

San Lorenzo Village Homes Association

Work Session Meeting Minutes

Meeting No. 1629
Thursday, August 1, 2019
377 Paseo Grande, San Lorenzo



1.0 Meeting Called To Order: Director Ready called meeting to order on Thursday, August 01, 2019 at 6:00pm.

1.1 Roll Call: Board members that were present: President Kathie Ready, Vice President Diane Wydler, Secretary/Treasurer Emanuel M.S. Robinson, and Michelle Clowser. Board member that was absent: John Chung. Staff that was present: Operations Manager Mai Vue

2.0 Public Comments - Items Not on the Agenda: None.

3.0 Update from Administrator:

- 291 accounts are still unpaid.
- Office visits for the month of July: 116+
- 2017 Business Property Statement / County Assessor / County Tax Collector: A notice of Enrollment of Escape Assessment was received for the 2016 tax year. Tax bill should be received in July of 2019. The estimated amount owed for the 2019 year is under \$5,000. We are still waiting to receive the information from the Assessor.
- Allianz 3000 Sweeper: Parts have been ordered to repair the elevator shaft and bearings, just pending to schedule for repairs.
- Mandated sexual harassment training will be conducted via online as that is the most cost effective way.
- Drought tolerant landscaping is scheduled to be installed along the front and side of the building.
- Tree proposal walk through was conducted. A proposal has been received from A-Plus. Loral will also submit a proposal. During tree walk through, it was noted that there are a few trees that are declining and might need to be removed.
- Attended the Board of Supervisors meeting for the vote on Village Green Apartments, and after it was approved, contact was made with Terry Demmon regarding the start date of the project. At this time, it is believed that the earliest it would start would be spring of 2020.
- Exterior of building was powerwashed.
- Levy, Erlanger & Co. came to the office to conduct the audit. The completed audit should be ready for review and approval at the August or September Board Meeting.
- An unemployment claim was received for a prior office staff employee that resigned in January of 2019. The form was completed and was mailed out on 7-22-2019.
- CGA - The logo work is progressing and we should have all of the sample designs and style guides within 4-6 weeks.
- A walk through was conducted with Domingo for the Hall & Bathroom renovation. Items of importance that were discussed: 1.) The need to open the wall in the men's bathroom in order to see if there is a reason for some of the plumbing to have been installed outside of the wall and if they will be able to relocate the urinal; and if possible, to add a drain for the restroom. 2.) Different design options for the water heater closet or to remove the water heater for the restrooms and replace it with

individual sink water heaters that would be installed under the sink. The cost for each heater is approximately \$100.

3.1 Annual Calendar – Month of August: Add to obtain tree proposals for fall tree trimming. Month of September & October: Add Hall Renovations. Also Pencil in when the Apron repair will be done. Adjust Village Brief mail outs to the month it will be mailed out.

4.0 Financial Reports - July 31, 2019 - not available

5.0 CEC Events (Update on upcoming events) - Director Clowser reported that each event that is open to the public needs a single day Health Permit. As for bathrooms, future portable potties can be reduced to maybe 2 and then use the bathrooms in the Library for ADA use and have discussed the matter with the Library.

6.0 Discussion Items:

6.1 Review of Draft Village Green/Demmon Partners Memorandum of Understanding (MOU) – Board request to invite Demmons to the next Executive Session to discuss the MOU and a draft copy is to be sent.

6.2 Residential Design Standards: Review of Draft ADU (Additional Dwelling Unit) Policy – Director Robinson will include additional bullet points to ADU draft and will submit for Board review and comments.

6.3 Educational Forums: CAI NorCal Legal Forum and Levy, Erlanger & Co. Conference – Director Wydler would like to sign up and participate in CAI Nor Cal Legal Firm for September 12-13.

7.0 Continuing Business:

7.1 Hall and Bathroom Remodel – Get bids for mens restroom by next week.

7.2 Board Goals for 2019 /2020

7.2.1 Change Bank: Update Signature Cards – New signature card form was signed by Director Ready, Director Wydler, and Director Robinson.

7.2.2 Logo Redesign – Tentatively ready within 4-6 weeks as reported by Administrator.

7.2.3 Website Update – To be held off until further advise from Board.

7.2.4 CC&R Enforcement – Director Wydler request for a status update on ACC prototype.

7.2.5 Annual Theme – Director Robinson request to start working on a theme for the Association's 75th Anniversary and do a rededication in the hall and to replace the sign in conjunction.

8.0 Future Agenda Items :

- Invite PG&E to discuss Pig Park (Corner of Grant & Washington Ave)
- Invite HARD to regular board meeting session.
- Little League street improvement
- Theatre Update

9.0 Adjournment – Meeting was adjourned at 8:07 pm.

Date: 8/1/2019

APPROVED