



SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO. 1660
REGULAR BOARD MEETING MINUTES
Thursday, February 20, 2020 @ 7:30pm
377 Paseo Grande, San Lorenzo

- 1.0 CALL TO ORDER - President Kathie Ready called the meeting to order on Thursday, February 20, 2020 at 7:45pm.
 - 1.1 SALUTE TO THE FLAG:
 - 1.2 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 Members Excused: none. Staff Present: Administrator Debi Powers and Operations Manager Mai Vue .
 - 1.3 SIGN – IN SHEET: President Ready reminded all members who were present to sign-in at the back table.
- 2.0 PUBLIC COMMENTS: (Items not on the Agenda)
Items discussed included:
A report of upcoming events was given from the San Lorenzo Village Library.
A member encouraged residents to research Measure D on the upcoming County Election.
- 3.0 COMMENTS FROM PUBLIC AGENCIES (7:40 p.m.):
 - 3.1 California Highway Patrol Office: Officer Walters gave a report
 - 3.2 Sheriff's Office: Deputy Fiore gave a report
 - 3.3 Supervisor Chan's Office: Jared Savas shared upcoming county meetings, planning meetings and events.
 - 3.4 Zoning Enforcement: report unavailable
- 4.0 OTHER BUSINESS (motion may be required):
 - 4.1 Hayward Area Recreation (HARD) Update on San Lorenzo Community Center Design Renovation: Bryan Lazko and Greg Nardel gave a presentation on the proposed design changes. It has been decided to move forward with option two, medium scale design improvement due to cost benefits. There will be a slight expansion on the edges of the buildings to increase space and use options. Architectural designs are still in the beginning stages. Once an architectural design has been chosen, construction is slated to begin in late 2020. Completion is slated for 2022. The Board raised concern about potential noise disturbances to the residents that surround the area during construction and once the center is completed. The Board requested that the architectural design additions look consistent throughout the entire structure.
 - 4.2 75th Anniversary Tree Planting Program: Secretary/Treasurer Robinson gave a presentation on the 75 Free Tree Planting Program. Through a County Grant the Association has obtained 75 trees that will be planted in the county right of way to homes that currently do not have a tree in their front or side yard. There are three tree species that are being planted, two species for the non high voltage side (San Lorenzo "Heritage" London Plane Sycamore Tree and October Glory Maple Tree), the Trident Maple Tree will be planted on the high voltage side of the streets.
- 5.0 LIENS AND VIOLATION REPORT (motion may be required):
0 liens were released last month. 366 Violation Notices were mailed: 48 Yard Maintenance, 151 Plans Required, 31 Building Maintenance, 40 Inoperative/Stored Vehicles, 31 Unpaved Parking, 36 Multiple Violations, 46 violations were closed. A motion was made to accept the liens and violation report. It was seconded. The Board voted. The motion passed.
- 6.0 FINANCIAL REPORT (motion required):
 - 6.1 Approval of the 1st Quarter Expenditures: A motion was made to approve the 1st Quarter Expenditures. The motion was seconded. The Board voted. The motion passed.

6.2 Approval of January 31, 2020 Financials: A motion was made to approve the January 31, 2020 Financials. The motion was seconded. The Board voted. The motion passed.

7.0 COMMITTEE REPORTS

7.1 Community Events: Director Clowser gave an update on the 2020 Earth Day Celebration and Science Faire.

7.2 Welcome Committee: Vice President Wydler reported that the committee would be dropping off welcome packets and a plant to homes that have new residents residing in the newly sold home.

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

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.

Alterra Collections:

Total Amount Collected by Alterra Collections Company by 1-29-2020 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. The applicant has accepted and will start February 24.
- Board Training: Tinnelly Law Group has been scheduled to conduct the Board Training March 5th in place of the March Work Session
- Allianz/ Johnston 3000 Sweeper (older sweeper): Repairs have been completed and the sweeper was returned.
- Street Sweeping: It was determined that the Sheriff's Office had stopped citing vehicles that were parking on posted sweeper days as they had been informed that sweeper was non-operable. They will begin enforcement March 2. Post Card notices will be mailed out to the residents in the posted areas informing them that enforcement will begin again starting March 2.
- 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. An official letter is to be sent to Terry inquiring about Demmon Partners 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 7th to sign the exterior of the envelope. The Annual Meeting Ballot count was held. Secretary/Treasurer Robinson was reelected to a three year term. Ballot Count Results were posted and emailed out to the membership. Unilect will retain the balloting material for one year and will then release it back to SLVHA.
- 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 February 21st.

- Reserve Study: 3 year physical inspection was conducted Monday, February 3 at 11 am. Draft Reserve Study is pending.
- 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 6th 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. Per the Board's request Castle IT has been informed that they do not want to go forward with a designated private page for meeting packets and would like to move forward with purchasing an email platform that allows for more storage.
- Playground safety inspection quotes are being sought. One has been received, the cost for the inspection is roughly \$800.00. Inquiries have been sent to HARD for referrals.
- Lollipop Lane's water usage for December and January doubled from the prior year's usage. We are investigating the cause for the increase, at this time we have been unable to find evidence of a leak. We have requested that East Bay Mud send a technician out to verify that the reading is accurate and not a billing error.
- New name plates have been ordered for the Board.
- New business cards are being ordered with the new logo.
- A homeowner has requested to have a section in the Village Briefs for homeowners to place an announcement such as wedding anniversaries.

A motion was made to approve the request to add a column in the Village Briefs for owners/residents to post announcements such as weddings, anniversaries, deaths. The motion was seconded. The Board voted. The motion passed.

9.0 BOARD REPORTS:

- Vice President Wydler reported that EMAC endorsed an application to amend a zoning error and to endorse the approval of the County ordinance that would ban the sale of electronic vaping devices.

10.0 MINUTES OF THE PREVIOUS MEETING:

10.1 Disposition of Executive Session Minutes #1653 on January 16, 2020: This was a meeting that was held to discuss legal matters.

10.2 Approval of Executive Session Minutes #1653 on January 16, 2020. A Motion was made to approve the Executive Session #1653 on January 16, 2020. It was seconded. The Board voted. The motion passed.

10.3 Disposition of Executive Session Hearing Minutes #1654 on January 16, 2020. This was an executive hearing of 3 hearings and 9 appeals.

10.4 Approval of Executive Session Hearing Minutes #1654 on January 16, 2020. A Motion was made to approve the Executive Session Hearing Minutes #1654 on January 16, 2020. It was seconded. The Board voted. The motion passed.

10.5 Approval of Regular Board Meeting Minutes # 1655 on January 16, 2020: A Motion was made to approve the Regular Board Meeting Minutes # 1655 on January 16, 2020. It was seconded. The Board voted. The motion passed.

10.6 Disposition of Executive Session Minutes #1656 on February 6, 2020. This was a meeting that was held to discuss personnel and legal matters.

10.7 Approval of Executive Session Minutes #1656 on February 6, 2020. A Motion was made to approve the Executive Session #1656 on February 6, 2020. It was seconded. The Board voted. The motion passed.

10.8 Approval of Work Session Minutes #1657 on February 6, 2020: A Motion was made to approve the Work Session Minutes #1657 on February 6, 2020. It was seconded. The Board voted. The motion passed.

11.0 ADJOURNMENT – Meeting was adjourned at 9:21 pm.

Respectfully submitted by: Diane Wydler, Secretary/Treasurer

Recorded and Transcribed by: Debi Powers, Administrator

Reviewed by: Emanuel M.S. Robinson, President