

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

**Tuesday, November 12, 2019**

**DIRECTORS PRESENT:** Claire Knowlton (CK), Chris Scornaienchi (CS2), Joseph Khoury (JK), Cole Garrison (CG), Steve Haggerty (SH), Daniel Milner (DM), Cynthia Singleton (CS1)

**OFFICE MANAGEMENT PRESENT:** Sherri Giles (SG)

1. HOMEOWNER COMMENTS:
  - 1.1. 5115.5 Anita Emery. Has middle unit and sidewalk is sinking toward the neighbor's unit. Sidewalk is sinking before the step. There have been several work orders, May & October to fix the patio sinking. SG mentioned that we are waiting for the concrete contractor's proposal
  - 1.2. 5532 Jay Calhoun. We have pitched tent mobile homes on Hauser. We need to address this asap. CS1 & CK mentioned an organization named LASA, who try to help homelessness. Owner to mention concern about this happening across a school.
2. CALL TO ORDER FOR OPEN SESSION by JK at 7:13 pm
3. CONSENT AGENDA:
  - 3.1. June & October Minutes; Pedestrian Safety; DRC applications
  - 3.2. The purpose of the agenda is to conduct regular association business. SH moves to approve the agenda. CS2 seconded. 8-0.
4. BUSINESS
  - 4.1. Approval of October Minutes. JK moved. SH seconded. Passed Consent Approval.
  - 4.2. RESOLUTION 19-98 Election Rules Revision. There are new laws that become effective January 1, 2020, relating to the election of directors and the secret ballot voting process, which necessitate the amendment of the Association's existing election rules. The Board proposes adopting the enclosed rules in order to be in compliance with these new laws in advance of the next election. 66130- Management Fees \$1,600.00. Passed 8-0 as amended.
    - 4.2.1. Section 17.1 has a typo. Remove "in" from that section
    - 4.2.2. Section 17.3, A1. It's only an option not a requirement about a an owner being an owner for (1) year
    - 4.2.3. 17.6, B4. It references section 404 but it's referencing section civil code. Needs to be clarified
    - 4.2.4. 17.7, A. Pursuant to section 5 is from code as well
    - 4.2.5. 17.12, B. Is a duplicate of 17.7A and should be striked entirely

- 4.3. RESOLUTION 19-99 Community Room Ceiling lighting plan. Management to receive and review 3 competing bids for new lighting scheme at clubhouse community room. This will include pendent light fixtures and recess lights. Passed 8-0
  - 4.4. RESOLUTION 19-100 Forklift certification class for Facilities Engineer, Maintenance Supervisor and all maintenance staff. This will be hands-on training on the property. HS moved. SH seconded. budget: 61015 (Employee/ Board Education) \$605.
  - 4.5. RESOLUTION 19-101 Pedestrian Safety. Currently plants are interfering with walkways. For example, residents have been scratched by overhanging bougainvillea. The contract with Greencrew Landcare specifies that plants must be maintained so that walkways are clear. Passed Consent Approval.
  - 4.6. RESOLUTION 19-102. Trellis Illustration. Provide a simple approved trellis design solution that owners may implement without submitting design drawings for review and approval by the DRC. To provide the office with a simple solution to authorize owners to install an approved patio trellis. CG moved. HS seconded. Passed 8-0
  - 4.7. Reminder for all directors to reviewed sign an 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Bank Statement
5. DESIGN REVIEW RECOMMENDATIONS: All passed Consent Approval
    - 5.1. 5414.5 (2) bathroom remodels
    - 5.2. 5179 Bathtub replacement
    - 5.3. 5406 Partial Bathroom Remodel
6. CORRESPONDENCE - None
  7. FINANCIAL REPORT - None
  8. MANAGER'S REPORT - None
    - 8.1. The re-piping of Buildings 68, 75, 76, 77 and 78 has now been completed. The project now moves to Building 95 in EW Circle.
    - 8.2. Asbestos Abatement: As you know, building 95 was originally the VGOA clubhouse and, as such, has very different plumbing. When California Coast Re-Piping conducted their preliminary inspection they discovered asbestos. Vert Environmental tested and confirmed the presence of asbestos in the work area. Burns Environmental Services will perform the abatement work.
    - 8.3. Residential Building Painting: The painting of Buildings 6, 7, 13, 31, 52, 59 and 71 has now been completed. Building 74 will be completed on November 15. Two buildings remain; 81 and 87. The project is scheduled to conclude in mid-January of 2020.
    - 8.4. Residential Carpentry Repairs: The carpentry repairs are being completed as the painting is performed on each selected building. Carpentry repairs have concluded in Building 74.
    - 8.5. Residential Insulation Project: The painting of Buildings 6, 7, 13, 31, 52, 59, 71 and 74 has now been completed. The project runs concurrently with the residential building painting and residential carpentry repairs projects.
    - 8.6. Electrical Upgrade Phase 1: On October 28, 2019, an initial meeting to kick off Phase 1 of the Electrical Upgrade plan and to clarify its process, scope and timeline was held.

