasurer's Report and Review of Financial Statements – October 2024

Treasurer Gillula reviewed the October and November financial documents. Treasurer Gillula presented the financial standing of the association for October 2024. Treasurer Gillula motioned to accept the October 2024 financial statements. Director Linda Vallee seconded the motion.

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

Treasurer Gillula presented the financial standing of the association for November 2024. Treasurer Gillula motioned to accept the November 2024 financial statements. Director Marissa Mihin seconded the motion.

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

b. Financial Distribution

The Board did not discuss this subject at this time.

c. Future Project Funding Strategy

The Board discussed holding project funding strategy. It was made aware that there are owners who are willing for a special assessment. It was suggested if a survey or poll for special assessment willingness was permissible. It was proposed to reconsider bringing this back up during the annual membership meeting.

d. 2024 Audit & Engagement Letter

The Board reviewed the engagement letter submitted by Mueller & Strosberg, LLP. The Board noted that this company performed the audit and taxes in the prior year. President Mirin motioned to approve the engagement letter of Mueller & Strosberg, LLP. Treasurer Gillula seconded the motion.

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

9. ARCHITECTURAL MATTERS**a. Architectural Status Report**

The Board reviewed the information presented. No action was required or taken.

10. LANDSCAPE MATTERS**a. Landscape Work Order Report**

The Board reviewed the information presented. No action was required or taken.

b. Terra Landscaping Update

The Board reviewed updates from Terra. Hard prune and mulch walk is scheduled for December.

c. EBMUD Water Reports and Invoices

No reports were received at this time.

d. Landscape Proposals**i. 2025 Terra Landscaping Contract**

The Board reviewed and discussed the 2025 Terra Landscaping Contract. President Mihin motioned to approve the contract for Terra to continue servicing the landscaping of the association. Director Sims seconded the motion.

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

11. MAINTENANCE MATTERS**a. Maintenance Work Order Report**

The Board reviewed the Jobs report that summarized all new jobs, jobs out for bid, jobs in process and jobs closed. No action was required or taken.

b. Maintenance Committee Business / Project Updates

There were no project updates at this time.

c. Maintenance Proposals

The Board reviewed the following maintenance proposals:

i. Gutters & Downspouts

The Board reviewed a proposal provided by CR Gutters to replace 3 downspouts at 111 Centre Court. Vice President Sims motioned to approve the proposal submitted by CR Gutters for the necessary replacements. President Mihin seconded the motion.

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

d. Pest Inspection Report**i. Omega Termite Pest Control Report**

The Board reviewed the Omega Test Control Report provided to the association for 503 Centre Court and the response letter addressing HOA maintained items. The Board directed management to put out bids and for maintenance committee to confirm visually the listed items for maintenance.

ii. Vector Control Holes/Wasp Nest Report

The Board reviewed the information presented. Burge pest control removed wasp nest. Management confirmed with Vector Control they handle wasp nest removal free of charge.

12. HOSPITALITY COMMITTEE BUSINESS

There was no report given at this time.

13. NEWSLETTER

Newsletter to be every other month.

14. OLD BUSINESS / NEW BUSINESS

a. EV Committee

Committee appointment tabled as interested member, Andy Martinez not present.

b. Emergency Planning Discussion

The Board discussed this matter. No action required.

15. MANAGERS' REPORT

Management gave a brief report that included but was not limited to:

- The Corporate Transparency Act - There is a temporary pause on the filing requirements due to a Texas court ruling. On December 3, 2024, the court granted a preliminary injunction blocking the U.S. Department of Treasury from enforcing the beneficial ownership information (BOI) reporting requirements.

a. Board Calendar

The Board and Management reviewed the Board Calendar.

16. ADJOURN REGULAR MEETING/NEXT MEETING DATE: 1/15/2025 at 6:30 P.M.

There being no further business, the meeting was adjourned at 8:17 pm. The next board meeting is on January 15, 2025.

