

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1536

WORK SESSION MINUTES



- 1.0 President, Diane Wydler, called the meeting to order at 6:05 p.m. on September 7, 2017.
- 1.1 President Diane Wydler, Vice President Kahtie Ready, Directors Michelle Clowser, and Steve Kirk were present. Director Emanuel MS. Robinson is excused. Administrator Eugene Osipov is excused. Operations Manager Mai Vue was present.
- 2.0 Members (Homeowners) Comments –
Members commented about whether or not to change “Public Comments” to “Members (Homeowners) Comments”.
- Members suggested moving the “comment” section to the end of the Agenda.
- 3.0 Update from Administrator
- 3.1 Board Training- Three (3) hours free Training was provided by Steve Tinnelly and Matthew Platt On Thursday, August 24, 2017.
- 3.2 2018 BOD Election Schedule – two (2) seats are available for election. Director Steve Kirk and Michelle Clowser’s seats expires this coming year, Feb. 2018.
- 3.3 Hall Exterior Surfaces (Repaint) – (Phil’s Painting) – Proposal was approved.
- 3.4 Hall Flat Roof- Replacement (Bostok & Williams) – Proposal put on hold. Need clarification regarding roof replacement and resealing.
- 3.5 Trash Receptacles – Replacement (Reserve) – Action Item Completed. Plastic trash bins inside hall were replaced.
- 3.6 Alterra Collection – Payment plan proposal was approved.
- 3.7 The Bungalows – Management Company, Bay Area Property Services (BAPS), would like to do a presentation at the upcoming Board meeting on 9/21/2017. Board is ok with BAPS doing a 15 minute presentation.
- 3.8 Preservation of Historical Items –
- 3.8.1 eRecords USA Company (Fremont) - 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. **Table/ongoing item.**
- 3.8.2 BMI Imaging System – Their Operations are set for larger projects (50,000 + pages). This particular project of 300 – 1,000 pages is not the right fit for this company.

4.0 Financial Reports – August 31, 2017 (if received) – August 31, 2017 Financials not received yet. Cesar will forward August 31, 2017 Financials to the Board next week.

5.0 Village Briefs – September/October Edition

5.1 Content Overview

- Add information regarding the new junior Association, Bungalows.
- Update phone list.

5.2 House of the Month Selection for the October BOD Meeting – **Table.**

5.2.1 - 18250 Via Aruba

5.2.2 - 16031 Via Del Sol

6.0 Architectural Committee Charter - Review/Approval - **Table.**

7.0 Proposed Heritage Architectural Policy (Update) – **Table.**

8.0 CEC Events - Halloween Update: Flyer completed. Sponsors & Volunteer letters were mailed out. Insurance and permits completed.

9.0 Continuing Business:

9.1 Board Goals

9.1.1 BOD Meeting's Structure Change - Board suggested making an announcement before County and Sheriff Department do their presentations, to tell members they can ask questions after the presentation is done, but not during. Follow-up questions should pertain to what was presented. Each member has one (1) minute. Have a sign-in sheet.

9.1.2 Improved CC&R's Enforcement – there will be scheduled hearings at the next meeting.

9.1.3 Collection of Delinquent Assessments Process - The Board discussed SLVHA Collections. Accounts that has a delinquent balance of \$1500 and up should go to Alterra.

9.2 Office Procedures and Board Expectations – More thorough cleaning in the office (dusting/wiping). Operations Manager proposed violation procedures for staff to do drive-bys the first two week of each month, and then do follow-ups on the third and fourth week of the month, so to coincide with the dates stated in the letters. During follow-ups, violations that are not in compliance will be called to a hearing before the Board. Violations that are corrected will be closed out. Homeowners with multiple violations and only corrects some will receive second violation letter (2nd letter). It was also recommended to send “reminder” notices to all homeowners regarding CC&R violations, and should be printed on bright colored paper.

9.3 Street Sweeping and Parking Survey – Discussion – **Table.**

9.4 Tree Trimming Proposal – Table.

9.5 Policy Revisions to Address Tree Cutting Violations – Table.

10.0 Future Agenda Items for Work Session or Board Meeting

10.1 September 21 BOD Meeting – Bay Area Property Services are good to present on Bungalows at next Board meeting.

11.0 Adjournment – Meeting adjourned at 8:10pm

Respectfully Submitted,


Steve Kirk, Secretary

Recorded and Transcribed by: Mai Vue, Operations Manager

Reviewed by: Diane Wydler, Board President

