

THE VILLAGE GREEN OWNERS ASSOCIATION
Board of Directors Regular Open Meeting Minutes
Tuesday, September 29, 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). Malcolm Carson (MC).

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

JA opened the floor to homeowner comments at 7.03pm with 6 directors present. BG/MC in 7.05pm.

1. HOMEOWNER COMMENTS

A. 5211. Cynthia Singleton commented on the monthly newsletter, the budget and finance committee work and laundry machines.

B. 5174 ½. Dawn Elliott commented on the mailbox, agenda, sewers, coyotes, logs and a director.

C. Jeffrey Mintz commented on a memorial bench and tree plantings.

2. CALL TO ORDER

JA called open session to order at 7.08pm with 8 directors present.

3. ADOPTION OF AGENDA: JA moved to adopt the agenda, SH seconded. LF withdrew item 4O and NM withdrew items 4P and 4R. With those accepted amendments, **passed 8-0.**

4. BUSINESS

A. JA moved to schedule a Draft 2016 Operating Budget Review Meeting for Oct 14, 2015 at 8pm, LF seconded. **Passed 8-0.**

B. Approval of regular open meeting minutes, August 25, 2015. JA moved, SH seconded. After discussion of item I, **passed 5-2-1.** (Yea: CJ, BG, LF, SH, JA; Nay: NM, EM; Abstain: MC).

JK arrived at 7.22pm.

C. Liens.

1. BG moved to approve the recording of a lien against assessor's parcel number 5025-007-021, CJ seconded. **Passed 9-0.**

2. BG moved to approve the recording of a lien against assessor's parcel number 5025-009-048, CJ seconded. **Passed 9-0.**

3. BG moved to approve the recording of a lien against assessor's parcel number 5025-008-071, CJ seconded. **Passed 9-0.**

4. BG moved to approve the recording of a lien against assessor's parcel number 5025-009-076, CJ seconded. **Passed 9-0.**

5. BG moved to approve the recording of a lien against assessor's parcel number 5025-012-114, CJ seconded. **Passed 9-0.**

D. Sewer Repair Court 5.

JA moved to approve resolution 15-102, approving change order 2015-S8 to the contract with Troxler & Sons Construction dated June 30, 2011; to repair/replace sewer lines to six buildings (22, 23, 24, 25, 25 & 27) in Court 5. This change order for \$365,345 is authorized on a lump sum basis. Cost to be funded from special assessment GL lines, 33032 (Sewer Line Replacement) and 32185 (Plumbing Sewer Lines – Patios) and 32187 (Plumbing – Sewer Lines) and regular reserves 32185 (Plumbing Sewer Lines – Patios). SH seconded. **Passed 9-0. Action Item SG.**

E. Resolution 15-103: Banking-FDIC Coverage Policy for VG Funds.

SH moved to approve the board establishing the following banking-FDIC coverage policy: All funds shall be maintained in the well-established, FDIC insured banks such as City National Bank and Union Bank. When the average balance in any single account exceeds \$250,000 in any calendar month, the amount in excess of \$250,000 as of the 20th of the following month will be deposited into a CDARS account by that date. NM seconded. After brief discussion, **passed 9-0. Action Item SH/SG.**

F. Resolution:15-104: Operating to Reserve Fund Transfer.

JA moved that the board agrees to permanently transfer \$200,000 from our operating funds bank account (11010 – C.N.B # 010-302870) to our reserves bank account (12610 – C.N.B Reserve CDARS#1015438971) – budget account 32000 – General Reserves by October 15, 2015. EM seconded. **Passed 9-0. Action Item SG/SH.**

G. B&F Committee Resolution 15-105: Budget Review Recommendations.

NM moved that the board review and address the items on the B&F committee review sheet as part of the 2016 Budget and that those line items have notes to reflect the questions on the assumptions page. EM seconded. **Passed 9-0.** SH will add comments to the draft budget. **Action Item SH.**

H. B&F Committee Resolution 15-106: Review Recommendation – Painting.

NM moved to accept the budget and finance committee request that the board examine the accompanying cost analysis for painting and consider that we are currently spending \$25,345 more per year, with current painting vendor compared to previous vendor. B&F recommends that the increased costs be considered before the painting of any buildings in 2016 and that we consider a competitive bid process prior to entering into any future painting contracts. JA seconded. **Passed 9-0. Action Item SG.**

I. B&F Committee Resolution 15-107: Water Meter Discovery.

NM moved to accept the budget and finance committee recommendation: Upon review of current consumption and expense of water in the individual court water meters, B&F found 2 anomalies. The committee recommends that these two meters be surveyed to determine the reason for the costs. JA seconded. After a discussion on what the investigation process might entail, **passed 9-0. Action Item SG.**

