

# SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1517

## WORK SESSION MINUTES



- 1.0 Vice-President, Kathie Ready, called the meeting to order at 6:02 p.m. on May 4, 2017.
- 1.1 Directors Kirk, Ready and E.S. Robinson were present. Board President Wydler and Director Clowser are excused. Administrator Osipov was also present
- 2.0 Public Comment - None. Director E.S. Robinson informed BOD that he could not attend next Executive Session Meeting on Thursday, May 11.
- 3.0 Update from Administrator
  - 3.1 Firehouse Garage Door (Update) - New paint for firehouse garage door does not match original color. Administrator will ask firehouse staff to re-paint the door again by using right color.
  - 3.2 HVAC (Update) - HVAC Company finally has removed all parts of old HVAC system, including old gas pipe. **Project completed on May 3, 2017.**
  - 3.3 Fire Station E 22 - Non-Injury Backing Accident (Broken Column) - Fire House has received a quote for repair on May 4, 2017. They are working to secure the PO. Administrator will inform Board about schedule the work.
  - 3.4 Fire House HVAC Unit - Administrator has received a notice from Mitch White, Alameda County Fire Department Facilities Coordinator that HVAC Unit currently does not blow cold air. Albert Nahman Plumbing and Heating Company did previous repair in August in September 2017. There is no warranty or guarantee for any work done. This unit is on its last leg, if further work is required unit need to be replaced. Albert Nahman Plumbing and Heating Company has inspected unit by Administrator request on May 5, 2017. Administrator is waiting for written inspection report.
- 4.0 House of the Month - 189 Via San Marino and 881 Paseo Grande were nominated for the House of the Month Award. After discussion, Board has made decision to choose 189 Via San Marino as House of the Month at this time. Administrator was directed by Board to keep 881 Paseo Grande as a candidate for future nomination.
- 5.0 Financial Reports (April 30, 2017) - Administrator and Board reviewed the April 2017 Financials. Administrator reported that as of April 2017 the SLVHA's Checking Account had \$ 43351.03 Director E.S. Robinson stated that April 2017 Financials looks like usual for him. All presented Board Members had no other questions or comments regarding April 2017 Financials.
- 6.0 Village Briefs - May/June Edition - Content Overview - Board directed Administrator to do the following changes to future Village Briefs, starting from May/June Edition:
  1. "Mandatory" need to include the following items: a) Violation Reports (how many units in violations, how many fines, etc.); b) Trash Reminder; c) Architectural Reminders (CC&R's)
  2. "Local" - (3.a) to remove the following "tentative/but important if we are moving forward with collection agency"
  3. Events Corner – to reduce space
  4. Board need to review final version of Village Briefs-Draft prior sending to print all the time
- 7.0 CDAR'S Maturity (Update) - Administrator reported that next maturity date for CDAR Account ID 1020100008 would be on July 20, 2017. Product name is 13-Week Non-Personal CD. No Action is required from Board. It will be rolled over automatically. Interest rate is 0,11 %

8.0 SLVHA Events (Update) - San Lorenzo Showtime is on Saturday, May 6, 2017. Lorenzo Theater Tours are from 2-6 pm. San Lorenzo Business Expo is from 2-6. Outdoor movie night is from 5-10 pm. Movie starts at 8:30 pm.

9.0 Board Expectations

9.1 Draft Minutes Timelines (Progress) - Administrator stated that office is trying hard to submit Minutes-Draft to Board within 10 days from the previous Work Session, Board and Executive Session Meetings. Director Ready and Director E.S. Robinson still voiced concerns that Board is not receiving Draft-Minutes within 10 days all the time. Administrator will discuss this issue with Kathleen Harrigan.

9.2 Interactions Between Staff And Board (Progress) - Board is expecting better communication between Staff and Board Members. Directors Ready and E.S. Robinson have voiced a concern about late response sometimes from Staff. Administrator confirmed it as an area for an improvement.

10.0 Review/Streamline Hearing Process - No discussion at this time

10.1 Review Enforcement, Fines, Front Yard, Related Policies and CC&R's

10.2 Discuss Tree Violation and Correction Policy

11.0 Review Board Meeting (Progress)

11.1 Structure - Administrator Osipov informed Director Kirk and Director E.S. Robinson that Board Meeting Agenda has been changed since the last April, 20 Board Meeting. We are discussing "Liens and Violation Report" after "Other Business" now. We have moved Agenda Item "Minutes of the Previous Meetings" to the end of Agenda.

11.2 Follow-Up On Public Comments - No discussion at this time

11.3 Report On Work Session Items - No discussion at this time

12.0 CC&R's Enforcement

12.1 VMS Training, Reporting - Administrator will report about progress at the next Work Session in June. Board directed Administrator to ask VMS about possibility for Board Members to access VMS from outside the office.

13.0 Board Goals (Progress)

13.1 Aging Report - Administrator and Board reviewed April 2017 Delinquency Aging Report. Director E.S. Robinson asked Administrator to present Delinquency Aging Report which showing assessments only at the May, 11 Executive Session.

13.2 San Lorenzo Village Foundation - Director E.S. Robinson will discuss this subject with Tinnelly Law Firm. He will provide Board with update at the next Work Session Meeting.

13.3 Find Lawyer - Board signed a contract with Tinnelly Law Group at the previous Executive Session.

13.4 Finish Distributing Door Hangers - **Project completed on May 3, 2017.** Goal was to complete this project before May 15, 2017. Board and Administrator thanked Michele Swarts and Jackie Green for their great job to distribute the door hangers around SLVHA Community.

14.0 Architectural Committee - Director E.S. Robinson asked Administrator to provide him with contact information for all Candidates for Architectural Committee

15.0 Architectural Heritage Policy - Board reviewed Draft Policy for Heritage Modifications presented by Director E.S. Robinson. Board was asking Director E.S. Robinson to write an article for the next Village Brief about Heritage Modifications first before presenting this Draft to homeowners for discussion

16.0 Future Agenda Items for Work Session or Board Meetings - County Urban Agriculture Incentive Zone Ordinance (Draft) - Liz McElligot, Asst. Planning Director, CD (Timed Agenda)

17.0 The meeting adjourned at 8:45 p.m.

**Respectfully Submitted,**

**Steve Kirk, Secretary**

**Recorded and Transcribed by: Eugene Osipov**

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

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