

# SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1516

## MINUTES



**1.0 MEETING CALLED TO ORDER** – The regular meeting of the San Lorenzo Village Homes Association Board of Directors was held on Thursday, April 20, 2017. President Wydler called the meeting to order at 7: 40 p.m.

**1.1 SALUTE TO THE FLAG** – President Wydler led the audience in the pledge of allegiance.

**1.2 ROLL CALL** – Directors Diane Wydler, Kathie Ready, Michelle Clowser were present, Director Emanuel M. S. Robinson and Director Kirk were absent (excused).

**2.0 PUBLIC COMMENT – Items not on the Agenda** – Staff reported on the San Lorenzo Library’s upcoming events for the next month and announced that a brochure with this schedule is on the back table. A homeowner read and produced a letter she wrote to the Board about her motor home. She said she had contacted the Association prior to purchasing it over 20 years ago and was told she could park it in her driveway. She spent thousands of dollars to lay an extra pad next to her driveway with the Association’s approval. The motor home is used weekly for her business and has been at her home since she purchased it. She said the new regulations for motor homes in the Front Yard Policy seem to penalize members who have had these vehicles in their driveways for years and use them on an ongoing basis. She asked that the Board consider grandfathering her vehicle in, since she uses it weekly and cannot afford the expense to store it.

### **3.0 COMMENTS FROM PUBLIC AGENCIES** –

**3.1 CHP** – (*Timed Agenda Item 7:40 p.m.*) – Officer Humerickhouse said that he is filling in for Officer Jackowitz and asked that anyone who has specific concerns speak with him prior to the end of the meeting. Director Ready said that there have been multiple issues with traffic at Arroyo High School and she would like to see more enforcement in that area.

**2.2 Sheriff’s Department**- Deputy Gordon reported an increase in both residential burglaries and car thefts in the San Lorenzo area. He said that most of the thefts are occurring in the morning to mid-day and electronic/TV’s/I Phones/PlayStations etc are being stolen. He encouraged people to close their drapes/curtains when homeowners are not in their homes to help decrease these incidents and to make sure all doors are locked.

**\*4.1 The Arbor At Hesperian- Amy Bayley, Vice President/Community Panning, Mercy Housing (Timed Agenda Item 7:45 p.m.)** – Bayley introduced herself and said that the “Arbor at Hesperian” is full. The 77 units are affordable housing for Seniors 55 or older. Bayley said that 51% of the tenants either work or had already lived in San Lorenzo and Mercy Housing is very happy that a majority of those living in these units had a connection to the area. The tenants at the Arbor are mostly between the ages of 55 and 70 with only 20 of them, 70 years or older. There is a waiting list of 375 applicants so as one tenant moves out they can easily fill a vacancy. This waiting list in effect for two (2) years.

The Arbor has activities for its tenants including, Health and Wellness Programs, exercise and other activities and they are partnering with the San Lorenzo Library and the Association to offer more activities. Bayley thanked the Association and the Board for allowing the Mercy Housing Advisory Group to use their meeting room and Community Hall. The Grand Opening of the Arbor at Hesperian will be held on Wednesday May 3, 2017, from 10 a.m. to 2 p.m. and everyone is welcome to take a tour of the facility.

A resident asked that the automatic door opener to buzz visitors in- be fixed. It has not worked since her mother moved in. Another resident asked that the sun dial on the outside of the building be reset to reflect the correct time. Bayley said that she would relay these requests back to the management and have the issues taken care of.

**\*\*4.2 Zoning Enforcement – Edward Labayob, Alameda County Code Enforcement Supervisor (Timed Agenda Item 8:00 p.m.) – Labayob** introduced himself and said he is the new Supervisor for Zoning. He said that Alameda County Zoning serves the entire unincorporated area of Alameda County and has five (5) zoning officers, in five separate areas. Labayob introduced Zoning Officer, Yvonne Grundy, who is assigned to the San Lorenzo area. He said they are a complaint driven system, and do not do a lot of pro-active enforcement. They are not like a property management agency, but do enforce both the Junk Vehicle and Neighborhood Preservation Ordinance (NPO) of Alameda County. They also assist with violations of the Association when asked to, and work hand in hand with several county agencies when necessary. Grundy brought the monthly Zoning Report for San Lorenzo and described what violations she has been working on in the area and what the County can or cannot enforce.

