

The Village Green Owners Association
Regular Open Board of Directors Meeting Minutes
5300 Rodeo Road, Clubhouse
Tuesday, March 26, 19, 2019

DIRECTORS PRESENT: Jerri Allyn (JA), Claire Knowlton (CK), Chris Scornaienchi (CS2), Daniel Milner (DM), Steve Haggerty (SH), Cynthia Singleton (CS1), Cole Garrison (CG)

Absent: Haleh Shoa (HS)

Late Arrival: Joseph Khoury (JK)

OFFICE MANAGEMENT PRESENT: Sherri Giles (SG)

1. HOMEOWNER COMMENTS:

- A. (we generally use first name or unit addresses) Karen Bragg – In favor of acoustic testing for units. Has worked with company to devise plan that would address the varying conditions within units. (e.g., carpeted, tiled floors and other combinations thereof.) Should motion pass to move to bid stage, Ms. Bragg has volunteered to act as single point of contact for the vendor selected.
- B. Susan DiGuillio – Here to support current Request for Proposal (RFP) addressing electrical upgrades. In favor of a survey which would address what is needed to support electrical vehicle charging (EV) and installation of solar panels. Wants to align concerns about the RFP made by the DRC Committee, the existing RFP, and the future needs of the Village Green. Feels proposal presented must address both current and future needs of the residents.
- C. Nat Hutton – With respect to the Electrical RFP, the DRC is in the process of making recommendations for improvements, wants RFP to cover both current and future needs for the Village Green. offers his time to help
- D. Jay Calhoun – as a participant on multiple Committees, requested clarification regarding voting privileges and receiving an updated organizational chart. He was told that voting procedures are outlined in the Village Green Handbook and that Liaisons do not vote. The board will coordinate the dissemination of updated organizational hierarchy information.

2. CALL TO ORDER FOR OPEN SESSION by JA at 07:13 PM

3. ADOPTION OF AGENDA: The purpose of the agenda is to conduct regular association business. JA moves to approve the agenda. (JK) seconded. Eight directors present.

4. BUSINESS

- A. Approval of Minutes. (JA) Moved to approve the minutes, (SH) seconded the motion. Motion passed.
- B. Lien - none
- C. Resolution 19-27 –Allow Ross Morgan to pay our two major utility bills (LA DWP-water-sewer-electric; The Gas Company) to comply with new (2019) state law AB 2912
(JA) Moved, (SH) Seconded. Passed 8-0
- D. Resolution 19-28 In-garage EV charging unit. It is critical for DWP to understand our total electrical power requirements now without having to come back later with an additional requirement. The amended scope of work will include modifications for solar power technology. Estimate cost \$10-15,000 - 32063 - Electric Infrastructure Upgrade
(JA) Moved, (SH) Seconded. Passed 8-0

E. **Discussion Item: Flood-zone Remapping Update** – Phase 1 is to complete field surveys to make an initial determination of the potential for flooding. If DEA's review of the survey appears promising to convince FEMA to removing the flooding designation, then the Phase 2 scope is to complete the necessary forms and processing with FEMA. Cost of Phase 1 is \$4200; phase 2 is \$2700. Board instructed Ms. Giles to have our attorneys review the contract before next board meeting.

F. **Discussion: Flood Zone Insurance** – Ms. Giles provided an update on the number of units requesting reimbursement for flood insurance. One additional unit has come forward to request reimbursement. Board voted to reimburse the unit for flood insurance costs for flood insurance costs.

(SH) Moved, (JA) Seconded. Passed 7-0; (JK) Abstained

G. **Resolution 19-29 Design of New Replacement Irrigation System** - Three proposals were received. The committee interviewed the two companies providing the lowest bids, with Atomic Irrigation receiving unanimous support. (CG) will confirm the delivery of the documentation provided by Atomic Irrigation. Per the board, deliverables documentation should be in the form of .cad (AutoCAD files) or other industry-standard CAD formats for record retention. (CG) will seek clarification of the "15 Sheets" deliverable. The board approved moving forward with Atomic Irrigation at a proposed cost \$38000 G/L code 32110-Irrigation

(JA) Moved, (SH) Seconded. Passed 8-0

H. **Resolution 19-30 Master Earthquake Policy Survey Resolution** - The enclosed survey is intended to go out to the community to receive information on whether they support or not support the board of purchasing earthquake insurance. Board supported distribution, with additional language clarification and addition of a table showing financial implications of earthquake scenarios.

(JA) Moved, (CS2) Seconded. Passed 8-0

I. **Resolution 19-31 Conflict Resolution Workshop with Aspire Group.** In the last 18 months, the Board directed the VG attorney to deliver (6) cease & desist letters to owners who have been overly aggressive in their verbal communication, or have threatened our staff with physical violence, creating a hostile work environment (at times), and a liability risk for TVGOA. Board agreed to find suitable time to participate in this workshop. - \$1000 Code: Association Memberships 61015

(JA) Moved, (CS2) Seconded. Passed 8-0

J. **Resolution 19-32 DRC to obtain bids for Clubhouse Bathroom Remodel** – Since office staff is busy with regular business, DRC can obtain bids from contractors. Board retains authority to approving any contracts.

(SH) Moved, (JA) Seconded. Passed 8-0

K. **Resolution 19-33 DRC to proceed with Clubhouse Renovation Master Plan** – Now that bathroom plan is done, DRC would like to coordinate with office management on starting the design for the rest of the clubhouse.

