

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

**Tuesday, December 10, 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. Vendor Presentations
  - 1.1. Scott Litman presenting new insurance costs
  - 1.2. Melinda Taylor presenting new landscape design for the Village
2. HOMEOWNER COMMENTS:
  - 2.1. 5417-1/2 Lucy Fried – Suggests the board actively encouraging director candidates to be well prepared by attending meetings, reading governing documents and are familiar with budgeting
  - 2.2. 5392 Jordan Moore – Use of clubhouse to promote city council candidacy in the Clubhouse
  - 2.3. 5250 Laura Civiello – Wants us to consider her resolution of installing air quality monitoring device. This will be managed by the landscape and tree committees.
3. CALL TO ORDER FOR OPEN SESSION by JK at 8:18 pm
4. CONSENT AGENDA:
  - 4.1. November Minutes; Election Rules; Patio Concrete Repairs; DRC applications.
  - 4.2. The purpose of the agenda is to conduct regular association business. SH moves to approve the agenda as amended. CK seconded. Passed 9-0.
5. BUSINESS
  - 5.1. Approval of November Minutes. Approved via consent agenda.
  - 5.2. RESOLUTION 19-103 VG Handbook Rules Revision – Due to new laws effective January 1, 2020, relating to the election of directors and the secret ballot voting process, that necessitate the amendment of the Association's existing election rules. The Association must adopt new rules in order to be in compliance with these new laws in advance of the next election. Code 61250 – Postage. \$315 Passed via consent approval. Potential voting dates 3/28, 4/4, 4/18 & 4/25
  - 5.3. Resolution 19-104 Insurance policy and coverage. Due to the amounts of insurance claims, we have had to change carriers and potentially pay \$17k more. JK moves to amend with bare wall policy and to lower our umbrella policy from \$15mm to \$10mm coverage. Passed 8-0

- 5.4. Resolution 19-105 Cement repairs to various patios and garages. \$24,350 Budget Code 63030 (Concrete Repairs) and 63031 (Concrete Repairs - Exclusive Use) Passed via consent approval
  - 5.5. Resolution 19-106 Tree pruning - Per Melinda Taylor's approved scope of services, she has consulted with an outside pruning company to provide an informal outside assessment of tree safety and aesthetics, and to provide a general understanding of cost of any pruning recommended by tree pruning company or arborist. \$19,300 budget code 64200. CG moves. CS2 seconded. Passed 8-0
  - 5.6. Resolution 19-107 Air Quality Device Installation. In order to help residents understand their risks, the Landscape committee recommends installing a PurpleAir PA-II air quality monitoring device outside, in the Clubhouse patio to provide air quality readings specific to the Village Green. \$300 Budget code 62615 Tree Committee. CG moved. SH seconded. Passed 8-0
  - 5.7. Resolution 19-108 Annual Donation to support CAI-CLAC. Community Associations Institute (CAI) is the leading advocate for common-interest communities before state and federal legislative and regulatory bodies and funded solely through contributions from CAI members and fundraising efforts by CAI chapters in California. \$629 Budget Code 61015 - Employee / Board Education. Passed 8-0
  - 5.8. Discussion – Process to handle unauthorized unit modifications. When an unauthorized modification happens, the process is to provide a cease and desist letter; gets invited to attend enforcement hearing and then go through the proper process. Discussed
  - 5.9. 3<sup>rd</sup> Quarter Bank Statements need to be reviewed by all directors and confirmed with signature
6. DESIGN REVIEW RECOMMENDATIONS: All passed Consent Approval
    - 6.1. 5310 kitchen remodel
    - 6.2. 5311 Bathroom remodel
    - 6.3. 5311 Kitchen remodel
    - 6.4. 5311 Washer/Dryer Installation
    - 6.5. 5307 Wood parquet flooring replacement
7. CORRESPONDENCE
    - 7.1. Clubhouse Reservation for 1/5/20 & 1/26/20.
    - 7.2. Suggestions regarding preparation for perspective board candidates
8. FINANCIAL REPORT - Discussed
9. MANAGER'S REPORT - None
    - 9.1. Re-piping: We expect Building 95 to be completed by Friday, December 13,
    - 9.2. Residential Building Painting: Two buildings remain; 81 and 87. The project is scheduled to conclude in mid-January of 2020. Building 81 is underway with a completion date of December 13, 2019. The project then moves to the 10th and final building (building 87) and is scheduled to conclude in mid-January of 2020 (10 buildings total).

- 9.3. Residential Carpentry Repairs: The carpentry repairs are being completed as the painting is performed on each selected building. Carpentry repairs have concluded in Building 81.
- 9.4. Residential Insulation Project: The painting of Buildings 6, 7, 13, 31, 52, 59, 71, 74 & 81 has now been completed. The project runs concurrently with the residential building painting and residential carpentry repairs projects.
- 9.5. Electrical Upgrade Phase 1: On Monday, December 9, 2019, VG Management and Hariton Engineering will begin preliminary investigations to determine existing electrical conditions. The team will endeavor to inspect all electrical meters located on patios throughout the property. This effort is part of Phase 1 of the Electrical Services Upgrade project. These inspections will continue throughout the month and into February 2020.
- 9.6. 2020 Reserve Study has been completed and ready for review
- 9.7. Annual Roof Cleaning. This project started today and will conclude on Saturday, December 14, 2019. By the end of the project the roofs of all buildings, including all residences, garages, maintenance shops and the office/clubhouse will be thoroughly cleaned with debris removed.
- 9.8. DRC Consultant Billing has been billed back to owners in the amount of \$2960.
- 9.9. Percolation Test in corner of Coliseum and Hauser. The tests will conclude this week with results going to Melinda Taylor & Associates so that they may move forward with landscape design project.
- 9.10. Clubhouse Annual floor and carpet cleaning is complete

**10. COMMITTEE REPORTS – None**

- 10.1. Budget & Finance Committee NEW: Michael Schiavoni, Chair; Claire Knowlton, Liaison. October minutes enclosed
- 10.2. Communications: Colombene (Bene) Gorton, Chair; Lucy Fried, Editor; Daniel Millner, Liaison/Secretary. October minutes enclosed
- 10.3. Court Council NEW, Nat Hutton: Chair; Regina Bryant: Vice chair; Kate Martin: Secretary; Cynthia Singleton: Liaison. September Meeting Enclosed.
- 10.4. Cultural Affairs Committee: Allison Grover-Khoury, Chair, Liaison Joe Khoury.
- 10.5. Design Review Committee: Wendell Conn: Chair, Susan DiGiulio: Secretary, Liaison: Haleh Shoa. October & November minutes enclosed
- 10.6. Landscape: Lisa Jeffrey/Jay Calhoun: Co-chairs; Teresa Thompson, Secretary; Cole Garrison, Landscape Liaison. November minutes enclosed
- 10.7. Tree Committee: Chris Scornaienchi, Tree Liaison. Chair: Laura Civielo
- 10.8. Safety Committee: Cynthia Cyrus, Chair; John Howell, Secretary, Steve Haggerty, Liaison.
- 10.9. Ad Hoc Community Relations: Nat Hutton; Liaison Cynthia Singleton.

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

- 11.1. Preventive Maintenance Calendar
- 11.2. Parking enforcement report
- 11.3. Work Order Summary Landscape Maintenance Report

- 11.4. Landscape Maintenance Report
- 11.5. WASH Revenue History Summary
- 11.6. Escort and Patrol Reports

**ADJOURNMENT TO EXECUTIVE SESSION at 9:43pm.**

*Halsh Shoa*