

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO: 1555

WORK SESSION MINUTES



- 1.0 President, Diane Wydler, called the meeting to order at 6:20 p.m. on January 4, 2018. The meeting was called twenty (20) minutes late because Executive Session before Work Session started late.
- 1.1 Directors Ready, Emanuel MS. Robinson, Clowser and Chung were present. Administrator Osipov was also present
- 2.0 Public Comment - Items Not on the Agenda

Homeowner voiced a concern about increasing number of crimes in San Lorenzo, San Leandro, Hayward, and Castro Valley. He would like to discuss the possibility of installing the Car Plate Reader somewhere around community at the next Work Session meeting.
Director Clowser will contact Sherriff Department to schedule their presentation at the future Work Session meeting.
- 3.0 Update from Administrator
 - 3.1 Hall Exterior Surface Repaint - Completed by Phil's Painting on November 20, 2017. Paid
 - 3.2 Hall Roof Replacement - Completed by Bostok & Williams on December 15, 2017. We are waiting for permit and County's Inspection on Friday, January 5, 2018. Paid
 - 3.3 Street Sweeper Repair- a) Fixed Conveyor Belt & Driver Chain by Owen Equipment on November 3, 2017; b) Received ten (10) Sweeper Brooms from United Rotary Brush Corp. on December 22, 2017; c) Repaired hydraulic leak at drive wheel motor by Owen Equipment on December 28, 2017
 - 3.4 Assessments - 2018 - Will be discussed at the future BOD Meetings
 - 3.5 Carpet Cleaning - Stage in the main hall cleaning completed by KMC cleaners on November 15, 2017. Cleaning of office areas will be scheduled in January, 2018
 - 3.6 The Bungalows - The Declaration of Annexation has been recorded in the Alameda County Records on Friday December 29, 2017
 - 3.7 Board Configuration - The Board of Directors appointed John Chung to fill the empty seat on the Board and nominated Emanuel MS. Robinson to fill the vacant Secretary/Treasurer position on December 21, 2017 Board Meeting
 - 3.8 SLVHA New Signature Card - At the Last BOD meeting the Board of Directors approved to add Emanuel MS. Robinson as Secretary/Treasurer to the signature card and add Administrator Eugene Osipov to the signature card. Here are the following persons who will be on SLVHA Signature Card: 1) Diane Wydler-Board President; 3) Emanuel MS. Robinson-Secretary/Treasurer; 4) Kathie Ready-Vice President; 5) Michelle Clowser- Board Member. Administrator will schedule time for all to sign cards at Bank of The West when minutes from BOD meeting are ready.
 - 3.9 Office Assignments - Will be discussed at the future BOD Meetings

3.10 Marquee Sign Replacement - Tabled

3.11 2018 Reserve Study - Financial Information Form, Copy of 50% Deposit (\$ 440.00), 2017 Budget and November 2017 Balance Sheet sent to Association Reserves on Saturday, December 30, 2017.
Turnaround period is 4 weeks.

3.12 Alterra Collection – The total amount Alterra collected since they received the first file back from SLVHA in June 2017 is \$ 17,553.15

4.0 Financial Reports - December 31, 2017 - Not Received

5.0 Budget 2018-2019 (Process Clarification) -

a. Preliminary Budget for Fiscal Year 2018-2019 Review - February 1, 2018 WS BOD Meeting. Reserve Study 2018-2019 (Update) Review, No Site Visit.

b. Preliminary Budget 2018-2019 Review - March 1, 2018 WS BOD Meeting.
Reserve Study 2018-2019 (Update) Review, No Site Visit

Budget 2018-2019 (Draft) presented at March WS BOD Meeting will include assessments received through February, 2018 and will have a more accurate projection of income and expenses through June 30, 2017

c. Draft Budget 2018-2019 - Discussion Prior to Publication in Newsletter.
Reserve Study 2018-2019 Update - Discussion Prior to Publication in Newsletter.
Motion is required. March 15th BOD Meeting. Publication in March/April 2018 Newsletter

d. Budget 2018-2019 and Reserve Study 2018-2019 (Update) - Approval to publication in Newsletter April 19, 2018 BOD Meeting. **Motion is required.** April 19th, 2018 BOD Meeting. Final 2018-2019 Budget and 2018-2019 Reserve Study (Update) publication in May/June 2018 Newsletter

6.0 Draft Calendar 2018 (Board Meeting and Events) - The Board reviewed Draft Calendar 2018.

No date confirmation for Lunar New Year yet. Administrator will confirm it with San Lorenzo Library next week. Earth Day - Saturday, April 21 at 8:00 a.m. Halloween Parade and Game Extravaganza - Saturday, October 27 from 8:00 a.m. to 1:00 p.m. Winterfest - Tuesday, December 11 from 6:00 p.m. to 8:00 p.m.

