

The Village Green Owners Association
Regular Open Board of Directors Meeting Minutes
5300 Rodeo Road, Clubhouse

Tuesday, January 22, 2019

DIRECTORS PRESENT: Jerri Allyn (JA), Diann Dumas (DD), Haleh Shoa (HS), Reuben Ginsburg (RG), Daniel Milner (DM), Steve Haggerty (SH), Cynthia Singleton (CS)

Absent: Cole Garrison (CG)

Late Arrival: Joseph Khoury (JK)

OFFICE MANAGEMENT PRESENT: Sherri Giles (SG), Martin Breit (MB)

1. HOMEOWNER COMMENTS:
2. CALL TO ORDER FOR OPEN SESSION by JA at 7:05pm
3. ADOPTION OF AGENDA: The purpose of the agenda is to conduct regular association business. JA move to approve the agenda. CS seconded. Passed 7-0
4. BUSINESS
 - 4.1. Approval of Minutes. Tabled as director comments were not recorded.
 - 4.2. Lien 5025- 007-049: Motion to approve the delinquent assessments. RG read into minutes. JA seconded. Passed 6-0-1 CS Abstained
 - 4.3. **Resolution 19-02 Garage Restoration/Structural Pest Control.** Treat termite infestations in all Garages in Courts 16, EC & WC using the Fumigation Tarp and Spot Treatment methods at a cost of \$7,075. GL32220 Termite Control. JA moved. SH seconded. Passed 7-0
 - 4.4. **Resolution 19-03 Garage Restoration/Carpentry.** Perform carpentry repairs to all Garage Structures in Courts East Circle, West Circle and Court 16 at a cost of 1,854.52. Budget Code 32150 Major Garage Parts. JA moved. SH seconded. Passed 7-0
 - 4.5. **Resolution 19-04 Painting Exterior Garages.** Paint the exterior of garage buildings on the property as listed therein, at a total cost of \$26,740.00, to be charged to GL 32175 Painting, Exterior Garage (\$26,740.00). JA moved. SH seconded. Passed 7-0
 - 4.6. **Resolution 19-05 Groundwater Monitoring Program.** Conduct a groundwater-monitoring program for the Association's existing onsite irrigation supply water well. GL64230 Well Maintenance Monitoring Program. Not to exceed \$5660. JA Moved. SH seconded. Passed 7-0
 - 4.7. **Resolution 19-06 Draft Agenda for Annual Meeting.** Changing the structure from providing reports to the audience, to encouraging them to ask questions. (20) hard copies will be provided at the annual meeting.
 - 4.8. **Discussion Item Reserve Budget proposed on Tuesday night, 1/29/2019.** JA moved. HS seconded. Passed 7-0

- 4.9. Resolution 19-07 Arborist Review of Phase 2 Shade Tree Project.** Phase 2 of the Shade Tree Project will re-green and provide heat relief to courts 7-12. The Tree Committee requests Cy Carlberg review, advise, and approve the placement and species selection of the Phase 2 Shade Tree Project to ensure consistency with historic plans and successful long-term plantings. The mapping process will include a walk through by our maintenance/facilities staff to avoid conflicts with infrastructure. Code 64035 - Consulting Arborist-Trees. \$1000 SH moved. JA seconded. 6-0 DM stepped out.
- 4.10. Resolution 19-08 Pet Task Force Report Available on VGOA Website.** JA moved. DD seconded. Passed 6-1
- 4.11. Resolution 19-09 New Garage Lighting.** Maintenance staff to put new garage lighting on the south side of garage court 5. Code 63050 Electrical Maintenance. RG moved. JA seconded. Martin proposed that we need to changed the fixture in all the garage areas. Passed 7-0
- 4.12. Memo to review Q4 financials in the directors' room.** Discussed
- 4.13. Resolution 19-10 Earthquake Survey Poll.** Conducting a poll/survey on educating members, as well as polling to understand how they would like to board to move forward with purchasing earthquake insurance. HS moved. DM seconded. Tabled for further notation of the survey.
- 4.14. Resolution 19-11 Flood Insurance.** FEMA has changed their flood map and it has affected several buildings on our property. RG moves to send out attorneys the owner's correspondence and ask them what the policy would cover. JA seconded. Passed 7-0
- 4.15. Resolution 19-12 Anti-Smoking Amendment to Handbook.** Revise handbook to disallow smoking inside of units. HS moved. DD seconded. Passed 6-2

5. DESIGN REVIEW RECOMMENDATIONS:

- 5.1. **5592 Leake** – Downstairs Bathroom remodel. Need to provide contractor certificate of liability insurance. Move to executive.
- 5.2. **5255 Curls** – Bathroom floor tile replacement. JK moved. HS seconded. Passed 8-0

6. CORRESPONDENCE – BOARD ACTION REQUESTED

- 6.1. Water leak issue from a neighbor's furnace
- 6.2. Plumbers entering patio without notification; owner misunderstanding patio rights. SH moves to have a letter to send to this owner. JA seconded. 8-0
- 6.3. Request for bouncy house in Court 1. Passed 7-0-1 JK abstained
- 6.4. Conveying strong support for earthquake insurance
- 6.5. FEMA new flood maps affecting owners' mortgage

7. FINANCIAL REPORTS – None. It will arrive on 12/13.

8. MANAGER'S REPORT

- 8.1. Power washing and prep work on building 95 began on January 2, 2019. The painting contractor was on schedule to complete the work by January 17th, but the rains have delayed completion. This is the last of ten buildings that were approved for repainting in 2018.