President Wydler asked whether the county limits the parking of recreational vehicles on a property. Grundy said that the county does not allow a motor home or trailer to be parked within the first 20 feet of the required front yard area or within 5 ft of the required side yard area. Grundy said this information is in the Zoning Ordinance and is referenced in the NPO. All this information can be found on-line. She said any member can also contact her and discuss this further. Several members had questions about various aspects of zoning which Grundy answered and she encouraged them to contact her at her office for more information or clarification.

**3.3 Supervisor Wilma Chan** – President Wydler stated that staff member, Karina Rivera, had a family emergency, so she could not be present. She wanted Wydler to announce that both Supervisor Miley and Supervisor Chan will be sending out a survey to see if residents would be interested in having a local Municipal Advisory Council (MAC). There will be a website that residents can refer to that will describe the functions of a MAC in more detail. Rivera told Wydler that she will also field questions at the May Association Board meeting.

**3.4 Zoning Enforcement** – See *the timed agenda item above (4.2)*. The Zoning Report was left on the back table.

**4.0 OTHER BUSINESS (motions may be required) –**

**\* 4.1 The Arbor At Hesperian Amy Bayley, Vice President/Community Panning, Mercy Housing (Timed Agenda Item 7:45 p.m.) – See timed agenda item above.**

**\*\*4.2 Zoning Enforcement – Edward Labayob, Alameda County Code Enforcement Supervisor (Timed Agenda Item 8:00 p.m.)- See timed agenda item above.**

**4.3 Approval- Budget 2017-2018** – President Wydler said the Board discussed this at length and the draft budget was published in the March/April Village Briefs. She asked for any comments from members, there were none. Director Clowser makes a motion to approve the Budget for the 2017-2018 Fiscal Year, Director Ready seconds, the motion carries unanimously.

**4.4 Approval –Reserve Study 2017- 2018** – President Wydler said that a professional company was hired this year to do the study and this was also published in the March/April Village Briefs. She asked for any comments from members, there were none. Director Clowser makes a motion to approve the Reserve Study for the 2017-2018 Fiscal Year, Director Ready seconds, the motion carries unanimously.

**4.5 Hesperian Streetscape- Removal of Lawns (Update)** – President Wydler reported that there was confusion about whether this project would encroach on people’s lawns, vegetation or trees. Sarah Odie, of Supervisor Chan’s office reached out to Alameda County Public Works and found out that the existing trees

would be retained by narrowing the sidewalk in those areas to accommodate the trees, however some grass and landscaping may be taken out to in other areas for the widening of the sidewalks in this project.

President Wydler said the Board has established some goals for the year, and part of that was to improve/highlight CC&R enforcement. In doing so, the Board agenda has moved some items up or down, including the Liens and Violations Report, which will be earlier on all upcoming agendas.

**6.0 LIENS AND VIOLATIONS REPORT (motion may be required)** – The Administrator said there were eight (8) liens that have been released since the March Board meeting. He noted that there have been 27 architectural plans submitted for tree trimming since the Association started handing out the tree information on its door hangers in late February. The office has also had approximately 90 calls from homeowners inquiring about the trees and the regulations. The monthly violation letters were as follows:

<b><u>VIOLATION LETTERS March 2017</u></b>	
<b>Violation</b>	<b># of Letters</b>
<b>Inoperative Vehicles</b>	<b>10</b>
<b>Recreational Vehicles in front or side yard</b>	<b>9</b>
<b>Yard Maintenance</b>	<b>100</b>
<b>Unpaved Parking</b>	<b>8</b>
<b>Holiday Lights</b>	<b>69</b>
<b>Building Maintenance</b>	<b>2</b>
<b>Work on Cars</b>	<b>0</b>
<b>Barking Dogs</b>	<b>1</b>
<b>Prohibited animals</b>	<b>2</b>
<b>Excessive noise</b>	<b>0</b>
<b>No home business</b>	<b>0</b>
<b>Other</b>	<b>34</b>
<b>Multiple violations</b>	<b>38</b>
<b>Plans Needed</b>	<b>27</b>
<b>Total</b>	<b>300</b>

