

SAN LORENZO VILLAGE HOMES ASSOCIATION



MEETING NO. 1581 REGULAR BOARD MEETING MINUTES Thursday, July 19, 2018

1.0 CALL TO ORDER – Director Wydler called meeting to order on Thursday, July 19, 2018 at 7:45 pm.

1.1 SALUTE TO THE FLAG - Director Wydler lead the members in the pledge of allegiance.

1.2 ROLL CALL - All Board Members were present: President Diane Wydler, Vice President Kathie Ready, Secretary/Treasurer Emanuel M.S. Robinson, Michelle Clowser, and John Chung.

1.3 SIGN – IN SHEET – Director Wydler reminded all members who were present to sign-in at the back table.

2.0 PUBLIC COMMENTS - Items not on the Agenda

A member commented that the San Lorenzo Library is still serving lunch for children under the age of 18 for free on Monday through Thursday from 12:00pm to 1:00pm. The last day to get library fines waived is July 31st. The library has a new children’s Librarian, Ashley Macinnes. There will be a nutrition class series for parents/caregivers starting August 5th. Sign up on the library’s website. Participants receive a free gift at each class for participating. The Final day of “Summer Reading” will be celebrated with a concert. Charged Particles (“electric jazz”) will be performing on August 11 at 3:30pm.

3.0 COMMENTS FROM PUBLIC AGENCIES (7:40 p.m.)

3.1 CHP – Officer Walter introduce himself and stated he will be present every month to provide a report, he currently does not have anything to report at this time and that their department is preparing for the 35th Annual National Night Out on August 7th.

3.2 Sheriff’s Department – Reported last month (June 2018) crime stats for San Lorenzo: 3 robberies, 6 aggravated assaults, 9 simple assaults, 8 burglaries, 5 shop lifting, 12 vandalisms, 5 narcotic violations, 15 disorderly conduct (e.g. noise/disturbance), 70 miscellaneous (e.g. domestic violence/mentally ill). Deputy also mentioned regarding the 35th Annual Night Out and encouraged everyone and their family to come out and enjoy the food and the many fun activities they will have there.

3.3 Supervisor Wilma Chan – Reported Supervisor Chan’s office will not be present at the next Board Meeting, as Jared will be on vacation and will not have anyone available to cover in his absence. Jared reminded everyone of the event “Showtime in San Lorenzo” is this weekend and encouraged everyone to attend. There will be an unincorporated service meeting next week on Wednesday at 6:30pm at the Castro Valley Library there will only be a couple of items on the agenda, one specifically for street sweeping in Cherryland, others will be on County’s perspective in considerations of issues regarding ordinances for cannabis manufactures, laboratories and micro-businesses, and fact finding (e.g. processing, cultivating, edibles, etc). There will be no unincorporated services meeting in August, the next meeting will be in September on the final Wednesday of the month. The Eden MAC will be discussed at the September unincorporated services meeting. Currently, it does appear that Supervisor Chan will have majority of seating appointed on the MAC than Supervisor Miley, but it has not been finalized as of yet.

3.4 Zoning Enforcement – Reported a quick update on the marijuana operations last month that the County participated in with the Sheriff’s Department. Last month Code Enforcement accompanied the Sheriff’s on a particular day and went out to 11 properties, nine homes that were in the unincorporated county areas were red-tagged. Red-tag meaning that it is not safe for any person to inhabit. The building department has gone out to identify what was required of these homes to be fixed in order to bring the home into compliance and habitable. Building permits have been issued to all the homes. Some of the main issues were altered HVAC systems, more electrical were added and expanded, and so on. There is one home that has major issues that were identified by the Building Inspector, and will most likely take a longer time to bring into compliance. Moving on, Zoning reported that they are still seeing a lot of people leaving items out on the yard or sidewalk with signs that has “Free” on it. Zoning would like to remind everyone that leaving items like this is not allowed, even if you have scheduled with waste management for a bulk item pick-up, items should be put out the night before and not a week or two weeks before pick-up. In addition, when doing yard work where you are trimming and clipping, please put your clippings in your waste bin and not leave it out on the yard.

4.0 OTHER BUSINES

4.1 Update on Administrator position – President Wydler announced that the Association has hired a new Administrator, Debi Powers who will start on July 30th, she has 17 years experienced with property management in HOA.

4.2 Preparation for new Administrator (e.g. papers to sign, email, passwords, keys, benefits, etc) – The Board suggested to prepare all required forms that needs to be signed, prepare email, update website with new administrator information, provide keys, copies of CC&R's, By-Laws, & Policies, provide training on VMS and get her set up with a log-in. Set-up time to meet with Jared at Supervisor Chan's office.

