

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1500

WORK SESSION MINUTES



- 1.0 President, Michelle Clowser, called the meeting to order at 6:00 p.m. on January 12, 2017.
- 1.1 Directors Clowser, Carlson, Ready and Wydler were present. Directors Kirk is excused. Administrator Osipov was also present
- 2.0 Public Comment – None
- 3.0 Update from Administrator
- 3.1 Trees Purchased by Members (Update) – Homeowner needs the assistance of our landscaper with the planting of the Japanese maple tree as we discussed earlier. Our maintenance man went on medical leave, and we are uncertain when he will return. Office in the process to discuss alternative options. **Pending**
- 3.2 Reserve Study (Update) – Starting paperwork and Deposit Check for \$440 are sent to Association Reserves. Site-Visit is scheduled with Naomi Obana Kim for Friday, January 20 at 10 AM. All Board Members are welcome to join us for Site-Visit. **Pending**
- 3.3 HVAC (Update) – Abert Nahman Plumbing & Heating didn't passed the City Inspection on 12/14/16. They will be onsite on Friday January 27, 2017 making corrections in order to pass a new inspection. **Pending**
- 3.4 Telephone Upgrade (Update) – Board discussed a report from Antony Hayes (Sr.Business Account Executive) after meeting with staff on Wednesday, January 4 2017. Director Wydler asked a question why all the lines must be converted into Comcast B.V.E ? Board of Directors and office need an additional time to review Comcast information. **Pending**
- 3.5 2017 Assessments (Update) - Administrator updated the Board of Directors on collection of 2017 Assessments from homeowners.
- 3.6 New SLVHA website (Update) – Board reviewed the information from Tim Castle (Castle IT Services) about the new website design. **Pending**
- 4.0 Financial Reports (Review) – Annual membership fee of \$ 5,000 per annum is due upon the date of the Certificate of Occupancy (Memorandum of Understanding between Mercy Housing and SLVHA). Homeowners of The Arbor At Hesperian are starting to move in the December of 2016. Administrator will contact Amy Bayley again to obtain a copy of Certificate of Occupancy. **Pending**
- Administrator and the Board reviewed the Balance Sheet and Budget Comparison from December 2016 Financials. As of December 31, 2016, the SLVHA's Bank of the West checking account had \$28,287.55; Reserve Account - \$180,000.00; Total Bank - \$1,345,543.82
- Director Wydler asked Administrator why Accounts Receivable for \$28, 575.62 (Balance Sheet) is negative and what is GL Entry for \$14,806.04 mean? Director Wydler also had a question regarding the credit and debit entries for the same amounts of \$ 200 for employee's bonuses (General Ledger). Director Wydler and administrator will review December 2016 Expenditures and Bank Reconciliations for Fourth Quarter 2016 on Wednesday, January 18.
- 5.0 SLVHA CDARS Maturity Notices – Board decided to reinvest all SLVHA CDARS for the same terms at their maturity dates: a) Account ID # 1019542617 –Maturity on 01/19/17 –Interest Rate 0.09% -13 week; b) Account ID # 1019283239 – Maturity on 01/26/17- Interest Rate 0.12% - 26 week; c) Account ID # 1018831127 –Maturity on 03/10/16 –Interest Rate 0.25% -52 week
- 6.0 Work Session Monthly Meeting Date Change – Board President Michelle Clowser cannot attend Work

Sessions on Tuesdays, starting from Tuesday, January 10, 2017 because of conflict with her work schedule. Board decided to move Work Session Meetings from Tuesdays to Thursdays at the same week.

- 7.0 2017 Election – Appointment of Candidate for Board of Directors – The Board must appoint a Candidate for Board of Directors before February 2017 Board Meeting. Director Ready presented to the Board Mr. Emanuel Statingin as a Candidate for the Board Of Directors. Administrator will contact Mr. Statingin to schedule an interview with Board of Directors. **Pending**
- 8.0 Creation of Architectural Committee (Status) – No Action Taken At This Time. **Pending**
- 9.0 House of the Month (Selection) – The 3 following houses have been presented: a) 16128 Paseo Del Campo; b) 15969 Via Cordoba; c) 17195 Via Flores. After review, Board selected 17195 Via Flores as House of the Month. Board directed Administrator to keep other two houses for the future nominations.
Action Item Completed.
- 10.0 Village Briefs – Jan/Feb Edition
10.1 Content Overview – Administrator presented to the Board January/February 2017 Village Briefs Content. President Clowser asked administrator to include photo and article about Frank O’Dea
- 11.0 Proclamation – Board discussed the ways to congratulate Frank O’Dea in February as an Association Employee for over 30 years. **Pending**
- 12.0 Allianz Johnston Sweeper 3000 (Update) – No Action Taken At This Time. **Pending**
- 13.0 SLVHA Events (Update) - Lunar New Year event will be held on Saturday, February 11, 2017 At the San Lorenzo Library at 10:30 AM. SLVHA will cooperate together with San Lorenzo Library to share expenses.
- 14.0 Continuing Business
14.1 CC&R Implementation Committee (Status) – Board asked Administrator to remove this item from the future Work Session Agendas
14.2 CC&R’s Enforcement Enhancement – The Board will meet with administrator, Kathleen Harrigan and Beverly Horrocks on Wednesday, January 25 to discuss CC&R’s Enforcement and VMS violation reporting. Administrator presented to the Board a report from Ernie Lopez to review.
Pending
14.3 Board Training – Board of Directors discussed a professional atmosphere and behavior at the Board Meetings. Homeowners must be respectful of themselves, Board Members and Board President.
- 15.0 Future Agenda Items – January 19, 2017 Board Meeting – 1) The Arbor At Hesperian (Update) (Timed Agenda Item); 2) MAC Presentation (Timed Agenda Item). February BOD Meeting - Roy (Terry) Demmon-Demmon Partners (Timed Agenda Item). March BOD Meeting - Mercy Housing Presentation (Timed Agenda Item)
- 16.0 The meeting adjourned at 7:47 p.m.

Respectfully Submitted,

Diane Wydler, Secretary

Recorded and Transcribed by: Eugene Osipov

Reviewed by: Michelle Clowser, Board President