

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1509

WORK SESSION MINUTES



1.0 President, Diane Wydler, called the meeting to order at 6:04 p.m. on March 2, 2017.

1.1 Directors Clowser, Kirk, Ready and Robinson were present. Administrator Osipov was also present

2.0 Public Comment - Homeowner asked about how to market available properties. Homeowner asked if we could have a Sign that said "San Lorenzo." Another homeowner mentioned that the fence, which was down near Public Storage, has been fixed. She said she did not know who did it, but she said "thank you."

3.0 Update from Administrator

3.1 Trees Purchased by Members (Update) - Japanese maple is set to be purchased in March

3.2 HVAC (Update) – They confirmed County inspection for the next Friday, March 10.

3.3 Telephone Upgrade (Update) - Pending

3.4 2017 Assessments (Update) - Board went over reports. Administrator will make sure that those on the list do not actually have liens against them, and that they are actually late letters. Director said that they need to see that the information in the database is up to date. Administrator requested that he receive an email with the question the board wants, and he will sit down with Cesar to answer the question. The list that was received looks like a mixture of multiple things. We need to have Administrator talk to staff and get back to the board.

3.5 Arbor At Hesperian (Update) - Administrator sent an invoice. We will see what happens next month.

4.0 House of the Month - There were two. One for Paseo Del Campo and one for Via Cordoba. President Wydler asked to get two that were sent by a member. The Board looked at the two current suggestions. Director E.S.Robinson asked if there were CC&R violations or no tree would the Board select that house for house of the month. The Board stated that we have in the past. The Board interested in directing E.S. Robinson and Diane Wydler to be a mini committee to pick a house of the month with new submissions this month. No house was selected. Homeowner is present and has a photo of house she had nominated. Homeowner will send a list of houses nominated.

5.0 Village Brief - March/Apr Edition (Content overview)-The list of the Village Briefs were gone over. Food Truck Mafia might not be here and this should be checked before we include this in the Village Briefs. Director Kirk suggested asking Supervisor Chan to comment on specific items like the San Lorenzo sign. Homeowner suggested we treat the developer with respect. Director Clowser suggested that the request be made specifically and not an argument with Supervisor Chan since the Village Briefs will go to all members. President Wydler agreed and stated we would ask Supervisor Chan for an update on the sign and the development in her column.

6.0 Financial Reports – February 28, 2017 - There is one line for Mercy Housing. Director E.S.Robinson mentioned that the \$5,000 shows as an actual, but we have not yet received it. Cesar had \$5,000 listed twice. Administrator had Cesar remove one of them. He was rushed to prepare this budget comparison given the time when this meeting was requested. Administrator requested the board email questions so Administrator can go over requests with Cesar. Director E.S. Robinson noted the \$5,000 entry as a mistake.

7.0 Reserve Study Budget 2017-2018 (Update) - Reserve Study Budget - Last time, the Board asked the Administrator to email Naomi. He asked her to remove the replacement of community hall ceiling fans and

second (2010) sweeper lines from the Reserve Study requirements. He planned to check with the Board to see if there was anything else because there is still time to make changes. Director Ready mentioned that she would be happy if we got rid of the second (2010) street sweeper and the community hall ceiling fans were removed from the list. Director Kirk confirmed that it should be clear that the Board asked to delete only reserve requirement for only 2010 sweeper not the 2015 one. Naomi will finalize this reserve study. Director E.S.Robinson believes that this list is important for the preparation of the budget.

8.0 Preliminary Budget Review 2017-2018 - Administrator thanks Director E.S.Robinson for his help with the budget. Director E.S.Robinson has gone through the budget and made recommendations. The Board discussed various items on each line. The Board approved a draft proposed budget to be brought forward at the next Board meeting to be voted on whether to publish in the next Village Briefs

9.0 SLVHA Events (Update) - Earth Day Event is scheduled for Saturday, April 15th from 9:00 a.m. to 12:00 p.m. Wilma Chan will be donating \$2,000 for Earth Day. The draft flyer was shown to the board. Homeowner reminded the Board that the Save the Lorenzo event is May 6.

10.0 Continuing Business

10.1 Letter regarding Future development of Bohannon Property - Letter regarding future development of Bohannon Property- President Wydler wrote a draft letter to Supervisor Chan addressing the San Lorenzo Village Specific Plan. President Wydler noted that the idea behind the letter is to remind Supervisor Chan about the Specific Plan and ask that it be followed. Director E.S.Robinson stated that if the county did it correctly, the Zoning overlay would be something a developer would be aware of when they look at a property. Director Ready stated that if we do not stick to our Specific Plan, they could tear down whatever they want and put in high-density housing. She does not believe that is what anyone in San Lorenzo wants. The specifics in the letter were discussed regarding potential edits. It was a Board consensus to send the letter and to make it public if any press wanted it.

10.2 Board Goals: President Wydler wants to prioritize the goals, not necessarily discuss them.

10.2.1 Aging Report - Administrator said that the board would get an aging report all the time now

10.2.2 San Lorenzo Village Foundation - Director Kirk said that if we get a lawyer, they could do this for us. This is a question for our lawyer when we get one.

10.2.3 Find Lawyer - President Wydler said we should get a lawyer first. Director E.S.Robinson has worked with three law firms previously that are being presented to the Board. Administrator suggested that he get proposals from the three law firms and then meet with attorneys from these three firms. Administrator has one more name of a firm also.