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



Signature

Marissa Minin

Print Name

1/15/2025

Date

President

Title

MINUTES

BOARD OF DIRECTORS MEETING Wednesday, November 13th, 2024

Board Members Present:	Marissa Mihin	President
	Jeremy Gillula	Treasurer
	Linda Vallee	Secretary
	Glenn Wright	Member at Large
Board Members Absent:	None	
Others Present:	Amanda Meng	Association Manager
	Nicelle Delos Reyes	Association Manager
	Cheryl Paterson	Village 3-B Representative

1. EXECUTIVE SESSION

President Mihin called the Executive Session meeting to order at 6:01 p.m. on November 13th, 2024.

The Board discussed matters relating to violations and contracts.

The Board approved a Reimbursement Assessment for a homeowner's damage to the Common Area.

Meeting was adjourned by President Mihin and carried by Director Wright at 6:27 p.m.
VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

2. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin motioned to call the meeting to order at 6.32 p.m.

President Mihin motioned to approve the agenda. Treasurer Gillula seconded the motion.
VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

3. COMMUNITY REPORT

Cheryl Paterson, Village Representative, gave a verbal report that included but was not limited to:

- Sea level rise information
- Community Celebration for 50 years will be held Aug 2025
- City tree pruning is being discussed
- FLOCK camera installation is set to begin
- New crosswalk will be installed on Mecartney

4. HOMEOWNER'S OPEN FORUM/GUESTS

Homeowners were given the opportunity to speak during Open Forum.

5. BOARD ORGANIZATION

The Board reviewed the candidate statement submitted by Luke Sims. Luke Sims sent regard that he could not attend in person due to illness. President Mihin motioned to approve the appointment of Luke Sims to the Centre Court Board of Directors. Secretary Vallee seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

6. MINUTES

The Board reviewed minutes from the meetings on 10/09/2024 and 10/24/24. Secretary Vallee motioned to approve all minutes. Treasurer Gillula seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

7. RULES & REGULATIONS

This topic was not discussed at this time.

8. FINANCIAL MATTERS**a. Treasurer's Report and Review of Financial Statements – October 2024**

Treasurer Gillula asked for more time to prepare a thorough inspection of the October 2024 financial records. This topic was tabled until the December meeting.

b. Financial Distribution

The Board did not discuss this subject at this time.

c. Future Project Funding Strategy

The Board discussed holding an informational Town Hall meeting to discuss CCT's financial situation. President Mihin motioned to hold the town hall on December 12th. This motion was not carried. Board discussed logistics. President Mihin motioned to hold the town hall on December 5th, 2024 to present financial options to the membership. Treasurer Gillula seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

9. ARCHITECTURAL MATTERS**a. Architectural Status Report**

The Board reviewed the information presented. No action was required or taken.

10. LANDSCAPE MATTERS**a. Terra Landscaping Update**

The Board reviewed information provided.

Secretary Vallee, Board Representative for the Maintenance Committee, revisited the prior discussion of visibility in regards to the entrance shrubbery. President Mihin motioned to have the four loropetalum removed by Terra Landscaping and replaced with vegetation that grows at a lower height to reduce the risk of pedestrian harm, at a cost not to exceed \$500. Director Wright seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

b. EBMUD Water Reports and Invoices

The Board reviewed the water reports submitted by EBMUD. The Board noted that water usage is almost double in the north side of CCT. The Board asked Management to escalate communications to include Cassidy Lundin so that the ongoing irrigation leak is found and repaired.

c. Landscape Proposals

i. Tree Plantings

The Board discussed new tree plantings in Centre Court. Secretary Vallee gave an update on location. President Mihin motioned to approved two proposals to plant trees in the 300 area and in front of 266 Centre Court as submitted by Terra Landscaping. Secretary Vallee seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

ii. 666 Centre Court

The Board discussed the replacement of diseased shrubs to match neighboring line of shrubbery as suggested by Terra Landscape. President Mihin motioned to approve the proposal to remove existing failed photinia and install (7) 5 gal Loropetalum Chinense as specified in the proposal submitted by Terra Landscaping. Secretary Vallee seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

iii. Thrips Treatment

The Board discussed preventative thrips treatment throughout the Centre Court area as suggested by Terra Landscape. President Mihin motioned to approve the proposal for thrips preventative treatment as specified in the proposal submitted by Terra Landscaping. Secretary Vallee seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

iv. 600 Landscape Drainage

The Board discussed installation of a new drainage system to help with storm water runoff as suggested by CHBIOA Maintenance. The Board would like more information on how this drain system would stop the problem before moving forward with any action.

