



# SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO. 1672  
REGULAR BOARD MEETING MINUTES  
Thursday, July 16, 2020 @ 7:30pm  
377 Paseo Grande, San Lorenzo  
Held Via Zoom Meeting

- 1.0 CALL TO ORDER - President Emanuel M.S. Robinson called the meeting to order on Thursday, July 16, 2020 at 7:31pm.
  - 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, Director Michelle Clowser and Director John Chung. Board Members Called In: none. Board Members Excused: none. Staff Present: Administrator Debi Powers and Operations Manager Mai Vue.
  - 1.3 SIGN – IN SHEET: Meeting held via Zoom Meeting.
- 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 Fiore gave a report and introduced Deputy Hammad.
  - 3.3 Supervisor Chan's Office: Jared Savas shared upcoming county meetings, planning meetings and events.
  - 3.4 Zoning Enforcement: report was given
- 4.0 OTHER BUSINESS (motion may be required):
  - 4.1 House of the Month: 664 Paseo Grande was awarded house of the month. The newly purchased House of the Month sign and gift card were delivered to the owner prior to the meeting starting.
  - 4.2 Lorenzo Theater Update: Kris Dorrance informed the Board that the project is moving forward as planned. The murals, marquee sign, bathroom tiles and towers were all saved from the fire. Two doors were also salvaged and will be used as a memorial for the Theater. The project will also be part of a documentary.
  - 4.3 17020 Via Pasatiempo Accessory Dwelling Unit (ADU) Application: The Board reviewed the application to convert an existing backyard building structure of 482 sqft into an ADU. A motion was made to approve the application as submitted. It was seconded. The Board voted. The motion passed.
  - 4.4 San Lorenzo Village Promotional For Sale Items. Director Clowser presented renderings of new t-shirts, hooded sweatshirts, water bottles and bags, to the Board. These items would be purchased and then sold to anyone that would like to purchase them. Director Clowser will provide an update to the Board at future meetings.
  - 4.5 Accessory Dwelling Unit Revised Policy (ADU). The Board was presented with a draft of the revised policy from Tinnelly Law Group. A motion was mad to table a decision on the policy until the Board is able to thoroughly review and make corrections. The motion was seconded. The Board voted. The motion passed.
- 5.0 LIENS AND VIOLATION REPORT (motion may be required):
  - 5.1 Updated Lien for Management Account 30767, Altera File 429340: The Board reviewed a request to update a lien for Management Account 30767, Altera File 429340. A motion was made to file an updated lien for Management Account 30767, Altera File 429340. The motion was seconded. The Board voted. The motion passed.

0 liens were released. 1329 Violation Notices were mailed: 667 Yard Maintenance, 151 Plans Required, 29 Holiday Lights, 25 Inoperative/Stored Vehicles, 59 Unpaved Parking, 121 Items in Yard, 93 Multiple Violations, 102 RV's – Trailers - Boats, 23 nuisance, 59 Miscellaneous, 198 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 May 31, 2020 Financials. A motion was made to approve the May 31, 2020 Financials.

The motion was seconded. The Board voted. The motion passed.

May 31, 2020 Financials are approved.

6.2 Approval of Fund Transfer from Mutual of Omaha Bank Operating Account to Wells Fargo Operating Account in the amount of \$20,00. A motion was made to approve the Fund Transfer from Mutual of Omaha Bank Operating Account to Wells Fargo Operating Account in the amount of \$20,00 The motion was seconded. The Board voted. The motion passed.

Fund Transfer from Mutual of Omaha Bank Operating Account to Wells Fargo Operating Account in the amount of \$20,00 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. It was also noted that some of the new home owners are doing things that are against the rules.

7.3 EMAC Committee: Vice President Wydler reported that the Census Outreach has been extended to October 31, 2020. It was requested by the Board that the Census information be included in the email blast and upcoming Village Briefs.

7.4 Architecture Committee: President Robinson reported that 20-30 ACC Applications were received and reviewed for the month of June.

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

### Administrator's Report 07-10-2020

SLVHA Previous Year's Assessments:

Currently we have 5767 accounts. 148 accounts are still unpaid as of July 10, 2020.

SLVHA 2020 Assessments:

Currently we have 5767 accounts. 238 accounts are still unpaid as of July 10, 2020.

Alterra Collections:

Total amount collected by Alterra Collections as of July 10, 2020

Assessments	\$56,225.93
Late Fees	\$5,516.50
Interest	\$24,097.79
Collection Fees	\$104,841.31
Total	\$190,681.53

Office visits for the month of June: Not tracking

Demands processed for the month of June : 20

- Allianz/ Johnston 3000 Sweeper (older sweeper): The new sweeper motor for the Allianz Sweeper has been installed.
- 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 began 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 Sheriff's 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. \*\*\* We are still working with Public Works on having the signs put up that reflect the current hours of sweeping.
- 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. \*\* It was noted that the grout in the women's restroom started turning bright yellow. The grout is being treated, top layers removed and regouted.
- Zoom Meetings a monthly subscription to Zoom Meeting has been purchased the cost is \$15 a month.

- 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. \*\*\* water increase has not occurred again
- Sneeze Guard for the front desk was ordered at the end of May. The delay has been in obtaining materials. If the size is reduced to 8 feet across, they might be able to process the job quicker. I have requested that the store manager provide us with more information. \*\*\* Sneeze Guard has been picked up and placed.
- 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. \*\*\* Thermal scan was received Staff is taking their temperature daily
- The drive through gate leading to the preschool is not closing properly. Domingo repaired the gate.
- 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. \*\* The area has been cleaned up by HARD.
- Graffiti was found on the exterior retaining wall of the sub-association Heritage of San Lorenzo. The management company, Associa, as well as AC Public Works were contacted. The graffiti was gone by the next morning.
- Graffiti on the PGE meter in the Parking lot has been removed by PG&E.
- HVAC Bids are being obtained for Lollipop Lane

## 9.0 BOARD REPORTS:

### 10.0 MINUTES OF THE PREVIOUS MEETING:

10.1 Disposition of Executive Session Minutes # 1667 on June 18, 2020. This was a meeting to discuss collection and legal matters.

10.2 Approval of Executive Session Minutes # 1667 on June 18, 2020. A motion was made to approve the Executive Session Minutes # 1667 on June 18, 2020. The motion was seconded. The Board voted. The motion passed.

Executive Session Minutes # 1667 on June 18, 2020 are approved

10.3 Approval of Regular Board Meeting Minutes #1668 on June 18, 2020. A motion was made to approve the Regular Board Meeting Minutes #1668 on June 18, 2020. The motion was seconded. The Board voted. The motion passed.

Regular Board Meeting Minutes #1668 on June 18, 2020 are approved

10.5 Approval of Work Session Minutes #1669 on July 2, 2020. A motion was made to approve the Work Session Minutes #1669 on July 2, 2020. The motion was seconded. The Board voted. The motion passed  
Work Session Minutes #1669 on July 2, 2020 are approved.

### 11.0 ADJOURNMENT – Meeting was adjourned at 9:00 pm.

Respectfully submitted by: Diane Wydler, Secretary/Treasurer

Recorded and Transcribed by: Debi Powers, Administrator

Reviewed by: Emanuel M.S. Robinson, President