

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1531

WORK SESSION MINUTES



- 1.0 President, Diane Wydler, called the meeting to order at 6:05 p.m. on August 3, 2017.
- 1.1 Directors Clowser, Kirk, Ready and Emanuel MS. Robinson were present. Administrator Osipov was also present
- 2.0 Public Comment - President Wydler asked Mai Nou Vue to introduce herself as a new SLVHA Operations Manager. Mai presented the Board with her HOA experience.

Homeowner voiced a complaint about the high speeding driving. President Wydler will address this issue to CHP at the next Board meeting on August 17, 2017

Homeowner voiced a concern that she submitted plans on June 26, 2017. She is still waiting for an approval. Administrator explained that previously the homeowner was asking to re-submit her plans. After discussion, the problem was resolved.

- 3.0 Demmon Partners Development (Update) - Business Partners Terry Demmon and Thomas V. Walsh presented Village Green Apartments' project and conceptual site plan at 6:05 p.m.

Terry and Thomas working together for more then 30 (thirty) years. They have owned and managed properties for a long time. Management provides mandatory Noise level control. They have a full staff including general manager, leasing manager, maintenance, etc. They are always walking around their properties. Demmon Partners are planning to place a new "San Lorenzo Village" Sign. Property will have twice per year inspection for every single unit regarding occupancy control. 24/7 security onsite. Average rent is \$ 2400 per month. Project will take around 2 years/18 months to complete.

Project Summary:

3-4 story building
Site Gross – 5.12 acres
163 units
Average Unit rentable – 888 s.f
Leasing Area – 4,800 s.f.
Retail Area – 8,800 s.f.

Parking required

Per Specific Plan – 2 stalls/du
Total Required – 326 stalls

Parking provided

On street angled – 96 stalls
Off street angled – 148 stalls
Garage – 50 stalls
Podium – 32 stalls
Total- 326 stalls Ratio- 2.0 stalls per unit

Bicycle parking provided

short term – 8 stalls
long term – 44 stalls

Unit Summary

9 studio – 1bed/1ba – 556 s.f.
81- 1 bedroom- 1bed/1ba - 795 s.f./882 s.f.
17 - 2 bedroom- 2bed/1ba - 843 s.f.
17 - 2 bedroom – 2 bed/2ba - 1,046 s.f.
30 – 2bedroom – 2 bed/2ba - 1,060 s.f.
10 – 3 bedroom – 3bed/2ba - 1,183 s.f.

Property has clubhouse, kitchen for residents, swimming pool, utility room, Dog Park.

The Board discussed this project with developers. Directors Kirk and Ready voiced a concern about village's future. They talked about the "lack" of commercial development in San Lorenzo.

Director Clowser voiced a concern that Via Mercado is very short street. Are developers aware about current Street Sweeping discussion?

Director Emanuel MS. Robinson made a recommendation to developers to think about adding some commercial units. Emanuel used Castro Valley as a good example. Community is open for a discussion.

President Wydler asked about public comments.

Diane Wydler reminded homeowners that this project is just beginning for developers in San Lorenzo.

Some homeowners do not want these developers driven away from San Lorenzo.

The Homeowner wants nice restaurants and green space.

The homeowner suggested signing the Memorandum of Understanding between SLVHA and Village Green Apartments. This Memorandum will allow future residents of Village Green Apartments to use such SLVHA benefits as renting the community hall, street sweeping, participating in community events, receiving newsletters, etc.

President Wydler thanked developers for their time and very good presentation. Thomas V. Walsh thanked the Board for an opportunity to present Village Green Apartments project. Thomas invited public to visit www.demmonpartners.com website to obtain more information about their company.

4.0 Update from Administrator

4.1 Fire House HVAC Replacement - Installation by Bay Area Climate Control on Monday July 17, 2017. We are waiting for permit and County Inspection

4.2 Playground Equipment Repairs - Completed by Safe2Play Company on July 25, 2017

4.3 Common Area Tree Pruning - Completed by A Plus Tree Company on July 24, 2017

4.4 Alterra Collection - The Board has approved Lien Resolution - 2017 -1 to authorize the recording of Liens on fifteen (15) delinquent accounts at the July 20, 2017 Board Meeting. Copy of Resolution and July 20, 2017 Board Meeting - Draft forwarded to Alterra Collection Company

4.5 The Bungalows - Administrator presented to the Board update from Carmen Likins (Paul's Corporation) for review. The County assigned the address 1233 Bockman Rd. from # 1 through # 53. Buildings 1 and 2 are in the first phase and buildings 3 and 4 in the second. Developer is hoping to start closing those before the end of the year. The second half of the project, buildings 5 through 10 will be completed until next year, so we will not be hit with all 53 homes at once. All of the homes are within Tract 8284

4.6 Update on Items Sent to Lawyer - Administrator sent to lawyer for review a Request from homeowner to inspect HOA records for seven (7) years period on July 26, 2017. Pending update on RV Parking from lawyer

4.7 Update on Via Media Plans - Administrator was directed by the Board to ask the owner to stop working on doors installation and re-submit plans. Next step is to invite the owner for an additional Hearing.

