

# SAN LORENZO VILLAGE HOMES ASSOCIATION



**MEETING NO. 1610 (B)  
REGULAR BOARD MEETING MINUTES  
Thursday, February 21, 2019  
377 Paseo Grande, San Lorenzo**

- 1.0 CALL TO ORDER - President Diane Wydler called the meeting to order on Thursday, February 21, 2019 at 7:45 pm.
- 1.2 ROLL CALL - Board Members present: President Diane Wydler, Vice-President Kathie Ready, Secretary/Treasurer Emanuel M.S. Robinson, Director Michelle Clowser and Director John Chung. Administrator Debi Powers and Operations Manager Mai Vue were present.
- 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
- 3.0 COMMENTS FROM PUBLIC AGENCIES (7:40 p.m.)
- 3.1 California Highway Patrol Office.
- 3.2 Sheriff's Office.
- 3.3 Supervisor Chan's Office.
- 4.0 OTHER BUSINESS (motion may be required)
- 4.1 HOUSE OF THE MONTH: 1610 Via Tovita was awarded house of the month.
- 4.2 LEIN RESOLUTION: no liens to file
- 4.3 Board Election (2019): There were two open Board positions. Diane Wydler and Kathie Ready were reelected to the board by acclamation.
- 4.4 Presidents Report: President Wydler gave her report.
- 4.5 By-Law Revision: The By-Laws revision consists of removing the regular board meeting start time of 7pm from Article VI, section 6.1b and removing the clause in Article VI, Section 6.2 (a) that stated no Official Board action may take place at a Work Session meetings. Secretary/Treasurer Emanuel M.S. Robinson made a motion to accept the revisions of the By-Laws and to have them reviewed by Tinnelly Law Group, Vice President Kathie Ready second, the Board voted all in favor. The motion passed.
- 4.6 Collection Policy Revision: The Collection Policy was revised to have current civil code sections cited and to change the date of the late fee being applied 15 days after the due date to 30 days after the due date. Secretary/Treasurer Emanuel M.S. Robinson made a motion to accept the revisions of the Collection Policy and to have them reviewed by Tinnelly Law Group, Vice President Kathie Ready second, the Board voted all in favor. The motion passed.
- 5.0 LIENS AND VIOLATION REPORT (motion may be required)
- There were no liens that were released last month. 564 Violation Notices that were mailed: 246 Yard Maintenance, 123 Plans Required, 19 Items/Clutter, 33 Building Maintenance, 63 Inoperative/Stored Vehicles, 42 Multiple Violations, and 38 Miscellaneous Violations (e.g. *complaints of loud noise, dog barking, items in yard, etc.*), 76 violations were closed. Vice-President Ready made a motion to accept liens and violation report, Director Chung second, the Board voted all in favor, motion passed.
- 6.0 FINANCIAL REPORT (motion required)
- 6.1 Approval of January 2019 Expenditures: Secretary/Treasurer Robinson made a motion to accept the January 2019 Expenditures, Director Chung second, the Board voted all in favor. The motion passed.
- 6.2 Approval of Bank Reconciliations for the 4<sup>th</sup> Quarter of 2018. Secretary/Treasurer Robinson made a motion to table the approval of the 4<sup>th</sup> Quarter 2018 Bank Reconciliations, Director Chung second, the Board voted all in favor. The motion passed.

## 7.0 COMMITTEE REPORTS

7.1 Community Events: Director Clowser gave an update on Earth Day 2019

7.2 Architectural Committee update: no report

## 8.0 ADMINISTRATOR'S REPORT(motion may be required)

2019 Assessments 4494 residents have paid their 2019 assessments, 1273 accounts are still unpaid

Office visits for the month of January 275

Demands processed for the month of December: 15

Draft Budget has been populated with monthly expenses through 12-31-18

Loral Landscaping walk through with John and staff is scheduled for 2-4-19.

The updated Reserve Study update has been received.

We have transitioned all escrow/demand requests to paperless.

Hall Men's Bathroom Water Heater has been installed.

Bostock will be replacing the missing scuppers.

## 9.0 BOARD REPORTS: No other report from Board.

## 10.0 MINUTES OF THE PREVIOUS MEETING:

10.1 Approval of Regular Board Meeting Minutes #1605 held on January 17, 2019: Secretary/Treasurer Robinson made a motion to approve Regular Board Meeting Minutes #1605 held on January 17, 2019, Director Clowser second, the board voted all in favor, motion passed.

10.2 Disposition of Executive Session Meeting Minutes # 1606 held on February 7, 2019: This meeting was an executive meeting to discuss contracts, Collection Matters with Alterra and Personnel Issues. .

10.3 Approval of Executive Session Meeting Minutes # 1606 held on February 7, 2019: Vice President Ready made a motion to approve Executive Session Meeting Minutes # 1606 held on February 7, 2019, Director Clowser second, the board voted all in favor, motion passed.

10.4 Approval of Work Session Meeting Minutes # 1607 held on February 7, 2019: Director Chung made a motion to approve the Work Session Meeting Minutes #1607 held on February 7, 2019, Director Clowser second, the board voted all in favor, the motion passed.

## 11.0 ADJOURNMENT – Meeting was adjourned at 8:58 pm.

Respectfully submitted by:

Emanuel M.S. Robinson, Secretary/Treasurer

Recorded and Transcribed by: Debi Powers, Administrator

Reviewed by: Diane Wydler, Vice President