

THE VILLAGE GREEN OWNERS ASSOCIATION
Board of Directors Regular Open Meeting Minutes
Tuesday, November 17, 2015

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

EXCUSED: Malcolm Carson (MC).

ALSO PRESENT: Sherri Giles (SG), Operations Manager

JA opened the homeowner comments period at 7.00pm.

1. HOMEOWNER COMMENTS

- A. 5484 Ms. Thompson commented on landscape planting.
- B. 5250 Mr. Keylon commented and answered questions on a tree planting proposal.
- C. 5502 Mr. Mintz commented and answered questions on a tree planting proposal.

2. CALL TO ORDER

JA called open session to order at 7.18pm with 6 directors present in person and 1 by phone.

3. ADOPTION OF AGENDA: LF moved to adopt, BG seconded with open session item 6C moved to executive session. **Passed 7-0.**

4. BUSINESS

A. Approval of regular open meeting minutes, Oct 27, 2015. BG moved to approve, CJ seconded. **Passed 7-0.**

B. Announcement: Operations Manager.

JA announced that Ms. Sherri Giles was offered and has accepted a position as operations manager for VGOA.

C. Announcement: Director Resignation.

JA announced that she had accepted the resignation of director Malcolm Carson from the board. MC has relocated with his family for a new job.

D. Liens.

None recorded.

E. Board Election Calendar.

SG provided the VGOA election calendar for 2016. It has been sent to the attorney for vetting. With the following change (moving the Effective Date of Suspensions from January 28 to February 2nd) and with any attorney amendments, LF moved to approve, BG seconded. **Passed 6-0-1.** (Abstain: NM). *Action item SG.* CJ will contact court council regarding hosting the meet the candidates events and dates. *Action item CJ.*

F. Reserves Budget

The draft 2016 reserves budget was distributed by SH. It will be put on the December agenda for discussion and if needed January, when the end of year financial position is known. Input can be emailed to SG, cc JA, SH. *Action item JA/CJ.*

G. Resolution 15-117 Check Signing Protocol – Holds

NM moved to approve that when a hold has been placed on a check by a check signer, that no other check signer endorse the check without clarifying the hold has been cleared. CJ seconded. After discussion, NM **withdrew**. NM proposed that all check signers hold checks that include past due balances and only sign checks for the current charges on the invoice. **Passed 8-0.**

H. BF Committee Resolution 15-81. Check Signing Control for Large Payment.

NM moved that an additional level of control be put in place when making payment over \$35,000 are made by limiting that the president and treasurer (or vice president) be the signatures allowed to endorse checks the association make in excess of \$35,000, CJ seconded. After discussion, **failed 3-5.** (Yea: NM,CJ,EM; Nay: JA,SH,JK,LF,BG.)

I. Resolution 15-118. Legal Expenses Billings Request. Withdrawn by NM.

J. Resolution 15-119. Booking-keeping – Cash Received

NM moved to request Ross Morgan to provide details of our actual cash received on a monthly basis as part of our financial packet. CJ seconded. After discussion, NM amended to change from monthly basis to yearly basis in October for our operating budget planning. **Passed 8-0. Action Item SG.**

K. Tree Plant Assist Resolution 15-120. 2 Sycamore Allees, 1 Olive Allee.

JA moved to accept the following proposal, NM seconded. 1. Approve removing 5 sickly/dead, small/medium sycamores in the east and west allees. 2. Approve replacing 2 dead/sickly trees and 4 trees in empty spots with 5 London planetree sycamores, 24” box in the west allee. 3. Approve replacing 3 dead/sickly trees and 1 tree in an empty spot with 5 London planetree sycamores, 24” box, east allee. 4. Approve replacing 11 multi-trunk Swan Hill olive trees (no fruit drop) in the clubhouse allee. After discussion, JA accepted the BG led amendment to add an arborist review of the plan, provided by a time and materials based hire not to exceed \$2,000. **Passed 8-0. Action Item JA.**

L. Resolution 15-121. Utility Audit.

SH modified the resolution to a discussion item regarding the board considering entering into a contract with Pacific Utility Audit, Inc (PUA) to conduct an audit of our utilities in February 2016 or sooner if our operations manager agrees we have the resources to supply PUA with needed documentation. The board discussed the costs, other vendors and services, and requested information from previous utility audits. *Action Item SG.*

