



SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1504

WORK SESSION MINUTES

1.0 President Michelle Clowser called the meeting to order at 12:40 P.M. on Wednesday January 25, 2017.

1.1 Directors Clowser, Carlson, Ready and Wydler were present. Director Kirk is excused. Administrator Osipov, Operations Manager Harrigan and Title Specialist/CC&R Enforcement Officer Horrocks were also present.

2.0 Public Comment – None

3.0 CC&R Enforcement Enhancement

Board of Directors and staff discussed a plan for better handling CC&R Enforcement

Operations Manager Kathleen Harrigan voiced the major enforcement problems and CC&R top priorities. They are:

- 1) Payments are always going to be an issue.
- 2) Why are hearings last on the agenda to report to the public?
- 3) Hiring an accountant at a higher rate of pay than someone who is assisting with the CC&R process.
- 4) Operations Manager is responsible for CC&R agendas/hearings, maintenance/set up of database, 100% for plans, for newsletter, for community events, for help to the new Administrator.
- 5) Training is an issue.

In order to gain a better understanding of the complexity and size of CC&R issues, the Board of Directors would like to see the following reports:

- a) Listing of all open violations with current address and updates.
- b) Follow up reports.
- c) Listing of all closed violations monthly and fines received.
- d) Listing of all architectural/landscaping plans (when open-when submitted-follow up)
- e) How many violators sent to collections monthly?

Director Wydler asked Operations Manager how is it determined which violators are selected for hearings. Is there a system for selecting? Kathleen's decision is based on history of violations for every individual property.

Board of Directors asked Operations Manager Harrigan and CC&R Enforcement Officer Horrocks the following questions during this meeting:

- 1) Can a violation be closed if an imposed fine has not been paid? YES
- 2) If a fine is paid, is it verified that the violation has also been corrected? YES
- 3) How do we track whether or not approved plans are completed? STAFF IS DRIVING BY THE PROPERTY AND CHECKING

Director Wydler also asked about creating an aging report, which would track newly opened violations through its cycle by month.

Kathleen Harrigan thanked the Board of Directors for a productive meeting. She also asked Director Wydler to e-mail her all questions and concerns regarding CC&R's. It will help the Board and staff to work together.

4.0 The meeting adjourned at 1:15 p.m.

Respectfully Submitted,

Diane Wydler, Secretary

Recorded and Transcribed by: Eugene Osipov

Reviewed by: Michelle Clowser, Board President