10.2.4 Finish Distributing Door Hangers - President Wydler said this is something we will do right away. Administrator emailed 4-5 schools. He included this in the email blast. They are moving forward with this. President Wydler asked if we could finish this by April 15. Director Ready asked if we could finish this by May 15. The goal will be to finish this by May 15.

10.2.5 Improved CC&R's enforcement and statistical analysis of violations - Director Kirk stated that after a number of months, we would review houses we reviewed as violators at hearings to see if they are still in violation. Director Ready stated that someone has to start following up on violations. Director Ready said that she drove past 15 properties with her husband that had previous violations. She stated that not one of those violations was fixed. She believes that this is why San Lorenzo looks worse. She stated that Wednesdays are supposed to be devoted to CC&R enforcement and

she believes that is not happening. From this month forward, she wants TUB ("thank you but" letters) added to our hearings to follow up. The Administrator will schedule with any Board members that wish to drive with the staff on Wednesdays. Director E.S.Robinson wants a map of drives for each day. Director E.S.Robinson stated that as a member, he would want to know how many times his house is driven by. This report will show the rotation. Director E.S.Robinson wanted to see a route that is covered, not just houses that they target. Director Wydler would like to see a report of all open violations as a starting point. This gets back to VMS (our computer system) and the training to get these reports out of the VMS system. Director Kirk explained how the VMS system is supposed to work. The Board discussed how VMS is being used. President Wydler said that the photo should go out with the letter to the violating homeowner. Director Kirk said that he believes that the VMS system is probably being used 10% of what it is capable of. Administrator said that previously VMS had a major training on accounting features. VMS is not customized. He wants to ask VMS how to improve about CC&R violations features. There was nothing about CC&R violations in the past. VMS wants to fill out a form about the kind of training we want. President Wydler said that we have to decide what kind of training we need. Director Ready suggested that taking a photo and entering it later after a drive was over would take less time. Director Clowser mentioned that the staff needs two people in order to take photos with the I pad and drive. One person would have to park, and if there were cars in front, walk to the house to take a photo with the I pad so that it could be entered directly in the VMS system. Director Clowser stated that the board previously directed the staff to use the VMS system and enter the photos directly on the I pad. Director Ready suggested that pulling over, parking and taking a photo is something they should do. Director E.S.Robinson wants to oversee how many letters are being sent out and to track that. He believes that if we sent out a consistent amount of letters, violations would go down. Director Ready stated that then the problem is lack of follow up. Director Kirk stated that volunteers would stop helping if they get frustrated. Administrator asked who from the Board could go for a ride along next Wednesday. Director Ready stated she would go for a ride along next Wednesday. Director Wydler stated that the office is closed on Wednesdays just for CC&R enforcement. Administrator stated that the staff focuses on letters, violations, etc., but not the entire day on drives. Director E.S.Robinson stated that across the street from the SLVHA there are three different types of windows on their house, in violation. He believes that the staff should see what is in violation across the street and on other streets also. The Board needs to have faith that the staff can handle violations. He stated that the Board needs to understand the methodology for enforcing violations. Administrator said that he could make sure that Wednesdays will be 90% reserved for violations. President Wydler requested that when we do the next hearings, the Board would like an update on drives for the last 6 months. Director Kirk wants the 6-month follow-ups to be part of the Board drives, and continued violations will be added to the next months' violations hearing. President Wydler said we need more statistics.

10.2.6. Collection Company for delinquent assessments - Director E.S.Robinson said he was going to get to this, but did not have time. He stated that we could talk to the attorneys when we interview them to see if they do this. Director Wydler said we would work on this once we find a lawyer.

10.3 CC&R's Enforcement Enhancement and Follow-Up - President Wydler stated that this was discussed above.

10.4 Office procedures and Board Expectations:

10.4.1 Time line for financial reports - President Wydler stated that if we meet on the first Thursday, we hope to have financials by then.

10.4.2 Time line for Minutes after a Board Meeting - President Wydler asked if we could get minutes of a meeting 10 days after a Board meeting. Administrator stated he needs help from the Board. If he sends minutes to the Board, he needs Board edits before a meeting. Director Ready said we will

try it for a couple of months, and if we are not seeing improvement in the timeline, we will look into getting a stenographer. Director Kirk suggested putting less information on the minutes such as for the Sheriff's report. He stated that Sheriff's information is unnecessary and it makes our area look like it is a high crime area. Administrator suggested that he would make sure we get minutes timely and requested that he get edits timely from the Board.

President Wydler said that the topics would remain on continuing business items.

10.4.3 Time line for hearing letters after hearings completed - discussed above.

10.5 Board Training - Discussion - Topics, Location, Dates - on continued business.

11.0 Future Agenda Items - Director E.S.Robinson suggests a future agenda item regarding having group hearings in order to streamline them. Administrator wants to know if the Board wants the Bohannon developer to do a presentation in March. The Board thought that would be too early. He also wants to know about adding Mercy Housing to the agenda. The Board did not see a need just yet. Director Kirk wants an agenda item on how to streamline agenda items.

12.0 The meeting adjourned at 9: 20 p.m.

Respectfully Submitted,

Steve Kirk, Secretary

Recorded and Transcribed by: Eugene Osipov

Reviewed by: Diane Wydler, Board President