

THE VILLAGE GREEN OWNERS ASSOCIATION
Board of Directors Regular Open Meeting Minutes
Tuesday, August 25, 2015

DIRECTORS PRESENT: Jerri Allyn (JA), President; Joseph Khoury (JK), Vice President; Steve Haggerty (SH), Treasurer; Claire Joyce (CJ), Secretary; Ethan Markowitz (EM); Reuben Ginsburg (BG); Norma Miller (NM); Lucy Fried (LF).

EXCUSED: Malcolm Carson (MC).

ALSO PRESENT: Sherri Giles (SG), Interim General Manager

JA opened Homeowner Comments period at 7.02pm with 7 directors present. BG arrived at 7.05pm.

1. HOMEOWNER COMMENTS

- A. 5134 Ms. Dagmar Buck commented on landscaping.
- B. 5211 Ms. Cynthia Singleton commented on trash areas and Airbnb rentals.
- C. 5422 Ms. Mickey Fielding commented on traffic concerns and landscaping.
- D. 5484 Ms. Teresa Thompson commented on landscaping and read comments by Ms. Bridget Ritter.
- E. 5174 ½ Ms. Dawn Elliot commented on irrigation and Airbnb rentals.
- F. 5502 Mr. Jeffrey Mintz commented on landscaping.
- G. Ms. Heidi Ogelsby commented on landscaping.

Following Homeowner comments, by consensus Airbnb Rentals was added to the executive session agenda.

2. CALL TO ORDER

JA called open session to order at 7.15pm with 8 directors present.

3. ADOPTION OF AGENDA: JA moved, NM seconded with amendments to table items M, N and O until next month and to move a lien listed in executive session to open session with item B.

Passed 8-0.

4. BUSINESS

A. Approval of Regular Open Meeting Minutes, July 28, 2015. JA moved, SH seconded.

Passed 7-0-1. (Abstain: CJ).

B. Liens.

1. JA moved to approve the recording of a lien against Assessor's Parcel Number 5025-007-013, SH seconded. **Passed 8-0.**

2. JA moved to approve the recording of a lien against Assessor's Parcel Number 5025-007-014, SH seconded. **Passed 8-0.**

C. Civil Code §5500 Compliance Verification Acknowledgement

Six of eight directors present have reviewed and signed.

D. Resolution 15-85 Garage Restoration: Structural Pest Control

JA moved to approve the contract with Higgins Termite dated June 12, 2015 to treat termite

infestations in all garages in Courts 2, 3 & 12 using the fumigation tarp and spot treatment methods at a cost of \$11,775. NM seconded. After extensive discussion of this item in conjunction with item E (Resolution 15-86) including contract review and bidding processes, scheduling and budget allocation, JA called for the question. **Passed 5-3.** (Yea: JA, LF, JK, BG, SH; Nay: EM, NM, CJ).

E. Resolution 15-86 Garage Restoration: Carpentry Repairs

JA moved to approve Change Order #2015-1 to the contract with Anderson Construction dated August 10, 2012 to perform carpentry repairs to all garage structures in Courts 2, 3 & 12 at a cost of \$36,715. Discussed in conjunction with item D. CJ seconded. JA called for the question.

Passed 5-3. (Yea: JA, LF, JK, BG, SH; Nay: EM, NM, CJ).

F. Resolution 15-87 Three Year Reserve Study

JA moved to approve agreement with Associations Reserves, Inc. to perform the three-year reserve study for the Association. LF seconded. After discussion, **passed 8-0.**

G. September Board Meeting and Reserve Budget Meeting

A. JA moved to change the September 22 Board Meeting to September 29, SH seconded. Request was on religious holiday observation grounds. **Passed 7-0-1.** (Abstain: NM). *Action Item SG.*

B. JA moved to schedule a budget meeting for September 16, SH seconded. After discussion of budget planning scheduling, motion was withdrawn. SH/Office will prepare a draft operations budget for the Sept 29 meeting and a special meeting will be scheduled at that time. *Action Item SG/SH.*

H. Landscape Committee Initiated Resolution 15-89 Landscaping Workload and Cost.

The landscape committee and Board President recommend continuing current basic maintenance work by Landcare, no work deferment and increase Landcare's monthly payment to \$28,000, in order to include the recommended improvements made by the recently contracted horticulturalist. JA moved, LF seconded. Discussed in conjunction with item I and **withdrawn** by JA.

I. Resolution 15-90 Increase Landcare or Reduce Workforce.

JA moved, SH seconded, to agree to the increase in Landcare's monthly fee to \$28,000/ month for Oct, Nov and Dec 2015 with no cut in staff and the understanding that recommendations made by the Green's horticulturalist, approved earlier by the Board and agreed to by Landcare in discussion with the landscape committee will be included in the scope of work. The directors appointed a subcommittee of NM/LF to ensure there is a RFP process and that proposals are received from landscaping companies by the end of the year to get an accurate cost for the 2016 budget. **Passed 8-0.** *Action item SG/NM/LF.*

J. Ad Hoc Arborist Committee Resolution 15-91: Initially tabled for time, JA reopened prior to adjourning to executive session. See below.