Operations Manager Kathleen Harrigan reported that the Board has asked staff to look at violations that were heard before the Board six (6) months earlier and report on where they are currently. This was requested so that the Board and Staff can review its progress on these cases and re-hear them if necessary. Of the 18 items heard in October of 2016. There are currently eleven (11) that are closed, have been rechecked and continue to be in compliance. One of those heard, cleared the initial violation, but has been reopened for a new different violation. Six (6) of those that were heard have been fined on multiple rechecks and are being re-heard again within the next month before the Board.

Director Ready moves to approve the liens and violation report, Director Clowser seconds, the motion carries unanimously.

**6.0 CC&R HEARING REPORT –**

**6.1 Disposition of Executive Session #1515 on 6, 2017-** The Administrator reported there were 24 hearings scheduled. Four (4) owners were present. Eight (8) of these hearings were closed; eleven (11) were fined; and five (5) were “Thank-you-but”, the owner has cleared most of the violation but there are still other issues. There were also two (2) CC&R Exception Reviews. One homeowner wanted to remove a sycamore tree that

was sick and replant a new sycamore-the county had already approved this and the Board granted the request. The other CC&R Exception the homeowner was asked to replace his damaged tree with a sycamore and he wanted to plant another type of tree- (not a sycamore). This was denied by the Board.

There were two (2) fine reviews. One (1) was granted if the garbage cans are stored behind the gate and one (1) was reduced by 50% if all the weeds are removed in the landscaping. There were also two (2) assessment reviews. One asked to waive the late fees and interest for the past year and was granted. The second asked to waive some fees and was granted a waiver of late, lien and interest fees, but only if all assessments were current by December 31, 2017.

**6.2 Approval of Minutes of Executive Session #1515 on April 20, 2017 – Director** Ready moves to approve, Director Clowser seconds, the motion carries unanimously.

**7.0 BOARD GOALS** –President Wydler explained that the Board will continue to have this item on all Board agendas to keep members apprised of the progress of their yearly goals.

**7.1 Castle IT Services Consulting Contract (motion required)** – President Wydler said this is a contract for computer support and services for the Association office. The contract has been reviewed by the entire board and was approved in executive session. Director Clowser makes a motion to approve, Director Ready seconds, motion carries unanimously.

**7.2 Obtain Legal Counsel (motion required for Tinnelly and Altera contracts)** – President Wydler said that they wanted one attorney to handle all the Association’s legal issues/contracts/CC&Rs concerns. Up to this point the Board had been using several different attorneys, depending on the issue. President Wydler said the Board met in executive session and interviewed two (2) firms. It chose the Tinnelly firm to hire. Director Clowser reminded the Board that this contract had already been voted upon and approved in executive session. President Wydler agreed, but wanted members to be openly informed and aware of their vote. Director Ready made a motion to approve accepting the contract with the Tinnelly Group as the Association’s legal counsel, Director Clowser seconds, the motion carries unanimously.

President Wydler said that the second part of this item is an Assessment and Collections agency (Altera) that the Board is looking to hire, who is associated with the Tinnelly Law Group. Director Clowser suggested that the Altera contract be discussed in executive session prior to voting on it tonight. Director Ready agreed. President Wydler said that the Altera contract would be discussed at the next executive session.

**7.3 Tree Door Hangers Update** – President Wydler thanked members Michele Swartz and Jackie Green for their help in distributing the Association’s door hangers regarding front yard tree regulations. They are nearly complete with getting these out to the entire membership.

**7.4 San Lorenzo Foundations** – President Wydler said that this is something Director Kirk had suggested. He wants the Board to look into a non-profit foundation that could raise funds for projects/events in the community. He will be giving updates on this at future Board meetings.

