

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

Tuesday, March 24, 2020

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), Alfonso Casanova (AC)

1. HOMEOWNER COMMENTS:
 - 1.1. 5255 Curls – confirming her unit is on the agenda
 - 1.2. 5235.5 Alfreda Masters – Consider having padded chairs in community room
2. CALL TO ORDER FOR OPEN SESSION by JK at 7:07 pm
3. CONSENT AGENDA: Passed 8-0
 - 3.1. Approval of Regular Open Meeting Minutes, February 28, 2020.
 - 3.2. Resolution 20-20 - 5025- 011-045
 - 3.3. Resolution 20-22: Cement Grinder
 - 3.4. Resolution 20-26: Adopt New Methodology for Estimating Allowance for Doubtful Accounts
 - 3.5. Resolution 20-29 Eliminate Proposed Handbook Change Section 9.7(E)
 - 3.6. DRC Resolutions
4. BUSINESS
 - 4.1. Approval of Regular Open Meeting Minutes, January 28, 2020. Approved via consent agenda. Passed by consent agenda.
 - 4.2. Lien(s) - Passed by consent agenda.
 - 4.2.1. Resolution 20-20 - 5025- 011-045
 - 4.3. Resolution 20-21: Purchase of electric cart. (2) used electrical carts for Village Green for a total of \$9,832.50, to be charged to GL 32235 Utility Carts – Replace. Passed 8-0
 - 4.4. Resolution 20-22: Cement Grinder to be utilized for the increased safety and beauty of the property, at a total cost of \$1,699 to be charged to GL 32145-Maintenance Tools. Passed by consent agenda.
 - 4.5. Resolution 20-23: Nesting Bird Surveys by an Avian Biologist. Hire CJ Biomonitoring to provide an avian biologist, to conduct monthly nesting bird surveys for five months, to be utilized in consulting on proper tree-care protocols during bird nesting seasons, at a total cost of \$3,000, to be charged to GL 64200 - Tree Care. JK moved to Deny. 8-0
 - 4.6. Resolution 20-24: 2020 Shot Hole Borer Treatment for Sycamore Trees. Inspection and treatment of our sycamore trees for Polyphagous Shot Hole Borer, to be utilized for the increased safety and beauty of the property, at a total cost of \$7,590 to be charged to GL 64200 - Tree Care. ON HOLD.

- 4.7. Resolution 20-25: CLUBHOUSE REMODEL PHASE 1: Lighting/Electrical Upgrade Main Hall to include: Upgrading the electrical wiring and infrastructure of the clubhouse, including providing new switches and outlets; Purchase and install lighting as per the lighting plan enclosed; Assess the ceiling to determine if the "popcorn" ceiling is asbestos and if it is, remove all of it prior to start of work; Paint the entire room upon completion; We will not be updating the flooring until other phases of the project have been designed and approved. \$29,650 to 32060 Electrical Wiring, Interior (\$75,000 budgeted for this grouping of reserve accounts. \$8,800 has been spent) \$3,500 to 63153 -Painting Miscellaneous (budget \$7,000, \$6,370 remaining in the budget). HS moves. SH seconded. Passed 8-0
 - 4.8. Discussion – Annual Meeting. Considerations and hurdles with conducting remote annual board meeting. CS1 moves that we have a ZOOM meeting for “meet the candidates”. JK seconds. Passed 8-0
 - 4.9. Resolution 20-26: Adopt New Methodology for Estimating Allowance for Doubtful Accounts. Apply the following for the 2019 financial statement audit. Allowance is applied to balances over 120 days delinquent as follows: 100% allowance on garage fines; 5% allowance on assessments and special assessments; 50% allowance on all other. Passed by consent agenda.
 - 4.10. Resolution 20-27: Temporary Hiatus on Parking Fine until Coronavirus disruption has ended. MOVED to Executive.
 - 4.11. Discussion - Request to use Clubhouse on 4/19 for Village Green Sustainability & Community Group. Withdrawn.
 - 4.12. Resolution 20-28 Digital Communication for VGOA. Adopt a phased approach for digital delivery of communication to all residents and owners. DM moved. HS seconded. Passed 8-0
 - 4.13. Resolution 20-29 Eliminate Proposed Handbook Change Section 9.7(E): PATIOS. To remove the proposed trellis design from handbook. Failed. 2-4-2
 - 4.14. Resolution 20-06 – Bamboo resolution adoption. Passed by consent agenda.
 - 4.15. Response from WASH. Sherri will review our contractual
5. DESIGN REVIEW RECOMMENDATIONS: All passed Consent Approval
 - 5.1. 5238.5 Kitchen remodel
 - 5.2. 5525 Kitchen remodel
 - 5.3. 5134.5 Patio Pavers
 - 5.4. 5255 Bathroom
6. CORRESPONDENCE
 - 6.1. Correspondence re: open garage door violations and process. Change the notice so it's friendlier.
7. FINANCIAL REPORT – Discussed
 - 7.1. Financial Statements. No DRC income has been recorded.
 - 7.2. Treasurers Report - February
 - 7.3. Variance Report