J. DR Committee Resolution 15-93: Repair of Unit Number Signs and Lights.

JA introduced the item and after discussion on original resolution, need for financial information and delegation of research, JA moved to approve “phase II”, that the DRC investigate the best method and cost to replace diffusers and reproduce historic metal brackets with the cut-out unit numbers in order to replace the stick on numbers. The end product will be a legible, cohesive, historically compatible numbering system for all VG units. SH seconded. **Passed 9-0. Action Item SH.**

K. Tree Planting Assistance Team Resolution 15-94: Planting in Courts 9-10 and 5-6.

JA moved to approve plan to plant five trees proposed by the tree planting assistance team to replace trees that had died. Four Eastern Red Bud trees (Forest Pansy variety) will go in the northwest corner of Garden Court 9/10 and one Coast Live Oak tree in Garden Court 5/6. Both species are included on the original architectural landscape design circa 1940. A dead maple tree will be removed from planned site of the oak tree. Members of the team, Mintz/Keylon, will work with Landcare on placement. **Passed 9-0. Action Item SG.**

L. Landscape Committee Resolution 15-108: New Ad hoc Committee Formation.

LF move that the board establish a landscape maintenance vendor adhoc search committee composed of directors LF and NM, landscape committee chair Matt Redman, and members Teresa Thompson and Wendell Conn with designated tasks. JK seconded. After discussion of the tasks and the executive committee appointed in August, **failed 3-5-1.** (Yea: JK, BG, LF; Nay: SH, EM, NM, CJ, MC; Abstain: JA).

MC requested a point of clarification that the executive committee formed at the August board meeting has the authority to draft a RFP including a scope of work and can obtain office and landscape committee input and aim to bring back to the board next month for approval. JA recommended MC be added to the executive committee.

JA excused herself from the meeting for personal reasons at 8.32pm. JK conducted the remainder of the meeting.

NM moved to add MC to the executive committee (LF/NM) formed at the August meeting. EM seconded. **Passed 6-2-0.** (Yea: CJ, MC, EM, NM, SH, JK. Nay: LF, BG. Absent: JA) **Action Item NM/LF/MC.**

M. Resolution 15-109: Ant Poll.

EM moved that the board authorize EM to submit a voluntary poll to Village Green residents about ants in their units. EM will review the results and present a written summary of his findings at a future board meeting. NM seconded. After discussion, **passed 7-1.** (Nay: LF). **Action Item EM.**

N. Discussion: Email Correspondence. Tabled.

O. Resolution: Memorial Bench. Withdrawn.

P. BFC Resolution: Utility Tracking Data. Withdrawn.

Q. BFC Resolution: Check Signing Control for Large Payment. Tabled.

R. BFC Discussion: Use of Water by VG Vendors. Withdrawn.

5. DESIGN REVIEW RECOMMENDATIONS

A-C. 5127 – French Door Installation, Tankless Water Heater Installation, and Wall Alteration. DRC voted in favor. JK moved to approve requests A-C together and at the same time. LF seconded. After discussion, **passed 7-1.** (Nay: BG.)

D. 5535 – Stove Hood Exhaust Vent. DRC voted in favor. LF moved to approve request. CJ seconded. **Passed 8-0.**

6. CORRESPONDENCE – BOARD ACTION REQUESTED

A. 5323 – Pipe Work Follow-Up. JK proposed the board fund the Chem Pro proposal of \$425 for disinfection. Homeowner will be responsible for dealing with Chem Pro directly, will seek

reimbursement for \$425 and will be responsible for costs above that figure. NM seconded. After discussion, **passed 8-0.**

B. 5175 – Patio Repair. By consensus, JK and SH will honor homeowner request for a board member to view the unit in person. *Action Item JK/SH/SG.*

C-E. 5363, 5386, 5274 – Uniforms. Noted for budget planning.

F-G. 5433, 5437 - Vendor Commendations. Noted.

7. FINANCIAL REPORTS

A. Financial Statements - Reviewed and noted.

B. Treasurer's Report - Reviewed and noted.

C. Variance Report - Reviewed and noted.

8. MANAGER'S REPORT

Reviewed and discussed.

9. COMMITTEE REPORTS

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

Budget and finance; court council; cultural affairs; design review; landscape; and safety.

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 patrol reports.

A. By consensus, the board requested the prepared proposal and budget for roof cleaning be put on agenda for the October regular meeting. *Action SG/CJ.*

11. INFORMATION ITEMS

A. Record requests – 2 received and noted.

12. MEETING ADJOURNED TO EXECUTIVE SESSION at 9.15pm by JK.

13. RECORD OF EXECUTIVE SESSION

During Executive Session on August 25, 2015, the Board deliberated personnel matters, litigation, matters relating to violations, legal issues, payment of assessments and formation of contracts.

14. FUTURE MEETINGS

The next regular board meeting is scheduled for October 27, 2015 at 7pm at the clubhouse.

The special meeting (draft budget review) is scheduled for October 14, 2015 at 8pm at the clubhouse.

Respectfully submitted,

Claire Joyce,
Board Secretary