

**MINUTES VIA VIDEO CONFERENCE & IN PERSON**  
MEETING ID: 83152527180  
**BOARD OF DIRECTORS**  
**COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION**  
**SEPTEMBER 24, 2025**

**BOARD MEMBERS PRESENT:** Bill Pai, President  
Gary Lym, Vice President  
Paul Beusterien, Treasurer  
Gary Hoffer, Secretary  
Lee Harris, Director  
Tim Coffey, Director

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Dawn Jaeger, Executive Director  
Jacqui Vasquez, Office Manager

**CALL TO ORDER**

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

**ROLL CALL / APPROVAL OF AGENDA**

Roll Call was conducted by President Pai. The members that were present are listed above. Vice President Lym stepped out of the meeting at 6:40pm and returned at 7:04pm. The Board reviewed the agenda.

**President Pai motioned to approve the agenda as submitted. Secretary Hoffer seconded the motion.**

**VOTE:** Motion carried unanimously (5 in favor-Pai, Beusterien, Hoffer, Harris, and Coffey; Lym unavailable); none opposed or abstained.

**OPEN FORUM**

Homeowners spoke during Open Forum.

**CONSENT CALENDAR**

The Board reviewed the minutes from the meeting on August 27, 2025.

**President Pai motioned to approve the minutes with one correction as noted by Secretary Hoffer and all of the Consent Calendar. Secretary Hoffer seconded the motion.**

**VOTE:** Motion carried (6 in favor-Pai, Lym, Beusterien, Hoffer, Harris and Coffey); none opposed.

**REPORTS**

**A. CLASS**

ED Jaeger reported that she and CLASS President Jon Hamilton discussed CLASS requesting an increase in CLASS dues from \$1.50 per household per month to \$1.75 per household per month. This increase is reflected in the 2026 draft budget.

**B. Directors**

The Directors gave reports.

C. **Executive Director/Staff**

ED Jaeger passed out the City's Pavement Moratorium Map.

**FINANCIALS**

a) **August, 2025 Financials**

The Board reviewed the financials as submitted.

**Secretary Hoffer motioned and Vice President Lym seconded to accept the financials as submitted in accordance with Civil Code Section 5509,**

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

b) **August, 2025 Delinquency Report**

The Board reviewed the delinquency report as submitted.

**Vice President Lym motioned and President Pai seconded to accept the delinquency report as submitted in accordance with Civil Code Section 5509,**

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

c) **2026 Fee Schedule**

ED Jaeger informed the Board of some issues/restrictions in charging credit card convenience fees. Staff will research further and bring the fee schedule back for a vote in October.

d) **2026 Budget**

Treasurer Beusterien reviewed the Finance Committee's proposed budget with the Board. The Finance Committee recommended the following increases: 5% increase in assessments, 5% increase in management fees, and a 3% increase in maintenance contracts.

**Vice President Lym motioned and Secretary Hoffer seconded to approve the 2026 Budget as submitted.**

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

e) **2026 Reserve Study**

ED Jaeger reviewed the reserve study with the Board.

**Director Harris motioned and Vice President Lym seconded to accept the 2026 Reserve Study as submitted.**

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

**NEW BUSINESS**

a) **Inspector of Elections**

ED Jaeger informed the Board of President Pai's interest in being Inspector of Elections for the 2026 Annual Meeting of Electors as he will not be on the Board next year.

**Director Harris motioned and Secretary Hoffer seconded to appoint Mr. Bill Pai as Inspector of Elections.**

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

b) **Holiday Schedules**

1) **Board Meeting-**The Board agreed to not meet in November; instead, the Board will have an early December meeting on December 10, 2025, at 6:45pm

2) **Office Schedule**-The Community Office will be closed Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve, New Year's Day, and the day after New Year's.

c) **Holiday Party Invite**

ED Jaeger invited the Board to CHBIOA's Holiday Lunch for Staff on 12/9/25 beginning at noon. It will be held at Eve's Waterfront Restaurant in Jack London Square.

d) **Communications**

The Board reviewed the information provided.

**ADJOURNMENT TO EXECUTIVE SESSION- 7:38PM**

Legal and Personnel issues were discussed.

Treasurer Beusterien recused himself and left the meeting/building before the Board began reviewing the IDR agreement.

**IDR Ratification: Secretary Hoffer motioned to accept the IDR agreement as submitted. President Pai seconded the motion.**

**VOTE:** Motion carried unanimously (5 in favor-Pai, Lym, Hoffer, Harris, and Coffey); none opposed or abstained.

**ADJOURNMENT- 8:44PM**

**Director Harris motioned and Vice President Lym seconded to adjourn the meeting at 8:09pm.**

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

The next regular meeting of the Board of Directors meeting is scheduled for October 22, 2025.

Minutes approved on \_\_\_\_\_ by \_\_\_\_\_  
CHBIOA Board Member