

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1508

WORK SESSION MINUTES



- 1.0 President, Diane Wydler, called the meeting to order at 6:02 p.m. on February 23, 2017.
- 1.1 Directors Kirk, Ready and E.S.Robinson were present. Director Clowser is excused. Administrator Osipov and Operations Manager Harrigan were also present
- 2.0 Public Comment - Homeowner would like to see the Board more united. Members discussed the future Bohannon development in San Lorenzo.
- 3.0 Update from Administrator
- 3.1 Trees Purchased by Members (Update) - Homeowner will purchase her own Japanese maple tree in the beginning of March. Director Kirk wants to buy more trees for members who need to replace them.
- 3.2 HVAC (Update) - Administrator spent last couple of weeks with HVAC employees and roofing company to stop water leak in the hall. Leak appears to be gone. SLVHA did not pay for any additional repairs in regard to this water leak. Tim Castle has installed additional cable to improve WI –FI connection in the community main hall. All three Nest Thermostats successfully set-up by HVAC on 02/23/17. We have the capability to operate thermostats by using SLVHA I-Pad. HVAC has made all corrections after first County Inspection on 02/23/17. We are waiting for the final County Inspection. Date is not confirmed yet.
- 3.3 Telephone Upgrade (Update) - Connection problem with current phone is fixed now. We are still looking for upgrade. Administrator will schedule another meeting with Comcast.
- 3.4 2017 Assessments (Update) - About 1000 members who have not paid yet. Late Letters will be mailed out in the first week of March.
- 3.5 Arbor at Hesperian (Update) - Certificate of Occupancy and Notice of Completion were received from Mercy Housing. We are expecting a check for \$ 5,000 in the first week of March. Director Kirk wants to send Mercy Housing an invoice for \$ 5,000 to pay in addition to Memorandum of Understanding. Administrator will ask Cesar to send Mercy Housing an invoice. In the future invoices in advance will help SLVHA and Mercy Housing to prepare their budgets. Director Kirk says that if SLVHA assessments go up 5% in the future we will charge Arbor at Hesperian 5% more for our services.
- 3.6 Fire House Garage Door (Update) – Fire House staff damaged garage door by themselves. They will fix and paint this door at their own expense. Nobody will submit bill for repair to SLVHA.
- 4.0 Financial Reports (January 31, 2017) - The Board of Directors did not approve January 31, 2017 Financials at 02/16/17 Board Meeting. Board had the questions about 401 K Employer’s contributions. Cesar sent e-mails to all Board members with detailed explanation about 401 K Reports. Director E.S.Robinson would like to add Aging Report to all Financials in the future. It will help the Board to better analyze assessments and all delinquent accounts. The Board would like to see February 2017 Financials at the next Work Session Meeting.
- 5.0 Reserve Study Budget 2017-2018 (Update) - Administrator received Preliminary Reserve Study from Naomi on February 22 and forwarded to the Board for review. This is last year of 3-year Reserve Study contract with SLVHA. We have 60 days with no fee to do changes and to request one time revised version from Reserve Study Company. President Wydler and director Ready are impressed with preliminary Reserve Study. Director E.S.Robinson will go through highlighted areas that need to be replaced and extend life out up to 5 years. The Board discussed all Reserve Study components and priorities for the future repairs. The Board directed administrator to ask Naomi to remove reserve requirements for 2010 second sweeper and replacement of 25 (twenty-five) old fans from 2017-2018 Reserve Study. The Board will discuss what they are going to do with

old 25 fans in the main hall after installation of the new HVAC system later. Administrator will forward those two (two) requests to Naomi. Administrator will ask to provide SLVHA with a revised version of Reserve Study 2017-2018 before March 16 Board Meeting.

6.0 Preliminary Budget Review 2017-2018 - Not present at this time. Administrator needs help from the Board to create Budget 2017-2018. Administrator was overloaded with upcoming multiple maintenance and operational issues for a very long period. He had no chance to start working on 2017-2018 Budget. Administrator asked director Kirk and director E.S.Robinson to help him with working on budget. Administrator will forward to director E.S.Robinson previous 2016-2017 SLVHA Budget for review. Administrator asked director E.S.Robinson if he could provide him with a preliminary Budget 2017-2018 before the next Work Session meeting. Director Wydler would like to prioritize main projects for 2017-2018 years.