M. Discussion Item. Conn Lawsuit.

The board discussed the receipt by two former election officers and the VGOA, of an order to small claims court on December 21, 2015. JA moved to approve the VG attorneys draft a script addressing the codes named by the plaintiff and his responses to section 3a (Why does the Defendant owe the

Plaintiff money) and 3c (How to calculate the money owed to you) of the claim. LF seconded. After discussion, motion was amended to offer IDR first, which will be offered and if accepted, completed by BG. Attorney will prepare draft if IDR is not accepted or inconclusive. **Passed 8-0. Action Item BG/SG.** JA will attend the court date and other directors are encouraged to attend. By consensus, election officer M. Fielding can meet with the board at the beginning of executive session.

N. DR Committee 15-93. Replacement of Diffuser Plates.

SH introduced the resolution: The DRC would like our maintenance department to install new diffuser plates in the rear of the unit number signs above park and patio elevation entrances. JK moved to approve the proposed funding of \$300 for 150 units. DRC has a list of broken or missing plates and can provide the plates ready for install. **Passed 8-0. Action item SH/SG**

5. DESIGN REVIEW RECOMMENDATIONS

A. 5159. Kitchen renovation with washer/dryer installation. LF moved to approve, NM seconded. DRC approved. **Passed 6-0-2.** (Abstain: EM,JA).

B. 5342. Washer/dryer, toilet and vanity installation. SH moved to approve, LF seconded. DRC approved. **Passed 8-0.**

C. 5539 Wall gravity furnace installation. SH noted it was denied last month but clarified it was a furnace replacement in the same place, it is not a single flue for two units and no new roof intrusion is required. LF moved to approve, CJ seconded. **Passed 6-0-2.** (Abstain: NM,JA).

6. CORRESPONDENCE – BOARD ACTION REQUESTED

A. 5571 Vehicle damaged by garage door – reimbursement. SG introduced and after discussion including garage inspections, due diligence and insurance claims, JK moved to deny the reimbursement request. NM seconded. **Passed 8-0.**

B. 5542 Drain line repair request. **By consensus,** management will continue current course of action, having had Mr. Graves assess the situation and recommended not replacing at this time. Unit is on the preventative maintenance schedule and will be monitored. **By consensus,** the office will compile some information on the preventative maintenance list such has the number of units and incidents that occur. **Action Item SG.**

C. 5520 Vehicle/ garage violations. **Moved** to executive session during adoption of agenda.

7. FINANCIAL REPORTS

A. Financial Statements - Reviewed and noted.

B. Treasurer's Report - Reviewed and noted.

C. Variance Report - Reviewed and noted.

EM (by phone) was excused from the meeting at 9.15pm.

8. MANAGER'S REPORT

Reviewed and discussed, including the following items requiring further action:

A. Sewers. SG explained an unexpected placement problem encountered during the sewer line replacement and repairs in court 5 that will result in additional work outside the scope of work of the current contract. BG moved to delegate authority to directors BG and SH to approve a contract for the necessary work for this work. BG/SH will speak with Troxler. NM seconded. **Passed 7-0. Action**

item SG/BG/SH.

B. Building 8 & 14 – Cracks in Walls. SH requested item be put on the December agenda and NM requested a timeline and process of the project.

C. Public Security. NM moved that the board request court council and the safety committee develop a relevant rule check list or training tool for escort and patrol service for review by SG/the board. BG seconded. **Passed. Action item CJ/EM.**

9. COMMITTEE REPORTS

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

Budget and finance; safety; executive committee transition deferment list.

A. CJ reported that court council is replacing the flag in front of the clubhouse with a new flag, funded from the court council budget and the council recommends that when the mailbox is being restored, that VG request it be placed closer to the office door, rather than the usual location at which it has been hit and damaged several times.

B. LF/NM reported on the landscape RFP progress.

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. SG will follow up with Mr. Graves on incomplete preventative maintenance items. **Action item SG.**

B. By **consensus**, in future the vehicle towing activity will only be reported when a vehicle has been towed.

11. INFORMATION ITEMS

A. Record Requests– 1 received

12. MEETING ADJOURNED TO EXECUTIVE SESSION at 10.10pm by JA.

During Executive Session on October 27 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 December 15, 2015.

Respectfully submitted,
Claire Joyce, Secretary