

THE VILLAGE GREEN OWNERS ASSOCIATION
Board of Directors Regular Open Meeting Minutes
Tuesday, December 15, 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)

ALSO PRESENT: Sherri Giles (SG), Operations Manager

1. PRESENTATION

A. New Management Structure.

NM and EM gave a Powerpoint presentation outlining the planned new management structure that will now include an operations manager and a facilities engineer with designated roles and responsibilities. The directors accepted homeowner comments.

JA opened the regular homeowner comments period at 7.03pm with 5 directors present.

CJ arrived at 7.04pm.

2. HOMEOWNER COMMENTS

A. 5205 ½ Mr. Howell commented on the LED resolution.

B. 5146 Mr. Redman commented on tree trimming, landscaping and el Nino.

C. 5325 ½ Ms. Fondrey commented on design review process.

D. 5352 Ms. Settle commented on tree trimming.

LF arrived at 7.07pm

3. CALL TO ORDER

JA called open session to order at 7.07pm with 7 directors present.

4. ADOPTION OF AGENDA: JA moved to adopt, LF seconded. **Passed 7-0.**

5. BUSINESS

A. Approval of regular open meeting minutes, Nov. 17, 2015. JA moved to approve, SH seconded. With item 4J. amended to state “cash received” not “cash reserves”, **passed 7-0. Action Item CJ.**

B. Liens

1. Resolution 15-122. JA moved to approve the recording of a lien against Assessor’s Parcel Number 5025-009-103, SH seconded. **Passed 7-0.**

2. Resolution 15-123. EM oved to approve the recording of a lien against Assessor’s Parcel Number 5025-009-112, JA seconded. **Passed 7-0.**

3. Resolution 15-124. NM oved to approve the recording of a lien against Assessor’s Parcel Number 5025-007-108, JA seconded. **Passed 7-0.**

4. Resolution 15-125. SH moved to approve the recording of a lien against Assessor’s Parcel Number 5025-008-088, JA seconded. **Passed 7-0.**

5. Resolution 15-126. BG moved to approve the recording of a lien against Assessor’s Parcel Number 5025-007-076, JA seconded. **Passed 7-0.**

C. Resolution 15-127. 2015-2016 Inspectors of Elections

JA moved to appoint Cynthia Cyrus, Steven Keylon, Robert Creighton and Michele Fielding as the Inspectors of Elections to service the 2016 Village Green Owners Association annual election of directors, effective December 16, 2015. LF seconded. After discussion, amended to designate Ms. Fielding as alternate inspector. **Passed 7-0.**

D. Resolution 15-128. 2016 Election – Suspend Voting Rights Hearing Date and Appointment of Executive Committee to Conduct Hearings to Suspend Voting Rights.

JA moved to A. approve holding a hearing on January 28, 2016 at 7pm to suspend voting rights, B. appointment of executive committee of NM and CJ to conduct hearings to suspend voting rights, and C. appointment of and delegation of authority to executive committee to conduct hearings and voting rights. CJ seconded. **Passed 7-0. Action Item CJ/NM.**

JK in at 7.20pm

E. Resolution 15-129. 2016 Insurance Package.

SG introduced the resolution to approve binding of the provided insurance policies and coverages for the VGOA. SG added amended figures, acquired following further consultation with the insurance company and underwriters regarding rises in building limits. After discussion of the basis of the figures, 2013 rebidding and possible consequences of timing of approval, SH moved to proceed with the updated figures provided by SG now and hire an insurance expert in the next 4 to 6 months to look at this with more expertise. LF seconded. Amended to commit to review the 2013 bids for more information before hiring an expert and specifying the June board meeting as the time limit. After further discussion, **passed 7-1-0.** (Nay: NM). **Action Item SG.**

F. Reserves Budget

SH introduced the process and the goal of prioritizing spending as in past years. Discussion included interior water line replacement and utilization of the completed reserves study. SH suggested a special meeting will be required for the reserves budget and received general support.

