

# **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, December 10<sup>th</sup>, 2025**

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

Luke Sims	Vice President
Jeremy Gillula	Treasurer
Andy Martinez	Secretary
Glenn Wright	Member at Large

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

Marissa Mihin	President
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#### **Others Present:**

Nicelle Delos Reyes	Association Manager
Shenandoah Lush	Admin Assistant

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

**The Board entered the Executive Session at 6:02 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. The Board discussed CHBIOA's management contract and Streamline Plumbing contract.

**Meeting was adjourned by Vice President Sims at 6:46 p.m.**

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

Vice President Sims called the meeting to order at 6:46p.m.

Vice President Sims motioned to approve the agenda. Treasurer Gillula seconded the motion, with an amendment to move CHBIOA's management contract to be voted on in Old Business/New Business.

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

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

There was no Village Report to review. 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: November 11<sup>th</sup> & November 12<sup>th</sup>, 2025.**

The Board reviewed the November 11<sup>th</sup> and November 12<sup>th</sup>, 2025 draft meeting minutes.

Treasurer Gillula motioned to approve both meeting minutes. Vice President Sims seconded the motion.

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

#### **6. FINANCIAL MATTERS**

**a. Financial Statements**

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

**VOTE: 4 in favor (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 November. No action required.

**c. Future Project Funding Strategy**

Treasurer Gillula recapped the 2026 Budget, and discussed planning a Townhall meeting for homeowners to learn about the financial planning of Centre Court.

**d. 2025 Audit & Tax Engagement Letter**

The Board reviewed the Mueller & Strosberg, LLP engagement letter to perform an end of year audit of Centre Court's finances. Treasure Gillula motioned to approve the proposal (NTE \$3,250.00). Vice President Sims seconded.

**VOTE: 4 in favor; (Sims, Gillula, Martinez, Wright); none opposed; motioned seconded.**

**e. Insurance Updates**

The Board discussed upcoming insurance options ahead of the renewal period. Management confirmed they are shopping for multiple carriers. No action required.

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

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

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

Secretary Martinez shared EV Committee updates regarding a meeting he had with Wells Electric to install EV Chargers for homeowners. The Board discussed future planning should EV chargers become more frequently installed, and asked the EV committee to address this issue for presentation ahead of the next meeting. The Board reviewed the proposed placement of 311 Centre Court's EV Charger. No action taken.

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

The Board reviewed updates from Terra Landscaping. No action required.

**b. Terra Tree Installation Proposals**

The Board reviewed Terra's proposal to install trees at 266 Centre Court (\$990.00), 103 Centre Court (\$495.00), 405 Centre Court (\$990.00). Vice President Sims motion to approve all proposals, with an amendment that the tree installation at 266 Centre Court is revised to install one tree, not two (NTE \$1,980.00). Treasurer Gillula seconded the motion.

The Board reviewed two Terra proposals for plant installation and removal. The Board reviewed one proposal for plant installation at 466 Centre Court (\$170.00) and one proposal to remove the front entrance hydrangeas to enhance pedestrian visibility (\$350.00). Treasure Gillula motioned to approve both proposals (NTE \$520.00). Secretary Martinez seconded the motion.

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

**c. Tree Sculpture Proposals**

The Board reviewed Tree Sculpture's proposals for Maple Structural Pruning (\$2,100.00) and

General Winter Pruning (\$4,700.00). Management to ask Tree Sculpture to revise the bid to include the correct locations requested by the maintenance committee. This matter was tabled until the January 14<sup>th</sup>, 2026 meeting. No action taken.

**d. Terra Irrigation Repair Proposal**

Terra did not submit the irrigation proposals in time for the meeting. This matter was tabled until the January 14<sup>th</sup>, 2026 meeting. No action required.

**e. EBMUD Water Reports**

There were no reports to review. No action required.

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

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

**b. Gutter Cleaning Update**

Management confirmed that CR Gutters was on site that week to perform annual gutter cleaning throughout the Association. No action required.

**c. Appointment to Maintenance Committee**

Treasure Gillula motioned to approve Vice President Sim's appointment to the maintenance committee. Secretary Martinez seconded.

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

**d. Utility Cabinet Proposal**

The Board reviewed two proposals from UPSI (\$37,271.00) and Association Maintenance Services (\$83,595.04) to repair or replace the Association's utility cabinets. The Board noted the scope of work in each proposal were different. The Board directed management to arrange a joint site walk with both vendors and the maintenance committee so the scope of proposed work is identical. This matter is tabled until the January 14<sup>th</sup> meeting pending the revision of both proposals. No action taken.

**e. PSL Updates**

The Board reviewed attorneys O'Toole & Roger's feedback and proposed addendum to Streamline Plumbing contract to perform the Private Sewer Lateral work in 2026. Management directed to share the concerns from O'Toole & Roger's review of the proposed contract with Streamline Plumbing, and send the addendum to them. This matter was tabled pending response from Streamline Plumbing. No action taken.

**f. Metal Fence Repainting Proposal**

The Board reviewed three revised proposals from Urban Painting (\$37,500.00), Varsity Painting (\$3,625.00) and B Taylor Painting (\$11,709.00) to repaint the perimeter fencing around the Association. The Maintenance Committee raised the concern of rusting on one portion of the fence. This matter was tabled pending the welding of the fence. No action taken.

**g. Terra Maintenance Proposals****i. Bollard Removal Proposal**

The Board did not review this proposal as the matter had been resolved. No action required.

**ii. Paver Installation Proposal**

The Board reviewed Terra's proposal to reinstall pavers in the common area in front of 365 Centre Court. This matter was tabled pending the removal of the tree in front of 265 Centre Court.

**11. HOSPITALITY COMMITTEE BUSINESS**

There were no updates provided. No action required.

**12. OLD BUSINESS/NEW BUSINESS**

The Board reviewed to the proposed management contract with Community of Harbor Bay Isle. Treasurer Gillula motioned to approve the contract. Secretary Martinez seconded.

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

President Mihin announced her resignation from the Board of Directors. The Board accepted her resignation, and thanked her for service to the Association. The Board now recognizes Luke Sims as the President of the Centre Court Board of Directors.

**13. MANAGER'S REPORT**

Management gave a brief report and announced Nicelle Delos Reyes will be transferring departments on January 1<sup>st</sup>, 2026. Shenandoah Lush will be assuming the role of Centre Court's Association manager.

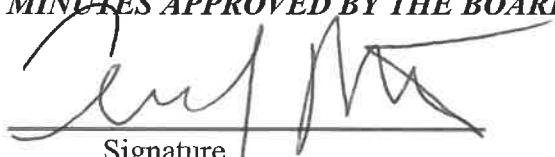
a. Board Calendar

The Board reviewed the calendar. No action required.

**14. ADJOURNMENT/NEXT MEETING DATE – January 14<sup>th</sup>, 2026 at 6:30 P.M.**

As there was no further business, the meeting was adjourned at 8:26 p.m.

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

  
Signature  
Andres Martinez  
Print Name

1/14-26  
Date  
Secretary  
Title