7.0 Work Session meeting day and time - The Board decided to permanently move Work Session Meeting date from second Tuesday of the month to the first Thursday of the month. Next Work Session Meeting will be held on Thursday March 2 at 6:00 p.m. Director E.S.Robinson says that it will give the Administrator two weeks between meetings to be prepared for the next Board Meeting. The Board has reminded administrator to ask Cesar to prepare February, 2017 Financials before March 2 Work Session Meeting. It must include Aging Report.

8.0 Letter to Supervisor Chan regarding Demmon's proposed development - Members discussed Demmon's proposed development and possible content of the letter to Supervisor Chan. Director Wydler talked about San Lorenzo Village Specific Plan. Director E.S. Robinson advised the Board to be more proactive and to not attack the project. The letter just needs to say about specific SLVHA expectations from this development. Owner does not have to seek an approval at this point. We already know after last Board meeting that all plans already approved by 95 %. Some members still cannot see the benefits of this development for community. Director E.S.Robinson is seeing this new development as more positive than a negative sign for San Lorenzo. Homeowner reminded the members that originally commercial was the primary use and housing was a secondary choice for community. All parcels need to be included. There was a discussion among members about parking and traffic issues regarding this new development. President Wydler and director Ready will compose a Letter based on Specific Plan. The Letter will be presented to the Board for review and approval prior to the next March, 2 Work Session meeting. Director Kirk voiced a concern that Wilma Chan never attended SLVHA Board Meeting in person. Members always had to go to Wilma Chan office to discuss all issues. President Wydler says that she discussed this subject with Karina Rivera this month already.

9.0 Board Goals – Director Wydler would like to determine general goals for the Board.

- a) Aging Report - The Board requested Administrator to have an Aging Report as a part of Monthly Financials, starting from March, 2017
- b) San Lorenzo Village Foundation - Director Kirk says that it is a very good to have San Lorenzo Village Foundation from financial point of view in the future
- c) More CC&R's Accountability - The Board would like to understand better how CC&R's are being enforced. The Board would like to be realistic with staff time and Board time.
- d) Improvement of CC&R's Improvement Procedures - The Board would to control all exterior modifications more efficiently and measure our enforcement capabilities.
- e) Find Local Lawyer - Currently, the Board was using a lawyer from San Diego Area for advice. It is a necessary to have a local lawyer to protect SLVHA against possible future litigations. Director E.S.Robinson will provide the Board with a list of local HOA lawyers at the March 2 Work Session Meeting.
- f) Collections Company for delinquent accounts - The SLVHA needs to hire Collections Company who will work with HOA delinquent accounts.

g) Finish Distributing Door hangers - SLVHA has ordered 5,000 Alameda County Tree Ordinance Door Hangers to help re-foresting community. We still need more volunteers to help us to distribute them around community. Director Ready advised administrator and operations manager to contact local school supervisors and ask them for volunteers to distribute the door hangers.

10.0 Office Procedures and Board Expectations - President Wydler reviewed with administrator office procedures for Employees Time Cards and Mileage Forms. Diane Wydler reminded members that the Board has fiduciary duties to regarding all HOA records. Administrator reminded the board that any Board Member could inspect office records after reasonable previous notice to administrator. Administrator and the Board always can discuss this matter in the future. The Board is expecting to obtain monthly Financials on the 15th day of the month and Meeting Minutes within 10 business days after Board Meeting. Administrator will provide Cesar with all new Board requirements.

11.0 SLVHA Events (Update) - will be discussed on Thursday, March 2 Work Session Meeting

12.0 Continuing Business -

12.1 CC&R's Enforcement Enhancement and Follow-Up - will be discussed on 03/02/17 Work Session

12.2 Board Training - Discussion-Topics, Location, Dates - Pending

13.0 Future Agenda Items - The Board goals

14.0 The meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Steve Kirk, Secretary

Recorded and Transcribed by: Eugene Osipov

Reviewed by: Diane Wydler, Board President