K. Tree Trimming Company Resolution. Tabled for time.

L. FDIC Insurance Policy for consideration in 2016 Operational Budget. Tabled for time.

M. BFC Resolution: Check Signing Control for Large Payments. Tabled for time.

N. BFC Resolution: Utility Tracking Data. Tabled for time.

O. BFC Resolution Use of Water by VG Vendors. Tabled for time.

P. DRC Resolution: Repair of Unit Numbers and Lights: 2016 Budget. Tabled for time.

Q. Tree Trimming Assistance Resolution: Courts 9-10, 4-5. **Tabled for time.**

5. DESIGN REVIEW RECOMMENDATIONS

A. 5346 Krumpak Water Heater Code Upgrades and 2016 Reserve Budget. Owner requested HOA pay 1.to install a new water heater drain to outside per code and 2.,to install new pipe continuing upstairs unit's water heater drain to outside per code. After discussion of the situation, budget and possible actions, BG moved the Board approved repairs to the common area property. CJ seconded. **Failed 3-4-1.** (Yea: BG, SH, LF; Nay: NM, EM, JA, JK; Abstain: CJ).

SH moved for the HOA to pay the \$450 quoted to remediate the pressure relieve valve of the upper unit plus a pipe to drain their hot water heater (recommendation 2), and to create a more general approach to the situation in the future. LF seconded. **Passed 8-0.** Owner can moved forward with the work.

CORRESPONDENCE – BOARD ACTION REQUESTED

A. Library Committee. Ms. K. Carr and Ms. E. Greenwald, the two library volunteers submitted recommendations for their appointment as “Library Volunteer Staff” with suggested roles and responsibilities. After discussion, BG moved to thank the two volunteers and approve their appointment and recommendations, LF seconded. **Passed 7-0-1.** (Abstain:EM).

B. 5181 ½ Re-piping Concerns. SG notes that interior re-piping is not scheduled for 2015 and recommends it is considered for the 2016 budget.

7. FINANCIAL REPORTS

A. Financial Statements - Reviewed and noted.

B. Treasurer's Report - Reviewed and noted.

C. Variance Report - Reviewed and noted. Per NM, the budget and finance committee is working with SG for their questions. Per SH, Ross Morgan has now provided information on water usage.

8. MANAGER'S REPORT

Reviewed and discussed.

A. SG reported on findings obtained during the sewer line repairs to courts 4 and 5 that suggest major problems with re-piping done in 2004. By consensus, the board approved SG's recommendation of obtaining a proposal to do full repairs to court 4 and continuing court 5 exploration. The sources of funding for this special assessment project are GL lines 33032 Sewer Line Replacement, 32185 - Plumbing Sewer Lines-Patios, 32187 Plumbing-Sewer Lines and Regular reserves 32185 Plumbing Sewer Lines-Patios. By consensus, the Board agreed to move discussion of liability and further action was moved to executive session. BG moved that the Board delegate authority to two directors (SH/BG) to approve the contract obtained by SG, EM seconded. **Passed 8-0. Action item SG/SH/BG.**

B. Ms. Alex Martinez from the management office is out on medical leave and will return in October. A temporary staff member will begin tomorrow and the transition committee will meet. **Action item SG/NM/SH/JA.**

9. COMMITTEE REPORTS

Minutes and/or reports from the following committees were received and noted:

Landscape Committee; Safety Committee.

JA will email the Cully Turf Report. **Action item JA.**

10. OPERATIONAL REPORTS

The following reports were received and noted:

Preventative Maintenance Calendar; Parking Enforcement and Towing Summary; Garage Rental Report; Work Order Summary; Escort and Security Reports.

11. INFORMATION ITEMS

A. Record Requests– 5 received

4. BUSINESS contd.

J. Ad Hoc Arborist Committee Resolution 15-91: Initially tabled for time, the Board reopened it by consensus. JA moved to 1.choose one of the two final candidates for consulting arborist and 2., authorize SG to negotiate a contract at \$23,700 a year, approximately 2-3 days a month and with the final contract to be approved by the Board in September or October. After discussion, SH moved to amend and hire Cy Carlberg. The amended motion **Passed 8-0. Action Item SG.**

12. MEETING ADJOURNED TO EXECUTIVE SESSION at 8.59pm by JA.

During executive session on July 28, 2015, the Board deliberated personnel matters, litigation, matters relating to violations, legal issues, payment of assessments and formation of contracts.

The next open session regular meeting is scheduled for September 29, 2015 at 7pm at the Clubhouse.

Respectfully submitted,

Claire Joyce, Secretary