

THE VILLAGE GREEN OWNERS ASSOCIATION
Board of Directors Regular Open Meeting Minutes
Tuesday, September 27, 2016.

DIRECTORS PRESENT: Jerri Allyn (JA), President; 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); Anne McGinn (AMcG).

ALSO PRESENT: Sherri Giles (SG), Operations Manager; Martin Breit (MB), Facilities Engineer

JA opened the homeowner comments period at 7pm with 8 directors present.

1. HOMEOWNER COMMENTS

A. 5174 ½. Ms. Elliot commented on the CLR.

B. 5211. Ms. Singleton commented on the arborist and laundry services.

C. 5484. Ms. Thompson commented on interior sewage lines.

2. CALL TO ORDER

JA called open session to order at 7.09pm with 9 directors present.

3. ADOPTION OF AGENDA: JA moved to adopt the agenda, CJ seconded. Amended to add correspondence regarding rule enforcement to executive. **Passed 9-0.**

4. BUSINESS

A. **Approval of Regular Open Meeting Minutes, August 23, 2016.** JA moved to approve, CJ seconded. Amended to strike the last sentence of item 4D. **Passed 9-0.**

B. **Approval of Special Open Meeting Minutes, September 20, 2016.** JA moved to approve, CJ seconded. Amended item 3A.10 last sentence changed from “the order of priority within the line item” to “priority items”. As amended, **passed 8-0-1.** (Abstain: BG).

C. Liens.

a. **Resolution 16-70.** JA moved to approve the recording of a lien against Assessor’s Parcel Number, 5025-011-061, JK seconded. **Passed 9-0.**

b. **Resolution 16-71.** JA moved to approve the recording of a lien against Assessor’s Parcel Number, 5025-009-081, JK seconded. **Passed 9-0.**

D. Resolution 16-72. Transfer Excess Operating Funds to Reserves.

SH introduced the resolution, JA seconded. After discussion including leaving the money in the operations account to pay for upcoming tree care work, SH withdrew the resolution. **Withdrawn.**

E. Resolution 16-73. Cover Letter for CLR to the Office of Historic Resources.

EM introduced the item and moved to accept the draft letter, LF seconded. After discussion of the intention and the language, amended to change “plans to” to “may” in the last sentence of the draft letter to accompany copy of CLR. As amended, **passed 6-2-1.** (Yea: JK,SH,AMcG,EM,NM,CJ; Nay:JA,BG; Abstain:LF). *Action Item EM/JK/JA.*

F. Discussion Item/Resolution 16-74. CLR – Attorney Opinion.

JA introduced the item of the attorney opinion on VGOA responsibility to the CLR and the Office of Historic Resources and in particular regarding five Dawn Redwoods plantings that have been called into question. After discussion, JK moved to consult with the arborist/horticulturist to assess if the five Redwood plantings are in compliance with the guidelines described by attorney from the CLR, to “promote a healthy urban forest by retaining important mature trees, and by respecting the original tree pattern” and their presence on 1960s or 1940s plans. CJ seconded. Discussion included the Redwoods, the process of their approval, future processes of approval, the relationship with L. Geissinger of the Office of Historic Resources, having an executive committee to develop a process and response. After discussion, amended to allow Jeffrey Mintz to provide location of Redwoods on the historic plans and to put a \$700 limit on the consultation. **Passed 7-2.** (Yea: JA,LF,JK,AMcG,NM,EM,CJ; Nay:SH,BG). **Action Item SG.**

G. Discussion Item/ Resolution 16-75. Report from meeting with Office of Historic Resources.

JA introduced the draft report with intention of submission to Mr. Geissinger of the Office of Historic Resources. Discussion included lack of a stated resolution, need to submit to the office, alternative actions such as providing the report to the board and then individual processes via resolutions from the DRC using the best practice recommendations found in the report. **Item tabled.** NM suggested the operations manager manage the Mills Act contract and the relationship with Mr. Geissinger. NM moved that JA introduce SG over email and the next resolution regarding Mr. Geissinger come from SG. EM seconded. **Failed.** (Yea: EM,NM,AMcG,; Nay: BG,SH,JA,LF,JK; Abstain: CJ).