Those in attendance were: Kevin Fisberg (Hariton Engineering), Todd Schoenhouse (Hariton Engineering), John Epperly (S3 Builders), Karen Hwang (S3 Builders), Alfonso Casanova (Village Green), Sherri Giles (Village Green), Harold Graves (Village Green) and Steve Haggerty (Village Green). The meeting was held from 9:30am to 10:30am.

- 8.7. Olive Tree Replacement: The Olive tree that was erroneously removed from Court 2 last May has now been successfully replaced. The mature olive was delivered in a 48" box and planted by Four Seasons Landscape Service. Four Seasons paid for the tree and it's installation in an effort to correct the misstep they made last spring.
- 8.8. Annual Garage Inspections: The first round of garage inspections was completed on October 11<sup>th</sup>. The second round of inspections (for first-round inaccessible) will commence in mid-November.
- 8.9. Garage Restoration: Garage restoration efforts (painting, carpentry repairs and fumigation) in Courts WC, EC & 16 are being implemented successfully.
- 8.10. Patio Lock Project: An effort is underway to bring all patio locks into the Master Key system. We started by notifying owners in Courts 1 and 2 and have modest cooperation. After a second wave of contacts in Courts 1 and 2, we will move on to Courts 3 and 4.

**9. COMMITTEE REPORTS – None**

- 9.1. Budget & Finance Committee NEW: Michael Schiavoni, Chair; Claire Knowlton, Liaison.
- 9.2. Communications: Colombene (Bene) Gorton, Chair; Lucy Fried, Editor; Daniel Millner, Liaison/Secretary.
- 9.3. Court Council NEW, Nat Hutton: Chair; Regina Bryant: Vice chair; Kate Martin: Secretary; Cynthia Singleton: Liaison. September Meeting Enclosed.
- 9.4. Cultural Affairs Committee: Allison Grover-Khoury, Chair, Liaison Joe Khoury.
- 9.5. Design Review Committee: Wendell Conn: Chair, Susan DiGiulio: Secretary, Liaison: Haleh Shoa.
- 9.6. Landscape: Lisa Jeffrey/Jay Calhoun: Co-chairs; Teresa Thompson, Secretary; Cole Garrison, Landscape Liaison.
- 9.7. Tree Committee: Chris Scornaienchi, Tree Liaison. Chair: Laura Civielo
- 9.8. Safety Committee: Cynthia Cyrus, Chair; John Howell, Secretary, Steve Haggerty, Liaison.
- 9.9. Ad Hoc Community Relations: Nat Hutton; Liaison Cynthia Singleton.

**10. OPERATION REPORTS – reviewed and discussed**

- 10.1. Report from Carol Borstein. Recommendations for courts 9, 10, 11, 12 & 13
- 10.2. Preventive Maintenance Calendar
- 10.3. Work Order Summary Landscape Maintenance Report
- 10.4. Landscape Maintenance Report
- 10.5. WASH Revenue History Summary
- 10.6. Escort and Patrol Reports

**ADJOURNMENT TO EXECUTIVE SESSION at 8:00pm.**

*Haleh Shoa*