

# San Lorenzo Village Homes Association

## Meeting No. 1596 Work Session Minutes Thursday, November 1, 2018



**1.0 Meeting Call To Order:** President Diane Wydler called the meeting to order on Thursday, November 1, 2018 at 6:00 PM.

**1.1 Roll Call:** Board Members that were present: President Diane Wydler, Vice President Kathie Ready, Secretary/Treasurer Emanuel M.S. Robinson. Board Members that were excused: Director Michelle Clowser, and Director John Chung. Staff that were present: Administrator Debi Powers.

### **2.0 Public Comments:**

A member commented on the success of the Halloween Event and thanked all that participated and volunteered. A member commented that the county sweepers are producing a lot of dirt and debris.

### **3.0 Update from Administrator:**

#### **3.1 Office Administration:**

Office Visits for October: 129

**3.2 Office Security System:** The alarm system is currently semi disabled. The alarm will sound but will not call Bay Alarm. We are actively working with Bay Alarm and Comcast to have this addressed. The line for the alarm needs to be analogue. This problem occurred when the phones were first switched over, at that time, the Comcast Agent was able to switch the line to analogue. The switch was not done properly resulting in the Comcast System resetting itself. A ticket has been created to have the line switched properly.

**3.3 Ricoh Printer:** There are two components that need to be replaced. The cost for part replacement is roughly \$1100. When the components stops working, Alameda Business Equipment Systems recommends that we buy a used color copier for about \$1600.

**3.4 Staff Lunch:** October's Monthly Staff Lunch was purchased for staff.

**3.5 Street Sweeper:** Service call has been placed to have the sweeper inspected as it is making an odd noise. Status of old sweeper.

**3.6 Driveway Apron Repair:** walkthroughs performed with American Asphalt and Dryco - Bids received. American Asphalt roughly \$14K, Dryco roughly \$40K. Still waiting for an update from the fire department on cost sharing.

**3.7 Tree Trimming and tree removal** was completed October 18, it was decided not to replace the tree that was removed from the tot lot due to the lack of water source and concern that the children at the preschool would climb it.

**3.8 Fidelity Insurance:** Beginning January 2019 all associations are required to carry fidelity insurance that covers the current amount held in reserves and three times the monthly dues as well as computer fraud and fund transfer fraud. Current amount of the Fidelity Bond is \$15k. Current amount in reserves

is \$728,905.97 (478,905.97 + 250,000) and three times the monthly dues is \$180,218.75. Total amount to cover is \$909,124.72. The underwriter at Philadelphia Insurance states they can go up to \$1,000,000 on the current policy. If the fidelity limit needs to be higher, then a standalone policy will need to be issued. The underwriter stated they need an application completed and financials to determine the pricing.

3.9 Hall Rental – 10-13-18 damages: Damages exceed the \$400 deposit, overage amount is being billed to the renter.

Hall Cleanup	\$105.00
Light Box Repair	\$208.00
Garbage Fee	\$110.00
Cesar Manquero One Hour	\$23.47
Total	\$446.47

#### **4.0 Financial Reports:** August 31, 2018 and September 30, 2018

#### **5.0 CEC Events (Update):**

5.1 Halloween: Approximately 700 children attended the event.

5.2 Christmas Festival: December 11, 6pm – 8pm. Arroyo Band will perform, Santa and Mrs. Claus are being scheduled, the School Board donated a magic show, cookies and cocoa, tree lighting ceremony, a food drive for SLZ Food Bank. Donations are being obtained. A flyer will be sent to the local schools, pre-schools, businesses and Mercy Housing. Permit for food will be obtained with the assistance of Supervisor Chan's office

5.3 Earth Day: April 2019. T-shirts have been inventoried and replenishments are being ordered (smaller order than prior year). Event will include a hot dog barbeque, town clean up, maybe the county's mobile bike repair station. Theme will be "use less plastic".

#### **6.0 Discussion Items:**

6.1 Gary Izard to speak on Proposed Project(EventCenter/Hall Rental) at Lamps Plus: general overview of a proposed event/hall rental – Investor is Flavor of India. The center will have 68 parking spaces, wine and beer will be served, hours of operation would be till 10pm, live bands would be permitted, security would be present ( number of guards would depend on the number of attendees). Public comments: residents from Mercy Housing were very concerned about potential issues with noise, not enough parking and alcohol being served; members also raised concerns about an increase in crime, parking, noise and an increase in traffic. Gary will go back to the investors with the concerns presented.

6.2 Meeting Agenda - content and wording: agendas are to be more inclusive and acronyms will not be used.

6.3 Village Brief Contents: Candidate Statements, Christmas Party date and time, Tree trimming reminder, rolled curb parking, reminder of holiday lights, Village Green article including drawings and date of next planning meeting.

6.4 House of the Month: 250 Via Elevado was chosen

6.5 By-Laws: discussion on if there is a need for revision: Director Wydler review and revise, they will then be sent to the council for review and revision.

**7.0 Continuing Business:**

7.1 Hall and Bathroom Remodel: scope of work to be drafted and presented at the January 2019 Work Session

7.2 Architectural Committee: Via Coralla – Plans (side fence): committee denied request for side fence as it does not confirm with standards.

**8.0 Future Agenda Items:**

8.1 Discussion on forming an Ad-HOC Committee on policy review

8.2 Hall and Bathroom remodel Scope of work

**9.0 Adjournment** – Meeting was adjourned at 7:54pm

**Respectfully Submitted,**

Emanuel MS. Robinson, Secretary

**Recorded and Transcribed by:** Administrator Debi Powers

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

APPROVED