11. MAINTENANCE MATTERS

a. Jobs Report

The Board reviewed the Jobs report that summarized all new jobs, jobs out for bid, jobs in process and jobs closed. No action was required or taken.

b. Maintenance Committee Business / Project Updates

There were no project updates at this time. Vice President Vallee asked Management to get updated sheets of garbage kiosks and utility closets and recommendations for repair from the Maintenance Committee.

c. Maintenance Proposals

The Board reviewed the following maintenance proposals:

i. 515 Fence Repair

The Board reviewed a proposal provided by Reuben Borg Fence to replace fire-damaged areas of fencing at 515 Centre Court. President Mihin motioned to approve the proposal submitted by Reuben Borg Fence to replace fire-damaged areas of fencing. Treasurer Gillula seconded the motion.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

12. HOSPITALITY COMMITTEE BUSINESS

There was no report given at this time.

13. NEWSLETTER

President Mihin discussed the writing of the newsletter and the topics to be covered therein. There was discussion of reducing the frequency of the newsletter to every other month. President Mihin will draft the newsletter and give to Management for distribution to the membership.

14. OLD BUSINESS / NEW BUSINESS

Secretary Vallee announced that she will be moving on November 20th, 2024. She plans to remain on the Board and attend remotely until her home sells.

15. MANAGERS' REPORT

Management gave a brief report that included but was not limited to:

- Amanda Meng will be leaving CHBIOA's management company on November 20th, 2024. Nicelle Delos Reyes will be assuming the roll of Centre Court's Association Manager.

a. Board Calendar

The Board and Management reviewed the 2024 Board Calendar.


16. ADJOURN REGULAR MEETING/NEXT MEETING DATE: 12/11/2024 at 6:30 P.M.

President Mihin motioned and Director Wright seconded the motion to adjourn the meeting at 7:47 p.m.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

The next Board Meeting is scheduled on **Wednesday, December 11th, 2024 at 6:30 p.m.**

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



Signature



Print Name



Date



Title



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

MINUTES
BOARD OF DIRECTORS MEETING
SPECIAL MEETING TO DISCUSS 2025 BUDGET
Thursday, October 24th, 2024

Board Members Present:	Marissa Mihin	President
	Jeremy Gillula	Treasurer
	Linda Vallee	Secretary
	Glenn Wright	Member at Large

Board Members Absent: **None**

Others Present:	Amanda Meng	Association Manager
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1. CALL TO ORDER/APPROVAL OF AGENDA

President Mihin motioned to call the meeting to order at 6.06 p.m. on Thursday, October 24th, 2024.

Treasurer Gillula motioned to approve the agenda. President Mihin seconded the motion.
VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

2. HOMEOWNER'S OPEN FORUM/GUESTS

Homeowners were given the opportunity to speak during Open Forum.

3. BUDGET

Treasurer Gillula explained past and current expenses. Reserve funding was discussed. President Mihin motioned approved the budget for 2025 with a 9.73% increase from 2024 and a total monthly assessment amount of \$857.88 per unit. Treasurer Gillula seconded the motion.
VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

The Board will schedule a town hall meeting to discuss the financing strategy of Centre Court.


4. ADJOURN REGULAR MEETING/NEXT MEETING DATE: 11/13/2024 at 6:30 P.M.

President Mihin motioned and Treasurer Gillula seconded the motion to adjourn the meeting at 6:38 p.m.

VOTE: 4 in favor (Mihin, Gillula, Vallee, Wright); none opposed; motion passed.

The next Board Meeting is scheduled on **Wednesday, November 13th, 2024 at 6:30 p.m.**

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



Signature

Marissa Minin

Print Name

11/13

Date

President

Title