8. MANAGER'S REPORT –

- 8.1. Residential Building Painting 2020: **Building 13 Interior Repairs and Repainting:** Repairs and repainting of the interior of Building 13 was approved by the Board and work began on March 9, 2020. There are six (6) units in building 13 slated for repair but (3) have requested postponement due to Coronavirus concerns.
- 8.2. Electrical Upgrade: On March 10, 2020 Management met with Karen Hwang of S3 Builders, Kevin Fishberg of Hariton Engineering and Director Steve Haggerty, to discuss the current status of the Electrical Upgrade Project and to plan for upcoming phases of the project.
- 8.3. Village Green Office Contingency Work Plan: A plan was developed by management staff offering graduating steps of staffing logistics should it become a necessary response to the Coronavirus. Recent government guidelines (Stay at Home) made it necessary to advance to the “work from home” phase. There are now systems for answering and transferring of phone calls remotely, handling emails, monitoring work orders, dispatching maintenance workers, generating reports, and writing proposals.
- 8.4. **The following items are approved and will be scheduled once “Stay at Home” restrictions are lifted.**
 - 8.4.1. Third Party Vendors. Greencrew Landscaping, Strategic Pest Control and Public Security have advised us that they will be on the job during this restrictive period. This could change as the government continues to monitor the coronavirus pandemic.
 - 8.4.2. Residential Building Painting 2020: The Facilities Engineer and Maintenance Supervisor have selected ten buildings for refurbishment this year. The buildings are 18, 27, 39, 43, 45, 49, 54, 54A, 78 and 85.
 - 8.4.3. Residential Carpentry Repairs 2020: Carpentry repairs are done in conjunction with the residential painting project listed above.
 - 8.4.4. Residential Building Insulation 2020: Building insulation is done in conjunction with the residential painting project listed above
 - 8.4.5. Residential Building Copper Re-Piping: The Facilities Engineer and Maintenance Supervisor have selected seven
 - 8.4.6. Residential Building Painting After Re-Piping: Seven buildings will need minimal exterior and partial interior painting after the re-piping of each. The buildings to be affected are 79, 80, 81, 82, 85, 97 and 98.

9. COMMITTEE REPORTS – None

- 9.1. Budget & Finance Committee NEW: Michael Schiavoni, Chair; Claire Knowlton, Liaison. February minutes enclosed
- 9.2. Communications: Colombene (Bene) Gorton, Chair; Lucy Fried, Editor; Daniel Millner, Liaison/Secretary. February 2020 minutes enclosed

10. OPERATION REPORTS – reviewed and discussed

- 10.1. Arborist report. Pruning report.
- 10.2. Preventive Maintenance Calendar

- 10.3. Parking enforcement report
- 10.4. Work Order Summary Landscape Maintenance Report
- 10.5. Landscape Maintenance Report
- 10.6. WASH Revenue History Summary
- 10.7. Escort and Patrol Reports

ADJOURNMENT TO EXECUTIVE SESSION at 9:30pm.