G. Discussion Item: Buildings 8&14 Cracks Report.

JK gave a summary of the past re-stabilization project and the most recent inspection report. By consensus, three homeowners from units 5226 and 5168 were invited to comment on their particular conditions. After discussion, SH moved that 1. SG schedule a re-inspection of the units, allowing the directors and SG to attend, 2. SG request that Mr. Tyner adds to the map of the cracks, a color coded overlay of the original cracks on the current cracks and as recommended by SG in her report, 3. request management review each of Tyner's recommendations and options A, B and C and report their opinions back to the board for further discussion. NM seconded. **Passed 8-0. Action Item SG.**

G. Court Council Resolution 15-130. Notice Board Disclaimer.

CJ moved to ask the board to direct the management to post on all laundry room bulletin boards a Notice and Disclaimer, which is spelled out in Article 7, Section 7.5 of the Village Green handbook. Example: Notice and Disclaimer. The Village Green Owners Association does not warrant, endorse, authorize, promote or sanction any of the private advertisers on this bulletin board. The Association

is not responsible for any loss, damage or injury resulting from the engagement of the services or goods of the advertisers. Owners, residents and visitors who engage in these services, do so at their own risk. SH seconded. After discussion, amended to approve but check with the VG attorney that it will actually limit liability and to allow adoption of language suggested by the attorneys. **Passed 8-0.** JA will liaise with the attorneys. *Action Item JA.*

H. Safety Committee Resolution 15-131. LED Light Bulbs.

EM introduced and moved to approve the following resolution. The safety committee recommends that the Village Green purchase LED light bulbs to replace incandescent and CFL light bulbs currently in use. The VG purchases and stores lightbulbs to use during the course of the year. The association could save money if it purchased LED lightbulbs as the current supply of incandescent and CFL lightbulbs is expended. SH seconded. After discussion, and clarifying that the safety committee will assist in testing out particular options and achieving uniform color temperature, **passed 8-0.** *Action Item SG/EM.*

I. Discussion Item 15-132. El Niño Preparedness.

LF introduced the topic and the discussion included tree trimming and putting preparedness resources in the newsletter.

J. Resolution Item 15-132. Horticulturist Invoice.

JA moved that the board agree to pay the full amount of the invoice submitted by the horticulturist Carol Bornstein for services related to her second walk-around and report this year. SH seconded. After discussion, **passed 8-0.**

6. DESIGN REVIEW RECOMMENDATIONS

None submitted.

7. CORRESPONDENCE – BOARD ACTION REQUESTED

A. 5405 ½ Request for green sticker. After discussion of parking rules, precedence and the escort service, JA moved to deny the request. **Passed 8-0.**

8. FINANCIAL REPORTS

A. Financial Statements - Reviewed and noted.

It was clarified that Ross Morgan is keeping the books open slightly longer than year's end and that management has already compiled a vendor check list to ensure all invoices are received and paid. Vendors have been contacted.

B. Treasurer's Report - Reviewed and noted.

C. Variance Report - Reviewed and noted.

9. MANAGER'S REPORT

Reviewed and discussed.

10. COMMITTEE REPORTS

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

Budget and finance; court council; safety; horticulturist report.

Discussion included landscape proposals coming from the horticulturist reports, camera installation in the maintenance area and landscaping in light of the buildings 8 and 14 cracks report. SG will ask Landcare how much watering is occurring at buildings 8&14. **Action Item SG.**

11. OPERATIONAL REPORTS

The following reports were received and noted:

preventative maintenance calendar; parking enforcement summary; garage rental report; work order summary; escort and patrol reports.

12. INFORMATION ITEMS

A. Approved change order for Ct.5 sewer repair. Information only. Received.

13. MEETING ADJOURNED TO EXECUTIVE SESSION at 9.50pm by JA.

During executive session on November 17, 2015, the board deliberated personnel matters, litigation, matters relating to violations, legal issues, payment of assessments and formation of contracts.

During a special executive session on December 8, 2015, the board deliberated litigation.

The next open session regular meeting is scheduled for January 26, 2016.

Respectfully submitted,

Claire Joyce, Secretary