

# San Lorenzo Village Homes Association

## Work Session Meeting Minutes

Meeting No. 1657

Thursday, February 6, 2020

6:00pm

377 Paseo Grande, San Lorenzo



**1.0 Meeting Called To Order:** President Ready called the meeting to order on Thursday, February 6, 2020 at 6:01pm.

**1.1 Roll Call:** Board members present: President Kathie Ready, Vice President Diane Wydler, Secretary/Treasurer Emanuel M.S. Robinson, Director Michelle Clowser and Director John Chung. Board member absent: None. Staff present: Administrator Debi Powers.

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

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

SLVHA 2020 Assessments:

Currently we have 5767 residents. 4,361 residents paid their 2020 assessments as of January 29, 2020. 1,406 accounts are still unpaid.

2019 Assessments: 5,578 residents have paid their 2019 assessments as of January 29, 2020. 189 accounts are still unpaid.

#### **2. Alterra Collections:**

Total Amount Collected by Alterra Collections Company by 1-29-19 is \$182,303.60

Office visits for the month of January: 177

Demands processed for the month of January: 17

- **Staffing Position:** A post was created on Indeed for the open front desk/code enforcement position. Resumes were reviewed, phone interviews and in person interviews were conducted. An offer has been extended to an applicant.
- **Board Training:** Tinnelly Law Group has been scheduled to conduct the Board Training March 5<sup>th</sup> in place of the March Work Session
- **Allianz/ Johnston 3000 Sweeper (older sweeper):** Repairs have been completed and the sweeper is scheduled to be returned Monday, February 3.
- **Tree Planting:** The trees have been planted in place of the three trees that were removed.
- **Village Green- Terry Demmon:** Terry Demmon has not responded to any of the emails that have been sent to him. \* The Board has requested that an official letter be sent to Demmon Partners asking if they will be entering into an MOU with SLVHA.

- Annual Meeting 2020: Ballots have been steadily received by Unilect. Last count had total number of ballots received being close to 800. The office received 3 reports of people not receiving ballots. Contact information for the three homes were given to Unilect to have ballots resent. 12 ballots were received without signatures. Letters have been sent informing them that they may come to the meeting on the 7<sup>th</sup> to sign the exterior of the envelope.
- Women’s Room Bathroom Refresh: began January 17, 2020. Floor tile has been laid, wall tile is being laid, mirrors, lights partitions and metal fixtures are queued for install pending the tile and grout work being completed. New trim around the window has been installed and painted. ETA for completion is the second week of February.
- Reserve Study: 3 year physical inspection is scheduled for Monday, February 3 at 11 am.
- Public Storage Monopine: Andy Young from Planning has been communicating with Crown Castle and SLVHA, new notices need to be sent to the homes around the monopine with the proposed increase in height. Andy will be at the February 6<sup>th</sup> Work Session.
- HVAC System in the Girl Scout Cabin went out. Lollipop Lane paid for repairs. They were informed that the system needs to be replaced. Proposals are being obtained for the replacement. Reserve Study does not reflect a line item for the HVAC System. \* This item is pending future meetings.\* This item has been included to be added to the reserve study line items
- Email System: a meeting was held with Tim of Castle IT. Staff is running into issues with the size (storage capacity and ability to send and receive large files) of the mailboxes being too small. Options are being looked into with Castle IT. The current email platform is free, to go with an increase in size will have a monthly cost per mailbox. Alternative solutions are being looked into with Castle IT. One solution that is being implemented is having a designated page on the website that is hidden from public view that will require a username and password to access. The page will be where we upload board packets, this will cut down on the amount of email storage used. We are also looking into creating the same type of page for architectural applications and supporting documents as these use a lot of storage space as well. Protocol would be put into place of an email notification being sent to the Board or ACC when the packet or a document has been uploaded for review.
- Playground safety inspection quotes are being sought. One has been received, the cost for the inspection is roughly \$800.00.

**4.0 Financial Reports – January 31, 2020:** not available

**5.0 CEC Events (Update on upcoming events):** Director Clowser gave an update on the upcoming events for Earth Day.

**6.0 Discussion Items:**

**6.1 Public Storage on Hesperian, Monopine Project:** An update was provided by Andrew Young of Alameda County Planning Department on the modifications to the monopine cell tower located at the Public Storage on Hesperian. The proposed changes are to camouflage the cell tower by adding an additional 10 feet in height that would allow for more branches to be installed resulting in the tower looking more like a tree. Items of concern that were brought up by the Board:

- Does the additional increase in height negatively impact the surrounding neighbors? A request that information postcards be sent to all of the surrounding neighbors/ homes was made by the Board. Andrew Young stated that a mailer will go out to all residents within 500 feet of the existing monopine.
- Does the additional increase in height impact airplanes that fly over the area when landing or taking off from Hayward Executive Airport? The question was raised if safety/warning lights would be required to be installed due to the proximity of the airport. Andrew Young

was going to research this to determine if the lights would be needed and include this in the amended report if lights were being required.

- The Board requested that no additional cells be added to the monopine.

**6.2 Safety Cameras:** The Board discussed obtaining additional security cameras for the fire station, alleyway and the main grounds. Proposal are to be obtained for the Board to review.

**6.3 EMAC Report:** The Board was presented with a report from Diane Wydler of the EMAC . The report included an overview of action and informational items:

- A request to amend the Eden Area General Plan from Public to Low Density Residential for three parcels located at 15536 Tracy Street that had been zoned incorrectly. The Board commented that the area had been miszoned.
- Ashland and Cherryland Business Parking Study. The Board commented that hope there will be no reduction in parking.
- Tobacco Retail License Ordinance update and Electronic Smoking Device Proposed Ordinance to Prohibit the Sale of Electronic Smoking Devices in the Unincorporated Areas of the County of Alameda. The Board had no comment.

**6.4 Continuing Board Education:** The Board was presented with information on an upcoming event from Community Associations Institute (CAI). The event: CAI-CLAC Legislative Days at the Capitol on March 30-31. This is a gathering of CAI and legislators in Sacramento to discuss current issues affecting California's 55,000 Community Associations.

## **7.0 Continuing Business:**

### **7.1 Update on Hall and Bathroom Refresh**

#### **7.2.1 Board Goals for 2019/2020**

**7.2.1 Change Bank: Update Signature Cards** - New signature cards have been updated. This item is noted as completed.

**7.2.2 Logo Redesign** - Have been presented to the Board and will be voted on at the October Regular Board Meeting.

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

**7.2.4 CC&R Enforcement** – In progress

**7.2.5 Annual Theme** – 75<sup>th</sup> Anniversary

**7.2.6 Welcome Committee**

**8.0 Adjournment** – Meeting was adjourned at 7:33 pm.

Date: 02/06/2020

Respectfully Submitted,

Emanuel M.S. Robinson, Secretary/Treasurer

Recorded and Transcribed by: Debi Powers, Administrator

Reviewed by: Kathie Ready, President