



SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO. 1668
REGULAR BOARD MEETING MINUTES
Thursday, June 18, 2020 @ 7:30pm
377 Paseo Grande, San Lorenzo
Held Via Conference Call

- 1.0 CALL TO ORDER - President Emanuel M.S. Robinson called the meeting to order on Thursday, June 18, 2020 at 7:40pm.
 - 1.1 SALUTE TO THE FLAG:
 - 1.2 ROLL CALL: Board Members present: President Emanuel M.S. Robinson, Vice President Kathie Ready, Secretary/Treasurer Diane Wydler, and Director John Chung. Board Members Called In: Director Michelle Clowser Board Members Excused: none. Staff Present: Administrator Debi Powers. Operations Manager Mai Vue called in .
 - 1.3 SIGN – IN SHEET: Meeting held via conference call.
- 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: Not present
 - 3.2 Sheriff's Office: Deputy Swalwell gave a report
 - 3.3 Supervisor Chan's Office: Jared Salvias shared upcoming county meetings, planning meetings and events.
 - 3.4 Zoning Enforcement: report unavailable
- 4.0 OTHER BUSINESS (motion may be required):
 - 4.1 House of the Month: 15855 Via Del Prado was awarded house of the month. The newly purchased House of the Month sign was placed on the property for the next 60 Days and will be relocated to the next home that is selected.
 - 4.2 Lorenzo Theater Update: Matt Delima was unable to call in. Jared Savas of Supervisor Chan's Office reported that although the theater did sustain significant fire damage, the renovation project is still being planned.
 - 4.3 75th Anniversary Tree Program: The tree program is now moving into the planting stage. All 75 trees have been reserved and a waiting list has been started.
 - 4.4 Hall/Office Painting Project: It was noted that the painting project for the hall and office has begun. The interior walls of the office have been painted, the Bohannon Room is almost completed, and prep work has begun in the hall.
- 5.0 LIENS AND VIOLATION REPORT (motion may be required):

2 liens were released. 1816 Violation Notices were mailed from March 1, 2020 - June 15, 2020: 625 Yard Maintenance, 381 Plans Required, 187 Holiday Lights, 28 Building Maintenance, 159 Inoperative/Stored Vehicles, 128 Unpaved Parking, 102 Items in Yard, 95 Multiple Violations, 22 Excessive Noise, 89 Miscellaneous, 259 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 February 28, 2020 Financials. A motion was made to approve the February 28, 2020 Financials. The motion was seconded. The Board voted. The motion passed. February 28, 2020 Financials are approved.
 - 6.2 Approval of March 31, 2020 Financials. A motion was made to approve the March 31, 2020 Financials. The motion was seconded. The Board voted. The motion passed. March 31, 2020 Financials are approved.

6.3 Approval of April 30, 2020 Financials. A motion was made to approve the April 30, 2020 Financials. The motion was seconded. The Board voted. The motion passed.

April 30, 2020 Financials are approved.

6.4 Action without Meeting Approval of March 16, 2020 Fund Transfer from Mutual of Omaha Operating Account to Wells Fargo Operating Account in the amount of \$40,000. A motion was made to approve the Action without Meeting for the March 16, 2020 Fund Transfer from Mutual of Omaha Operating Account to Wells Fargo Operating Account in the amount of \$40,000. The motion was seconded. The Board voted. The motion passed. March 16, 2020 Fund Transfer from Mutual of Omaha Operating Account to Wells Fargo Operating Account in the amount of \$40,000 is approved.

6.5 Action without Meeting Approval of April 24, 2020 Fund Transfer from Mutual of Omaha Operating Account to Wells Fargo Operating Account in the amount of \$30,000. A motion was made to approve the Action without Meeting for the April 24, 2020 Fund Transfer from Mutual of Omaha Operating Account to Wells Fargo Operating Account in the amount of \$30,000. The motion was seconded. The Board voted. The motion passed. April 24, 2020 Fund Transfer from Mutual of Omaha Operating Account to Wells Fargo Operating Account in the amount of \$30,000 is approved.