H. Resolution 16-76. Painting Exterior Garages.

SG and MB introduced items H,I and J for garage work to take place in October and strongly recommended the work proceed on the basis of wanting to start work before suspected rate increases in the new year due to minimum wage, number of labor intensive projects lined up for next year, re-bidding process for painting work already under way, preferred vendors. JA moved to approve modification change order 2016-01, to the contract with Alex Martinez Painting dated August 23, 2011, to paint the exterior of garage buildings on the property as listed therein, at a total cost of \$42,000, to be charged to GL 32175 Painting, Exterior Garage (\$15,000) and to GL 32170 Painting, Full Building Exterior (\$27,000). LF seconded. After discussion, **passed 8-1.** (Nay:NM).

I. Resolution 16-77. Garage Restoration – Carpentry Repairs.

JK moved to approve resolution 16-77 thereby approving change order 2016-01 to the contract with Anderson Construction dated August 10, 2012 to perform carpentry repairs to all Garage Structures in Courts 9,10 & 11 at a cost of \$21,780. LF seconded. \$2,280 will be moved from Reserve Account GL32040 – Concrete Walkways to Reserve Account GL32150 – Major Garage Parts to cover expenditures. **Passed 6-2-1.** (Yea: JA,LF,JK,SH,BG,CJ; Nay:EM,NM; Abstain:AMcG).

J. Resolution 16-78. Garage Restoration – Structural Pest Control.

LF moved to approve resolution 16-78 approving contract with Higgins Termite dated April 5, 2016 to treat termite infestations in all Garages in Courts 9,10 & 11 using the Fumigation Tarp and Spot Treatment methods at a cost of \$12,901. JK seconded. Reserve Account GL32150 – Major Garage Parts is budgeted for 2016 at \$19,5000 which has been allocated for carpentry repairs. This contract amount of \$12,901 creates a negative balance in this line item of -\$12,901. Funds for the balance of the cost of termite treatment \$12,901 will be assigned from Reserve Account GL32040 – Concrete

Walkways to Reserve Account GL32150 -Major Garage Parts to cover expenditures. **Passed 7-2.** (Nay: EM,NM).

K. Resolution 16-79. Tree Pruning RFP.

SG introduced and JA moved to approve resolution 16-79 thereby approving the proposal dated September 22, 2016 with Carlberg Associates for creation of a Request for Proposal for Tree Pruning Services at cost not to exceed \$1750. Proposed funding GL64035-Consulting–Trees. SH seconded. After considering alternatives and safety issues, **passed 9-0.**

L. Resolution 16-80. Reasonable Accommodation Process.

NM moved to instruct the operations manager to seek out and retain an attorney with Fair Housing expertise and develop a process for all Reasonable Accommodations requests made by owners and include training of our staff in the procedures developed. EM seconded. After discussion, including rationale, likely costs and language, resolution was amended to replace “retain an” with “get a proposal from an”. **As amended, passed 8-0-1.** (Abstain: LF).

M. Resolution 16-81. Dusk to Dawn Bulbs Pilot Scheme.

NM introduced the safety committee initiated resolution and moved the board approve our staff to purchase 100 60W Equivalent Soft White Spiral Dusk-Til-Dawn CFL Light Bulb (E*) for distribution to out homeowners in an effort to continue the light up the green campaign they started last year. EM seconded. After discussion including logistics of scheme, the particular bulbs, and cost, amended to replace “homeowners” with “residents”; clarify \$800 as the budget; and to specify CFL or LED bulbs, whichever is most cost effective. NM clarified safety committee will be responsible for distribution during pilot scheme. Funding: \$800 from GL63120-Lightbulbs. **As amended, passed 8-0-1.** (Abstain: LF). *Action Item SG/NM.*

N. Resolution 16-83. Disband Transition Committee.

LF moved to disband the transition committee. SG will meet regularly with the board president and treasurer as well as directors assisting in vendor oversight. SG is free to consult with directors as she needs to. SG will update the board monthly on transition and personnel issues. EM seconded. After discussion including access to SG and the role of the committee, **passed 5-3-1.** (Yea: JA,LF,JK,BG,CJ; Nay: SH,NM,EM; Abstain:AMcG).