No date confirmation for San Lorenzo Theater Your/Movie Night yet.

Director Emanuel MS. Robinson is planning to provide proposal for Home Expo Event in May, 2018. Date will be confirmed.

7.0 Village Briefs - January/February 2018 Edition (Content Review) - Director Clowser will submit 2017 Christmas Festival photos to Mai next week. Village Brief must include information that all holiday's lights need to be removed by Wednesday, January 31, 2018.

Director Kathie Ready suggested including a copy of the SLVHA Door Hanger into January/February 2018 Edition. Do not touch front yard trees! Director Emanuel MS. Robinson will submit to Mai an article about Architectural Application.

8.0 House Of The Month - Selection (January 2018) - No Nominations Presented for Discussion Prior to WS Meeting. One homeowner would like to nominate two (2) houses. Administrator advised homeowner to submit applications with full information follow by standard procedure.

9.0 CEC Events (Update) - Director Michelle Clowser provided the Board and homeowners with very detailed update about 2017 Winter Festival, future Lunar New Year and Earth Day events. Everybody was enjoying photos with Santa, cocoa and cookies, Arroyo marching band, tree lighting, carols and 30 min professional “ Nutcracker” puppet show.

Lunar New Year- at the library in February. Exact date is unknown yet. It will include adult reading area, lion dancers, red envelopes with coins, etc.

Earth day- at the HOA- Saturday 4/21 (town cleanup & hot dog bbq, but may ALSO include other ideas to include younger and older crowds- such as crafts/learning about earth day, potting your own plant/tree to take home - donated, colorful & quality t shirts for volunteers).

Director Clowser sent twenty eight (28) letters to sponsors who were participated in Earth Day Event previously. President Wydler reminded Michelle Clowser to ask county about gloves, grabbers, dumpster, etc. We will not provide anybody with T-shirts until we will get money from sponsors.

10.0 Discussion Items:

10.1 Facebook Page - The Board reviewed recommendations from Tim Castle regarding SLVHA Facebook. The Board decided to ask Steve Kirk to delete Facebook page. President Diane Wydler will contact Steve Kirk. Administrator was directed to inform Steve Kirk about Board’s decision in writing. Currently, office is too busy to manage Facebook page.

10.2 BOD Training Schedule - The Board confirmed Thursday March 8, 2018 from 5:00 p.m. to 7:00 p.m. as the best date for Steve Tinnelly to provide free three (3) hours Board Training. Administrator will forward this information to Tinnelly Law Firm.

11.0 Continuing Business:

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

11.1.1 How To Catch-Up And Follow-Up - Discussed article for Village Briefs asking for member volunteer to help. Emanuel offered to write short article.

11.1.2 “Welcome” Procedure For New Residents - Discussed talking with Irene (member). Kathie volunteered to contact Irene. Discussed possibility of periodic meetings for new homeowners.

11.2 Street Sweeping and Parking Survey (Discussion) - Administrator directed by the Board to remove this Item from the future Agendas

11.3 Architectural Committee - Administrator directed to update the Board on Architectural Committee Charter at the next Work Session Meeting in February.

11.4 Tree Policy/Trimming/Enforcement Of Tree Violations - The Board discussed the practice having homeowners replace their front yard trees when the trees are removed and the penalty for removing trees without approvals.

The Directors Ready and Clowser voiced the opinion that the Board cannot force people to use sycamore tree only for replacement. In addition, the Board cannot force people to use 24-inch Box sycamore tree because for so many homeowners it is a lot of money. 15-inch Box sycamore tree is very reasonable size for replacement. Finally, tree for replacement need to be from an approved list.

The Board can do reasonable recommendations to homeowners about what tree for them better to use.

12.0 Future Agenda Items for Work Session or Board Meeting

February 1, 2018 Work Session Meeting: a) License Plate Readers in San Lorenzo; b) Upgrading Phone System

13.0 The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Emanuel MS. Robinson, Secretary

Recorded and Transcribed by: Eugene Osipov

Reviewed by: Diane Wydler, Board President

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