- 8.2. The carpentry repairs have been completed on building 95. Same as above.
- 8.3. Residential Insulation Project: Building 95 is complete. Same as above.
- 8.4. Electronic Work Order System: The residents in Courts 2 & 3 have received their log on credentials. The residents in Courts 4 & 5 were notified of the roll out and asked to opt in by providing updated contact information. Management will send out their log on credentials and continue with on-boarding the remaining courts systematically in numerical sequence.
- 8.5. Electric Grid Survey in Progress: Management was given a new lead to a prospective engineering firm to bid on the electrical grid survey. Management will be meeting with Aravind Batra of PS2 during the week of January 28th and anticipate another proposal for the electrical grid survey
- 8.6. **Irrigation RFP Process:** The proposals that were received in response to the RFP for Irrigation Design have been forwarded to David Larkins for his review. Management, Director Cole Garrison and Mr. Larkins will meet on January 29th to discuss the next steps in the process. Martin reported that we are no longer beholden to the ground water sustainability act.
- 8.7. **Landscape RFP Process:** The proposal that was received in response to the RFP for Landscape Design has been forwarded to David Larkins for his review. Management, Director Garrison and Mr. Larkins will be meeting on January 29th to discuss the next steps in the process.
- 8.8. **Concrete Repairs:** The concrete repairs to sidewalks and walkways throughout the Green commenced last month. The completion of that work has been preempted by the rainy weather. The contractor will resume work once the weather improves.

9. **PRESIDENT'S REPORT.**

- 10. **COMMITTEE REPORTS** – Directors have all reviewed the committee reports
 - 10.1. Budget & Finance Committee: TBD, Chair; Daniel Millner, Liaison.
 - 10.2. Communications: Colombene (Bene) Gorton, Chair; Lucy Fried, Secretary; Diann Dumas, Liaison. December Meeting Notes enclosed.
 - 10.3. Court Council, Nat Hutton: Chair; Regina Bryant, Co-chair; Kate Martin, Secretary; Cynthia Singleton, Liaison.
 - 10.4. Cultural Affairs Committee: Allison Grover-Khoury, Chair, Liaison Joe Khoury.
 - 10.5. Design Review Committee: Rotating Chair, Liaison Haleh Shoa. Susan DiGiulio January Meeting Notes enclosed.
 - 10.6. Landscape Committee: Chris Scornaienchi and Jeff Clark, Co-chairs; Lisa Jeffrey, Secretary; Cole Garrison, Liaison
 - 10.7. Safety Committee: Cynthia Cyrus, Chair; Ben Ginsburg, Liaison. December & January Meeting Notes enclosed.
 - 10.8. Tree Committee: Jeff Clark and Jeffrey Mintz, Co-chairs; Steve Haggerty, Liaison. October Meeting Notes enclosed.
 - 10.9. Ad Hoc Community Relations: Nat Hutton; Liaison Cynthia Singleton
 - 10.10. Community report included from Cynthia Singleton
 - 10.11. Pet Task Force

11. OPERATION REPORTS – reviewed and discussed

- 11.1. Preventive Maintenance Calendar
- 11.2. Parking Enforcement
- 11.3. Monthly Status report
- 11.4. Work Order Summary
- 11.5. Landscape Maintenance Report
- 11.6. WASH Revenue History Summary
- 11.7. Escort and Patrol Reports

12. Information Items: **NEW LAWS as of 1/1/19**

12.1. Association Finances (AB 2912 -Irwin). This bill is intended to require boards of directors to provide greater oversight of the finances of their associations in an effort to better protect against fraudulent activity (e.g., embezzlement and other money mismanagement). To help guard against potential losses, this new law implements a three-pronged approach:

12.1.1. Limits on transfers by Managers

12.1.2. Monthly instead of quarterly reviews of financials. SH wants to create a form to present to the board.

12.1.3. Fidelity bond insurance

12.1.4. Board to approve Sherri, SH to work with Ross Morgan to compose letter of approval to transfer more than \$10,000. SH moved. JA seconded. 8-0

12.2. **New Law: Individual Notice and Adoption of Rules (SB 261 -Roth).** This bill makes minor changes to two areas of homeowner association law: 1) Individual Notice. In some instances associations must deliver, or may deliver, a document to an owner via "individual notice" or "individual delivery" which is notice by first-class mail or overnight delivery by an express service carrier, and, with an owner's consent via email, facsimile, or other electronic means. Under existing law, the consent to receive documents via electronic delivery must be delivered in writing. Under the new law, such consent (or the revocation of such consent) may be delivered in writing or by email. 2) Adoption of rules cut from 30 days to 28 days

12.3. Electric Vehicle Charging Stations (SB 1016 -Allen). Bill removes requirements of \$1mm liability, and instead owner must maintain liability coverage and provide proof to HOA. Also, owners are responsible for the cost of installation.

ADJOURNMENT TO EXECUTIVE SESSION at 9:11pm.

Haleh Shoa