O. Resolution 16-82. Annual Meeting Incentive.

NM introduced the topic of low attendance to the annual meeting and moved the board approve that the VGOA move the location of the annual owner’s meeting from the school, back into the community room, and that the money saved from the rental be used to hire a shredding company that will come and shred documents for our homeowners for 4 hours at the clubhouse at the time of the annual meeting. BG seconded. Discussion included room capacity of the clubhouse, alternative incentives and advertising the meeting itself versus achieving a quorum. NM amended the resolution to replace with it with a request for \$800 added to the budget for the annual meeting (GL61005- Association Meetings) and an executive committee (NM, EM, AMcG) to compile ideas on how to encourage owner engagement. **As amended, passed 8-1.** *Action Item NM/EM/AMcG.*

P. Resolution 16-84. Additional Board Meeting.

NM moved the board of directors starts meetings at 6.30pm rather than 7pm and that the meeting end at 9pm. An additional meeting would take place on the Saturday following the board meeting from 9-10.30am, or some other time, so that all unfinished business be taken care of. AMcG seconded. After discussion including block voting, reasons items go over and the ability of the secretary to reject resolutions that are not clearly stated, and a once around policy, the item was **tabled**.

5. DESIGN REVIEW RECOMMENDATIONS

A. 5594. Wallenstein/Dorn. 4 Applications: Replace Historic Cabinets; Replace Kitchen Counter; Remove Wall; and Upgrade Electrical. Applications were reviewed and considered as a group. DRC recommended approval of all requests. JA moved to approve all requests, LF seconded. After discussion and questions to the homeowner present, amended to approve and send to the Office of Historic Resources for review, and to strike from each of the DRC cover sheets the line regarding a DRC opinion on the HSR position on interior spaces. **As amended, passed 7-2.** (BG,NM). *Action Item JA.*

B. 5285. Deu. Ex Post Facto Wall Removal and New Cabinets Approval. Mr. Deu was present for questions and additional information. DRC voted in favor to approve. NM moved to approve the request for wall removal approval and cabinet replacement with plain white cabinets, with pulling of permits, LF seconded. **Passed 9-0.**

C. 5420 Wilshire Investment Group. Replace Historic Cabinets.

D. 5420 Wilshire Investment Group. Replace Tiles in Bathroom. C and D considered together. DRC voted in favor of approval of the requests. JK moved to approve the requests, NM seconded and amended to include pulling of permits as required. **As amended, passed 9-0.**

E. 5407. Tankless Water Heater. DRC voted to approve request. SH moved to approve the request, JK seconded. Amended to require permits. **As amended, passed 9-0.**

6. CORRESPONDENCE – BOARD ACTION REQUESTED

A. Clubhouse Usage Request. CJ moved to approve request for Oasis Pacific Region to have a board meeting at the Clubhouse on October 14, 2016 from 9am to 12pm. NM seconded. **Passed 9-0.**

7. FINANCIAL REPORTS

A. Financial Statements - Reviewed and noted.

B. Treasurer's Report - Reviewed and noted.

C. Variance Report - Reviewed and noted.

SG/SH will send updated financials to the directors reflecting an error in work order revenue that has been corrected by Ross Morgan.

SG/MB clarified they are currently planning for concrete repairs.

8. MANAGER'S REPORT

Reviewed and discussed.

Noted that SG has selected a water rights attorney. Directors have two weeks to submit questions to BG/EM in order for them to draft a letter to the attorney. *Action Item BG/EM/SG/all directors.*

9. COMMITTEE REPORTS

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

Budget and Finance; Court Council; Landscape; Safety; Tree; Community Outreach.
Noted: change court council minutes that K. Martin is rep for Court 13. *Action Item AMcG.*

10. OPERATIONAL REPORTS

The following reports were received and noted:

Arborist Report; Preventative Maintenance Calendar; Parking Enforcement Summary; Garage Rental Report; Work Order Summary; Escort and Patrol Reports

11. INFORMATION ITEMS

A. New Washers and Driers. Noted.

12. MEETING ADJOURNED TO EXECUTIVE SESSION at 10.26pm.

During executive session on August 23, 2016, the board considered one violation fine appeal, deliberated personnel matters, litigation, matters relating to violations, legal issues, payment of assessments and a reasonable accommodation request. It began a 6-month review of delinquencies and initiated further action as appropriate.

The next open session regular meeting is scheduled for October 25, 2016 at 7pm.

Respectfully submitted,

Claire Joyce, Secretary