(JA) Moved, (SH) Seconded. Passed 8-0

L. **Resolution 19-34 Question for VG Arborist** – Asks arborist to opine on pruning of olive trees and other items in the arborist's monthly report.

(JA) Moved, (SH) Seconded. Passed 8-0

M. **Resolution 19-35 VGOA to Hire Veneklasen - Acoustical Engineer Sound Testing of vertically adjacent units.** Professional sound testing will help the Board understand the existing condition, as well as receive professional recommendations for how to make improvements. This will help set expectations and provide a framework for the Board and owners understand the cost and benefit of various acoustic treatments. Testing (Phase 1) is \$2500. Recommendation (Phase 2) is \$1500. Initial cost \$4000. Phase 3 is to review upgrade plans for each unit on an hourly basis. Code 32000 General Reserves. *[Note: Karen Bragg, Architect, approved as contact Is this needed?*

(SH) Moved, (JA) Seconded. Passed 8-0

N. **Discussion Enforcement Hearing Materials.** Management to provide digital copies of backup for enforcement committee reviews, when members volunteer to bring a laptop. Otherwise, Management will provide paper notebook backup.

(JA) Moved, (SH) Seconded. Passed 8-0

O. Discussion: **Opportunity to Strengthen Community Relations.**

(JA) Moved, (SH) Seconded. (DM) Abstained Passed 7-0

Discussion

This was a discussion on the possible use of “lessons learned”

Does the Board want to develop some “lessons learned” and use these as best-practices for initiatives including earthquake insurance, sound mitigation, changes to special assessment, electrical upgrades, all of which are in the immediate and near future.

(JA) offered that to improve relations within the community, one option might be to modify the meeting format, that is instead of Home Owner Comments, the first hour could be for discussion among owners and Board, when it is necessary to have discussion. Additional discussions and community outreach will continue after the conflict resolution seminar.

5. DESIGN REVIEW RECOMMENDATIONS: NONE

6. CORRESPONDENCE – BOARD ACTION REQUESTED

a. Owner submitting photos of cracked wall to determine whose responsibility it is to fix.

Our Maintenance Supervisor’s opinion is the cracking in the plaster is a severe case, that is an atypical occurrence, but in his professional opinion that the cracks are not a direct result of the building settling. It was suggested the board establish a policy to address severe cases, that would provide a framework for instances where situations like this occur. It was agreed that our maintenance supervisor revisit the units affected and provide a follow-up report to be given to the homeowner.

b. The board agreed to approve an owner’s request to hold a children’s clothing exchange on west green on 4/6

(JA) Moved, (SH) Seconded. Passed 8-0

7. FINANCIAL REPORTS:

a. Financial Statements. Discussed.

b. Treasurers Report. Discussed. CK reviewed the new views and will be updating as she obtains more data.

c. Variance Report. Discussed.

8. MANAGER'S REPORT

- a. 2019 Audit Report will be presented in April meeting
- b. Residential Re-Piping project to commence mid-Summer
- c. Residential Painting to commence end of April
- d. Residential Insulation projects to commence in April
- e. Online Work Order continues all the up to court 15
- f. Escort callbox to be activated in the next 2 weeks
- g. DWP bills have been compiled and will be provided on 3/25 to be forwarded to Sunworks

9. COMMITTEE REPORTS – Directors have all reviewed the committee reports. **CK moves to approve all proposed officers. JK seconded. Passed 9-0.** Nat Hutton asked for a strategic plan as well as a staff org chart.

- a. Budget & Finance Committee NEW: Michael Schiavoni, Chair; Claire Knowlton, Liaison. Nothing submitted.
- b. Communications: Colombene (Bene) Gorton, Chair; Lucy Fried, Editor; Daniel Millner, Liaison/Secretary. February 2019 Meeting Notes enclosed.
- c. Court Council NEW, Nat Hutton: Chair; Regina Bryant: Vice chair; Kate Martin: Secretary; Cynthia Singleton: Liaison. February 2019 minutes enclosed.
- d. Cultural Affairs Committee: Allison Grover-Khoury, Chair, Liaison Joe Khoury. February minutes enclosed.
- e. Design Review Committee: Wendell Conn: Chair, Susan DiGiulio: Secretary, Liaison: Haleh Shoa. March Meeting Notes enclosed. (board packet date- typo)
- f. Landscape Committee NEW: Lisa Jeffrey/Jay Calhoun: Co-chairs; Teresa Thompson, Secretary; Cole Garrison, Liaison. Nothing submitted.
- g. Safety Committee NEW: Cynthia Cyrus, Chair; John Howell, Secretary, Steve Haggerty, Liaison. March Meeting Notes enclosed.
- h. Tree Committee: No chair. Chris Scornaienchi, Liaison. Nothing submitted.
- i. Ad Hoc Community Relations: Nat Hutton; Liaison Cynthia Singleton

10. OPERATION REPORTS – reviewed and discussed

- a. Preventive Maintenance Calendar
- b. Parking Enforcement Report
- c. Monthly Status report
- d. Work Order Summary
- e. Landscape Maintenance Report
- f. WASH Revenue History Summary
- g. Escort and Patrol Reports
- h. Record Request Forms

ADJOURNMENT TO EXECUTIVE SESSION at 10:44 PM.

Haleh Shoa