4.3 Priorities for new administrator (e.g. work in progress, current issues, immediate tasks for focus) – The Board would like to ensure that the new Administrator will forward all County updates, agendas, planning commissions and BZA information to the Board immediately, have new administrator look into obtaining proposals to renovate the hall, landscape, and maintenance of the building, update camera system, review staffing & applicants, and how to catch up with CC&Rs. Board also suggest possibly doing a social meeting of new administrator next month.

5.0 LIENS AND VIOLATION REPORT (motion may be required)

Three (3) liens were released last month, June 2018. 362 Violation Notices were mailed: 112 Yard Maintenance, 95 Plans Required, 26 inoperative/stored vehicles, 26 Building Maintenance, 21 Multiple Violations, 20 Unpaved Parking, and 62 Miscellaneous Violations (e.g. *complaints of loud noise, dog barking, items in yard, etc.*). Director Robinson made motion to accept liens and violation report, Director Ready second, all were in favor.

6.0 FINANCIAL REPORT (motion required)

6.1 Approval of May and June Expenditures - Director Robinson made motion to approve both May & June 2018 expenditures, Director Ready second the motion, all were in favor.

7.0 COMMITTEE REPORTS

7.1 Community Events Committee – Director Clowser reported that the next big event is the Halloween Parade and the committee is planning to start organizing in August 2018. Anyone who would like to help with decorations and or would like to share some new ideas for the event is encouraged to sign up and volunteer.

7.2 Architectural Committee update – Director Robinson reported the Association received approximately 15 architectural applications and landscape improvements. Six were approved, a couple was approved with conditions, and some were denied and required for re-submittal. The Board this evening also reviewed and approve a second story addition application. The committee worked with the homeowner to ensure that the 2nd story is keeping with the look of the neighborhood and will blend in with the community as much as possible.

8.0 ADMINISTRATOR'S REPORT

8.1 Operations – Reported that the street sweeper is down again, today. A mechanic was called out for service, and is scheduled to come out on Monday, July 23rd. Due to this matter, there will be no street sweeping for Friday's area. In addition, street sweeping for spring and summer is on the 1st and 3rd week of each month, this mean there will be no sweeping for 2 consecutive weeks since this month has 4 ½ weeks. Next month in August, street sweeping will be done the week of the 6th & 20th. Last week on Friday, July 13, operations manager did a walkthrough of the HVAC installation and roof project with the Fire Department and Frank, where we found that the project was not complete. There was a small section of the roof was not done and the 4x4 wood post supporting the metal ducting was not secured. The Roofer & HVAC vendor was called to come back out to complete their job. It was later clarified that the vendor had rescheduled to complete the work tomorrow (Friday) in which was communicated with the prior administrator.

8.2 Alterra Collections – 23 accounts are actively in collections. Two accounts (Acct# 31053 & Acct# 30767) require Board authorization to record lien. Director Robinson made motion to approve and authorize Alterra Collections to record liens for Acct# 31053 & Acct# 30767, Director Ready second the motion, all were in favor.

9.0 BOARD REPORTS – No other report from Board.

10.0 MINUTES OF THE PREVIOUS MEETING

10.1 Disposition Of Executive Hearing Session Minutes # 1578 on June 21, 2018 - This was an executive meeting to address 2 appeals, 10 hearings, discussed collection matters, and personnel matters.

10.2 Approval Of Executive Hearing Session Minutes # 1578 on June 21, 2018 – Director Ready made motion to approve Executive Hearing Session Minutes # 1578 on June 21, 2018, Director Clowser second the motion, all were in favor.

10.3 Approval Of Board Meeting Minutes # 1579 on June 21, 2018 - Director Robinson made motion to approve Board Meeting Minutes # 1579 on June 21, 2018 with the correction to remove the word “volts” on item 4.2, Director Clowser second the motion, all were in favor.

10.4 Disposition Of Executive Session Minutes # 1582 on June 20, 2018 – This was an executive meeting to interview two candidates and discuss personnel matters.

10.5 Approval Of Executive Session Minutes # 1582 on June 20, 2018 – Director Ready made motion to approve Executive Session Minutes # 1582 on June 20, 2018, Director Clowser second the motion, all were in favor.

10.6 Disposition Of Executive Session Minutes # 1583 on June 28, 2018 – This was an executive meeting to interview three candidates and discuss personnel matters.

10.7 Approval Of Executive Session Minutes # 1583 on June 28, 2018 – Director Ready made motion to approve Executive Session Minutes # 1583 on June 28, 2018, Director Clowser second the motion, all were in favor.

11.0 ADJOURNMENT – Meeting was adjourned at 8:53 pm. Dated: 07-19-2018

Respectfully submitted by:

Emanuel M.S. Robinson, Secretary/Treasurer

Recorded and Transcribed by: Mai Vue Operations Manager

Reviewed by: Diane Wydler, President