5.0 Remodeling to an Existing KFC Restaurant - Site Development Review (17800 Hesperian Blvd/PLN 2017-00014) - Review/Discussion.

After Site Development Review, the Board has made a decision to approve it as submitted with no additional comments.

6.0 Financial Reports - July 31, 2017 (if received) - July 31, 2017 Financials not received yet. The Board reviewed SLVHA 2017 Assessments. Administrator provided the Board with Aging Delinquency Report dated by July 20, 2017. There are 548 total delinquent accounts. Out of the 548 accounts, 537 are delinquent homeowners. The other 11 are title companies, newsletter advertisers, and renters. Out of the 537 homeowners, 307 paid their assessments, but owe late fees, interest, and /or fines. The remaining 230 are delinquent in assessments, late fees, interest, liens, and/or fines.

Unfortunately, there are not any reports that show accounts that only owe assessments or that only owe fines, etc. We have to go through the report and count the accounts that only owe fines, late fees, or interest. The only other report that is available is a delinquent report that only shows homeowners, title companies, advertisers, and renters. 537 delinquent homeowners own amount of \$219, 086.21

The Board would like to know how many homeowners paid and how many homeowners did not pay from June 2016 to June 2017. The Board will continue to discuss it at the future Board Meetings.

7.0 Architectural Committee Charter - Review/Approval - The Board recommended doing the following corrections to Architectural Committee Charter (Draft):

7.1 Purpose - change “existing Improvements” to “existing Development”

7.2 Duties - replace “plans submitted it” with “plans submitted to” and add Termination Clause – terminated and replace at anytime

7.3 Objective Procedure - change a determination from 30 days of receipt to 21 days of receipt

Director Emanuel MS. Robinson will forward revised version of Architectural Committee Charter to Tinelly Law Firm for review.

8.0 Proposed Heritage Architectural Policy (Update) - Tabled

9.0 Continuing Business:

9.1 Board Goals

9.1.1 Improved CC&R’s Enforcement and Follow -Up; Additional Reports, etc.

Staff needs to go out and physically inspect property regarding possible CC&R’s Violations every time when Escrow is open. Staff needs to make a photo before providing Title Company with Demand.

9.1.2 Collection of Delinquent Assessments Process - The Board discussed SLVHA Collections Process. Review will continue at the future Executive Session.

9.2 Office Procedures and Board Expectations

9.2.1 SLVHA Website Updates - Administrator will send Tim Castle a request to update all expired information at the web. Tim Castle cannot do any major changes without Board review and approval.

The Board would like to know if the Board Members could manage SLVHA website.

9.2.2 Revisit Changes Pertaining to Kathleen's Resignation - The Board discussed changes in the office since Kathleen Harrigan left SLVHA. Director Ready confirmed that her daughter could do Notary if it will be necessary.

9.3 Board Training: Date, Time, Topics (Tinnely Law Firm) - Update

Administrator confirmed that Steve Tinnely would provide free three (3) hours Board Training on Thursday, August 24 at 5:30 p.m. President Wydler provided Administrator with a list of possible topics for training. Administrator will forward this information to Tinnely Law Firm.

9.4 Newsletters (Discussion) - The Board decided to do September/October Newsletter next because new Operations Manager just in transition period right now

9.5 Street Sweeping and Parking Survey (Discussion) - The Board discussed the possible best ways for association to do a Street Sweeping Survey. Director Ready will prepare Survey Questions. Article will be in September/October Village Brief. Frank must report to the county about places when he cannot sweep because trees are too low to the ground or any other issues.

9.6 Preservation of Historical Items and Documents (Update) - The Administrator contacted eRecords USA Company (Fremont) and BMI Imaging System (San Jose) to obtain price to scan three (3) historic SLVHA albums with old newspaper articles. By estimate about 250 to 300 pages to be scanned.

eRecords USA will provide us with PDF files or JPEG images, and provide the images in a USB Drive. Scanning Cost: \$ 2.00 per image. Budget Cost: 300 images x \$2.00 = \$ 600.00
Scanning in Archival Quality/Resolution into Full-Color High Quality.

Administrator will schedule a meeting with BMI Imaging onsite to obtain an estimate.

The Board Members need to decide what they are going to do with historic documents.

9.7 Tree Trimming Proposal - Director Kirk informed the Board that A Plus Tree Company has a special Program that allows photographing every single tree of SLVHA. The cost of the photo will be five (5) dollars per tree. Approximately a full inventory of each single tree will cost to Association around \$ 15,000 dollars. Director Ready voiced a concern about high price for A Plus Tree Service. Other Board Members are skeptical about how to control all this process. President Wydler recommended to discuss this Item at the next regular Board Meeting in an August.

9.8 Policy Revisions to Address Tree Cutting Violations - Tabled. Will be discussed at the next Board Meeting in an August.

10.0 Future Agenda Items for Work Session or Board Meeting

- 1) August 17, 2017 Board Meeting: a) Tree Trimming Proposal; b) Policy Revisions to Address Tree Cutting Meeting
- 2) September Work Session: a) Architectural Committee Charter - Review/Approval; b) Halloween Event

11.0 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

DRAFT