**7.5 Aging Report** – President Wydler stated that this item and 7.6 -“Collection and Overdue Assessments” are both related to hiring an Assessment and Collections Agency, which they will be looking into at the next executive session.

**7.6 Collection of Overdue Assessments** – *See above (7.5 comments).*

**7.7 Improve CC&R Enforcement** – President Wydler reported that the Board is having staff report on the status of properties that have been heard before the board and is also hiring a new attorney, both of which are part of the ongoing improvement to the CC&R enforcement.

## **8.0 FINANCIAL REPORT (motion required) –**

**8.1 Approval of March 2017 Expenditures** – Director Ready makes a motion to approve, Director Clowser seconds, the motion carries unanimously.

## **9.0 COMMITTEE REPORTS –**

**9.1 Community Events Committee** – President Wydler said that the Association’s Earth Day went very well, with nearly 100 volunteers. She thanked the members who volunteered to be “Team Leaders” and the Alameda County Sheriff’s office for their assistance in setting up and for its “Free Drug-Take Back” at the event. There is an upcoming Free Movie Night/Business Expo/Lorenzo Theater Tours sponsored in part by Alameda County and HARD. This will be held on Saturday May 6<sup>th</sup> in front of the Lorenzo Theater, starting at 2 p.m. all members and families are welcome.

## **10.0 ADMINISTRATOR’S REPORT–**

**10.1 Operations**– The Administrator reported that the HVAC project should finally be resolved/completed by next week. He thanked both Michele Swartz and Jackie Green for distributing the tree information door hangers to residents. He said he has reached out to Mr. Demmon, the developer for the Mervyns’ Square area, and has asked him to attend the next Association Board meeting, however Demmon had indicated that he wanted to meet with the Board before coming to another meeting. The Administrator has given him some upcoming work session dates and is waiting for his reply.

## **11.0 MINUTES OF THE PREVIOUS MEETING –**

**11.1 Approval of Board Meeting Minutes #1511 on March 16, 2017** – Director Clowser moves to approve, Director Ready seconds, the motion carries unanimously.

**11.2 Disposition of Executive Session Minutes #1512 on March 30, 2017**– The Administrator said that the Board reviewed staff’s health benefits, the Castle IT contract and information on the three (3) law firms it was looking to hire.

**11.3 Approval of Executive Session Minutes #1512 on March 30, 2017** – No quorum of the Board who attended this meeting was present, approval is continued to the May 18, 2017 Board meeting.

**11.4 Disposition of Executive Session Minutes #1513 on April 6, 2017**– The Administrator said that two (2) law firms were interviewed for hire as Association legal counsel. The Administrator’s review was also presented to him by the Board. The Administrator discussed his staff review with the Board for a yearly increase in salaries. The Castle IT contract was reviewed as well a few legal issues related to CC&Rs.

**11.5 Approval of Executive Session Minutes #1513 on April 6 2017**– Director Ready moves to approve, Director Clowser seconds, President Wydler said that item under “7.2” was not corrected. It says that the Assessment Collection agency was not discussed, but the Board had discussed using Altera. The Administrator said that he had corrected this item, but attached the wrong second page; he would make sure this was changed. Both Director Ready and Director Clowser accepted this correction and the motion carries unanimously.

**11.6 Approval of Work Session Minutes #1514 on April 6, 2017**– Director Ready moves to approve, President Wydler seconds, the motion carries with two (2) ayes (Ready, Wydler) and one (1) abstention (Clowser).

**12.0 BOARD REPORTS**– Director Clowser encouraged members to attend the Sheriffs’ Citizen Academy which is a great way to see how the Sheriff’s Department works. President Wydler encouraged people to attend

the work sessions, and if they cannot be present, to at least look at the agendas, because the Board will be reporting on these items at its monthly Board Meetings.

**13.0 ADJOURNMENT** – President Wydler adjourned the meetings 9:28 p.m.

**Respectfully Submitted,**

**Steve Kirk**

**Secretary/Treasurer**

**Recorded and Transcribed by: Kathleen Harrigan, Operations Manager**

**Reviewed by: Eugene Osipov, Administrator**

MEMORANDUM