

MINUTES VIA VIDEO CONFERENCE & IN PERSON
MEETING ID: 89223773719
BOARD OF DIRECTORS
COMMUNITY OF HARBOR BAY ISLE OWNERS' ASSOCIATION
MAY 27, 2026

BOARD MEMBERS PRESENT: Gary Lym, President
Gary Hoffer, Vice President
Paul Beusterien, Treasurer
Mita Raval, Secretary
Lee Harris, Director
Tim Coffey, Director
Wilma Wong, 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 Ms. Vasquez. The members that were present are listed above. The Board reviewed the agenda.

Director Wong moved to approve the agenda as submitted. Vice President Hoffer seconded the motion.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

OPEN FORUM
Homeowners spoke during Open Forum.

CONSENT CALENDAR
The Board reviewed the minutes from the meeting on March 25, 2026.

Vice President Hoffer moved to approve the minutes from March 25, 2026, as well as all of the Consent Calendar. Director Harris seconded the motion.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

REPORTS
A. CLASS REPORT
There was no report.

B. Directors

The Directors gave their reports.

C. Executive Director/Staff

ED Jaeger informed the Board of the first quote received to replace the siding to the Community Center building. ED Jaeger also advised the Board of upcoming projects that will be starting in July and the reserve costs: repair, seal coat and striping of the Community Center parking lot, replacement of the bike trail, and sidewalk from Aughinbaugh Road to the Community Center, and fence replacement along Sea View parkway and on the Lantern Bay side.

ED Jaeger informed the Board of another cyber security incident, which was caught.

ED Jaeger reported that, according to the Landing's maintenance worker to our maintenance department, no maintenance would be happening anywhere at the Landing.

FINANCIALS

a) March and April, 2026 Financials

The Board reviewed the financials as submitted.

Vice President Hoffer moved and Secretary Raval seconded to accept the financials as submitted in accordance with Civil Code Section 5509.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

b) Delinquency Report

The Board reviewed the delinquency report as submitted.

Director Coffey moved and Vice President Hoffer seconded to accept the financials as submitted in accordance with Civil Code Section 5509.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

c) Delinquency Policy Update

ED Jaeger asked the Board to consider changing the delinquency policy to address more situations.

OLD BUSINESS

a) Events for 2026

Ms. Vasquez reviewed the list of scheduled community-sponsored events with the Board:

June 27, 2026-Document Shredding, E-Waste Recycling & Salvation Army Donation Drive Thru Event, 9am-12pm, vacant corner parking lot at 885 Island Drive (former CVS parking lot)

August 8, 2026-Community Parking Lot Sale, 9am-1pm, vacant corner parking lot at 885 Island Drive (former CVS parking lot) **Registrations begin 7/1/26

October 10, 2026-Document Shredding, E-Waste Recycling & Salvation Army Donation Drive Thru Event, 9am-12pm, Community Center Parking Lot, 3195 Mecartney Road

b) Volunteer Appreciation Event-Recap

Ms. Vasquez reported that the 2026 Board Member Volunteer Appreciation Event was well attended and received rave reviews. Ms. Mita Raval was awarded Volunteer of the Year 2025.

Mr. Cyrus Koochek from Swedelson Gottlieb Community Association Attorneys and Alameda Police Dept. Patrol Lieutenant Erik Klaus spoke at the event.

NEW BUSINESS

a) Board Training

ED Jaeger reminded the Board that it's time to schedule board trainings for this year. She offered Mr. Cyrus Koochek or Ms. Jasmine Hale as options for speakers. The Board opted to continue with Ms. Hale as she was a local attorney. Ms. Vasquez will work with Ms. Hale's office to get three board trainings scheduled around the end of summer/beginning of fall.

ED Jaeger also informed the Board that Mr. Bill Pai has offered his services for board mentorship.

b) Summer Vacation

The Master Board will not be meeting in July.

c) The Gull's Call Board Column

The Board opted to rotate writers over the quarterly issues.

d) Civility Pledge/Conflict of Interest for Board Members

ED Jaeger reviewed the Civility Pledge and Conflict of Interest for Board Members forms. The Board signed the forms, and Ms. Vasquez collected them for the file.

COMMUNICATIONS

The Board reviewed the items in Communications.

ADJOURNMENT TO EXECUTIVE SESSION- 7:18PM

The Board discussed the following:

- Legal Governing Documents-Update by Cyrus Koochek, Esq.
- Legal Delinquencies
 - 091-014811 DOD
 - 099-286-054 DOD
 - 095-093641 Default

ADJOURNMENT- 8:07PM

The following was read into the minutes:

091-014811 DOD

Director Coffey moved and Vice President Hoffer seconded to approve the DOD as presented.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

099-286-054 DOD

Vice President Hoffer moved and Director Coffey Hoffer seconded to approve the DOD as presented.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

095-093641 Default

The Board tabled a decision until the next meeting.

Director Wong moved and Vice President Hoffer seconded to adjourn the meeting at 8:07pm.

VOTE: Motion carried unanimously (7 in favor-Lym, Hoffer, Beusterien, Raval, Harris, Coffey, and Wong); none opposed or abstained.

The next regular meeting of the Board of Directors meeting is scheduled for June 24, 2026

Minutes approved on _____ by _____
CHBIOA Board Member