7.0 COMMITTEE REPORTS

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

7.2 Welcome Committee: Vice President Wydler reported that the committee has mailed out the welcome letters instead of dropping them off due to the Shelter in Place Order.

7.3 EMAC Committee: It was requested that the EMAC be added to the list of Committee reports for future meetings.

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

Administrator's Report 06-12-2020

SLVHA Previous Year's Assessments:

Currently we have 5767 accounts. 157 accounts are still unpaid as of April 30, 2020.

SLVHA 2020 Assessments:

Currently we have 5767 accounts. 269 accounts are still unpaid as of April 30, 2020.

Alterra Collections:

Total amount collected by Alterra Collections as of April 30, 2020

Office visits for the month of April and May: 0

Demands processed for the month of April and May: 17

- Staffing Position: Consuela is catching on very quickly with her job duties. She is performing violation runs and escrow pictures.
- Board Training: Tinnelly Law Group conducted 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. New Brooms for both sweepers were installed. A new sweeper motor for the Allianz Sweeper was needed and ordered. Tires were replaced and repaired on both sweepers as needed. ** New brushes have been ordered for both sweepers.
- 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 were mailed out to the residents in the posted areas informing them that enforcement would begin again starting March 2. **** Numerous complaints were received from residents regarding the issuing of tickets. Noted complaints: signs were missing in posted areas, signs were not legible, people just did not want to move their vehicles and did not think it was fair that they were getting ticketed. Due to the issues with the signs, a call was placed to Public Works asking that an audit be

performed of the signs in the area and that missing and faded signs be replaced. The Sheriffs were asked to cease ticketing until the signs could be replaced. Please note that due to the Shelter in Place Order there is a moratorium on enforcing the 72-hour parking rule by enforcement agencies.

- Tree Planting: The three London Planes that were planted are showing signs of anthracnose. They will be treated in the fall when it is most effective.
- Women's Room Bathroom Refresh: has been completed. One of the tiles was cracked by the installation of the partition and is in the process of being repaired
- Reserve Study: 3-year physical inspection was conducted Monday, February 3 at 11 am. The Reserve Study was completed and will be 100% funded at the end of the 2020/2021 fiscal year.
- Public Storage Monopine: Andy Young from Planning has been communicating with Crown Castle to make certain that the tree selection along Hesperian will be London Plane Sycamores. This has gone to the Planning Commission with our request for the London Plane Trees and design changes that have the cell tower looking more like a tree with an increase in height.
- 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
- Software Systems: A subscription to Google Business has been purchased to have unlimited email storage. An annual subscription for Microsoft 365 has been purchased to be able to have up to date programs from the Microsoft Suite such as Word.
- Playground safety inspection quotes are still being sought. One has been received, the cost for the inspection is roughly \$800.00. Inquiries have been sent to HARD for referrals. Hard recommended the same company that has provided the quote.
- 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. ** The water increase has not been duplicated and we have been unable to determine the cause. We will continue to monitor the usage.
- New name plates were ordered for the Board.
- New business cards were ordered with the new logo.
- Quotes for slurry coating the parking lot are being sought.
- Sneeze Guard for the front desk was ordered at the end of May and should be out of production in the next week or two. The delay has been materials being held up at the Port of Oakland, another shipment has been ordered and is sailing in from Mexico.
- Protocol is being put into place for staff to be able to return to the office. Protocol to include self-wellness checks prior to coming into the office. A thermal scan thermometer has been ordered, staff will be required to have a temperature check prior to entering the building for work. Reusable masks were ordered by Michelle and distributed to staff along with a supply of disposable ones that are available at the office.
- The drive through gate leading to the preschool is not closing properly. Domingo will be repairing it on the 19th.
- PG&E Pig Park: multiple calls have been received by residents and Board members regarding the overgrown weeds and the border fence that was hit by a vehicle. Calls and emails were sent to Public Works, Code Enforcement and PG&E. The area has now been cleaned, the fence is slated to be replaced in the next week or so.
- Duck Pond: reports have been received that the weeds are overgrown. Calls have been placed to HARD to have the area cleaned. I was informed that they have had extensive layoffs in the maintenance division.

