

# SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1514

## WORK SESSION MINUTES



- 1.0 President, Diane Wydler, called the meeting to order at 7:00 p.m. on April 6, 2017.
- 1.1 Directors Ready and E.S. Robinson were present. Director Clowser and Director Kirk are excused. Administrator Osipov was also present
- 2.0 Public Comment - None
- 3.0 Update from Administrator
- 3.1 Trees Purchased by Members (Update) - John Santos planted Japanese maple tree for homeowner
- 3.2 HVAC (Update) - HVAC Company has removed part of all HVAC units from the roof. Follow by our agreement, HVAC Company must remove old HVAC Unit and cover the roof to protect the hall from possible water leaks. Administrator is waiting for a confirmation from HVAC Company about next step.
- 3.3 2017 Assessments (Update) - 512 members have not paid yet. April interest has been added to delinquent accounts on April 4, 2017
- 3.4 Arbor at Hesperian (Update) - Administrator is waiting for a confirmation from Arbor at Hesperian Property Manager to set up meeting together. Grand Opening on Wednesday, May 3, 2017 from 10 am- Noon.
- 3.5 Medical Marijuana Ordinance- Administrator Osipov informed Board and homeowners that Letter regarding the changes to the Medical Marijuana Ordinance was send to Albert Lopez (Director of Alameda County Planning Department) on April 3, 2017. Supervisor Wilma Chan, Liz McElligot, Rodrigo Orduna, Sandi Rivera and Eileen Dalton were provided with a copy of this letter.
- 3.6 Hesperian Streetscape-Removal of Lawns - Administrator presented Board an update form Sarah Oddie, BOS Dist. 3 about plans to remove lawns on Hesperian Blvd. President Wydler asked Administrator to add this update as a new Agenda item for April 20 Board Meeting. Director E.S. Robinson directed Administrator to contact Sarah Oddie and ask her to provide association with more details about this project before next Board meeting.
- 4.0 Financial Reports (March 31, 2017) - Not Presented At This Time. No Bank's Statements yet.
- 5.0 CDAR'S Maturity (Update) - Administrator reminded Board that Maturity Date for 13 -WEEK NON-PERSONAL CD will be on April 20, 2017. No action is required from BOD. It will be rolled over automatically. Interest rate is 0,09 %
- 6.0 Sea Scout Ship Makai- Restoration Of "Welcome To San Lorenzo" Sign At Hesperian Blvd.  
Administrator Osipov presented to Board a Proposal from Rocky Trujillo, Committeeman from Sea Scout Ship 700 Makai for review and approval. They would like to repair "Welcome To San Lorenzo" Sign and update it as well with logos of the Sea Scouts, Boy Scouts, and Girl Scouts at this time. Board reviewed the proposal and directed Administrator to forward it to Karina Rivera for review and county's approval.
- 7.0 SLVHA Events (Update)
- 7.1 San Lorenzo Village Homes Association Earth Day Celebration on Saturday, April 15, 2017. Registration begins at 8:30 a.m. Clean-Up 9 a.m. to 12 p.m. BBQ for volunteers from 12-2 p.m.
- 7.2 Showtime in San Lorenzo on Saturday May 6, 2017. Lorenzo Theater Tours from 2-6 p.m.  
San Lorenzo Business Expo from 2-6p.m. Outdoor movie night from 5-10 p.m. Movie starts at 8:30 p.m.

## 8.0 Board Expectations

8.1 Draft Minutes Timelines - Provide BOD with Minutes within 10 days from the meeting date

8.2 Interactions Between Staff and Board - Board wants to work through Administrator, as was discussed in Executive Session follow by current Code.

8.3 Board Access To Records- All records must be available to Board for inspection at any time with or without notice. Administrator Osipov still asked Board to provide him with a Notice if it will be possible.

8.3 Readiness Of Meeting Packets - Administrator asked to provide Board with Board packages on the same Fridays when e-mail blast will be send out to homeowners. Administrator confirmed that he would e-mail Board packages on Fridays before meetings follow by Board request. Administrator stated that he could not promise Board to complete Board packages in full all the time on Fridays. He will e-mail everything what he will have on Fridays before meeting's dates.

## 9.0 Review/Streamline Hearing Process

9.1 Review Enforcement, Fines, Front Yard, and Related Policies and CC&R's – Board should review these and fine amount should not routinely be discussed, since it is stated in Fine Policy.

9.2 Discuss Tree Violation and Correction Policy - Review Tree Policy-Draft (Next Work Session Meeting Agenda Item)

9.3 Discuss Structure Of Hearings - Director E.S. Robinson would like to efficiently reduce Hearing time. Board Members discussed all possible ways to do so. Board members agree that Kathleen Harrigan should fine according to Fine Policy. Boards of Directors agree that if their drive-by review agrees with recommended status, there would be no need to see pictures or discuss further. It will allow Board to save a lot of time at the actual Executive Hearings.

## 10.0 Review Board Meeting Process - TABLED

10.1 Structure

10.2 Follow-Up On Public Comments

10.3 Connection between Work Sessions and Regular Board Meetings

## 11.0 CC&R's Enforcement

11.1 Specific Milestones, Procedures, Reports, etc. - Kathleen Harrigan asked Board why such important subject as CC&Rs Enforcement is always last item on Board Meeting Agenda when major number of homeowners already left the meeting? All Board Members are agreeing with Kathleen Harrigan. Board agreed and asked this Agenda item to be moved up on Agenda. President Wydler will review order of Agenda items.

11.2 VMS Training, Reporting - Administrator provided Board with copies of e-mail communications between Operations Manager Kathleen Harrigan and VMS staff addressing inability to connect with VMS server. Kathleen Harrigan voiced multiple concerns about VMS business operations. Director Ready in agreement with all those concerns.

President Wydler directed Administrator Osipov to review Contract with VMS.

11.3 Other

## 12.0 Board Goals - Progress

12.1 Aging Report- Administrator provided Board with March 31, 2017 Delinquency and Prepaid Aging reports. Director E.S. Robinson asked Administrator about possibility to see homeowner's addresses for delinquent accounts in the future. Director Ready asked a question about Balance column from Prepaid Aging report.

12.2 San Lorenzo Village Foundation - Tabled

12.3 Find Lawyer - Board just interviewed two law firms at 04/06/17 Executive Session and agreed on contracting with Tinnelly Law Firm.

12.4 Finish Distributing Door Hangers -The following remaining streets have not received door hangers: Via Nueva, Via Escondido, Via Ventana, Via Amigos, Via Toyon, Via Sonora, Via Vecinos, Via Del Robles and the section of Via Lucas between Via Sonora & Via Toyon.

12.5 Improved CC&R's Enforcement and Statistical Analysis of Violations - Tabled

12.6 Collection Company For delinquent Assessments – Board decided to work with a new law firm to address this.

13.0 Future Agenda Items for Work Session or Board Meeting - 1) Arbor at Hesperian Presentation-April, 20 Board Meeting; 2) Hesperian Streetscape-Removal of Lawns (Update) - April, 20 Board Meeting; 3) Tree Policy (Draft) - May Work Session Meeting

13.1 Communication through Village Briefs

13.2 Architectural Committee

13.3 Architectural Heritage Policy

14.0 The meeting adjourned at 8:40 p.m.

**Respectfully Submitted,**

**Steve Kirk, Secretary**

**Recorded and Transcribed by: Eugene Osipov**

**Reviewed by: Diane Wydler, Board President**