9.0 BOARD REPORTS:

The Board Discussed Hayward Area Recreation Parks Department and Alameda County Flood Control's upcoming meeting for the San Lorenzo Creekway Project. The Board requested that the information be emailed out to the membership as soon as possible.

10.0 MINUTES OF THE PREVIOUS MEETING:

10.1 Disposition of Executive Hearing Minutes # 1658 on February 20, 2020. This was a meeting for 14 hearings and 5 appeals.

10.2 Approval of Executive Hearing Minutes # 1658 on February 20, 2020. A motion was made to approve the Executive Hearing Minutes # 1658 on February 20, 2020. The motion was seconded. The Board voted. The motion passed.

Executive Hearing Minutes # 1658 on February 20, 2020 are approved

10.3 Approval of Annual Member Meeting (A) Minutes #1659 on February 20, 2020. A motion was made to approve the Annual Member Meeting (A) Minutes #1659 on February 20, 2020 with the correction to the title to state Annual Member Meeting. The motion was seconded. The Board voted. The motion passed.

Annual Meeting (A) Minutes #1659 on February 20, 2020 are approved as amended.

10.4 Approval of Regular Board Meeting Minutes (B) #1660 on February 20, 2020. A motion was made to approve the Regular Board Meeting Minutes (B) #1660 on February 20, 2020. The motion was seconded. The Board voted. The motion passed.

Regular Board Meeting Minutes (B) #1660 on February 20, 2020 are approved

10.5 Approval of Organizational Board Meeting Minutes (C) #1661 on February 20, 2020. A motion was made to approve the Organizational Board Meeting Minutes (C) #1661 on February 20, 2020. The motion was seconded. The Board voted. The motion passed.

Organizational Board Meeting Minutes (C) #1661 on February 20, 2020 are approved

10.6 Disposition of Executive Session Minutes # 1662 on March 5, 2020. This was a meeting held with legal counsel to discuss new laws that have gone into effect in 2020 and a question and answer period.

10.7 Approval of Executive Session Minutes # 1662 on March 5, 2020. A motion was made to approve the Executive Session Minutes # 1662 on March 5, 2020 with the correction that Secretary/Treasurer Diane Wydler was excused from the meeting. The motion was seconded. The Board voted. The motion passed.

Executive Session Minutes # 1662 on March 5, 2020 are approved as amended.

10.8 Executive Session Minutes # 1663 on March 19, 2020 – Meeting was cancelled due to Shelter in Place Order. A motion was made to approve the Executive Session Minutes # 1663 on March 19, 2020 reflecting that the meeting was cancelled due to Shelter in Place Order. The motion was seconded. The Board voted. The motion passed.

Executive Session Minutes # 1663 on March 19, 2020 are approved

10.9 Executive Hearing Session # 1664 on March 19, 2020 – Meeting cancelled Shelter in Place Order. A motion was made to approve the Executive Hearing Session # 1664 on March 19, 2020 reflecting that the meeting was cancelled due to Shelter in Place Order. The motion was seconded. The Board voted. The motion passed.

Executive Hearing Session # 1664 on March 19, 2020 are approved.

10.10 Regular Board Meeting #1665 on March 19, 2020 – Meeting cancelled due to Shelter in Place Order. A motion was made to approve the Regular Board Meeting #1665 on March 19, 2020 reflecting that the meeting was cancelled due to Shelter in Place Order. The motion was seconded. The Board voted. The motion passed.

Regular Board Meeting #1665 on March 19, 2020 are approved.

10.8 Approval of Work Session Minutes #1666 on June 11, 2020. A motion was made to approve the Work Session Minutes #1666 on June 11, 2020. The motion was seconded. The Board voted. The motion passed
Work Session Minutes #1666 on June 11, 2020 are approved.

11.0 ADJOURNMENT – Meeting was adjourned at 9:15 pm.

Respectfully submitted by: Diane Wydler, Secretary/Treasurer
Recorded and Transcribed by: Debi Powers, Administrator
Reviewed by: Emanuel M.S. Robinson, President