

The Village Green Owners Association
Regular Open Board of Directors Meeting Minutes
Zoom Online Meeting

Tuesday, April 28, 2020

DIRECTORS PRESENT: Claire Knowlton (CK), Chris Scornaienchi (CS), Joseph Khoury (JK), Steve Haggerty (SH), Daniel Milner (DM), Laura Civiello (LC), Ashley Fondrevay (AF), Avelene Schodorf (AS), Haleh Shoa (HS)

OFFICE MANAGEMENT PRESENT: Sherri Giles (SG), Alfonso Casanova (AC)

1. HOMEOWNER COMMENTS:

1.1. 5471 Hurst

2. CALL TO ORDER FOR OPEN SESSION by JK at 7:07 pm

3. CONSENT AGENDA: JK moves to pass the following resolutions with consent agenda. CK seconded. Passed 9-0

3.1. Approval of Regular Open Meeting Minutes, March 24, 2020.

3.2. Resolution 20-30 – 2019 Audit Report

3.3. Resolution 20-31 – Painting Exterior Garages

3.4. Resolution 20-32 – Garage Restoration

3.5. Resolution 20-33 – Garage Restoration/Structural Pest Control

3.6. DRC Resolutions

4. BUSINESS

4.1. Approval of Regular Open Meeting Minutes, March 24, 2020. Approved via consent agenda. Passed by consent agenda.

4.2. Resolution 20-30 – 2019 Audit Report as prepared by Creighton Tevlin, CPA. Passed by consent agenda.

4.3. Resolution 20-31 – Painting Exterior Garages. Modification Change Order 2020-02, to the contract with Alex Martinez Painting dated March 27, 2018, to paint the exterior of garage buildings in Courts 5 & 15, at a total cost of \$48,400.00, to be charged to GL 32175 Painting, Exterior Garage. Passed by consent agenda.

4.4. Resolution 20-32 – Garage Restoration. Modification Change Order 2020-06 to the contract with Becker Enterprises Inc. dated February 26, 2019, to perform carpentry repairs to all Garage Structures in Courts 5 & 15 at total cost of 7,879.75to be charged to GL 32150 Major Garage Components. Passed by consent agenda.

4.5. Resolution 20-33 – Garage Restoration/Structural Pest Control. Higgins Termite to treat termite infestations in all Garages in Courts 5 & 15 using the Fumigation Tarp and Spot Treatment methods at a cost of \$14,800.00 to GL32220 Termite Control. Passed by consent agenda.

- 4.6. Discussion – Community Guidance & Board Response to Coronavirus. Discuss policies around: trespassers, protective masks, bikes & scooters, social distancing, recreation & socializing, picnics, compliance to the safer at home public order, new requests. JK poses that Management posts all city rules to the city and those are the guidelines we will follow.
 - 4.7. Resolution 20-34 “Private Property” Sidewalk Stenciled Entry Signs. Update all “No Trespassing” signs that are currently on the sidewalks around the property perimeter at walkway and driveway entrances. To be done in Futura font that matches garage court entry and directional signs. DRC is requesting Dark Lagoon color from VG architectural color palette, as used on other VG signage. Budget not to exceed \$3000 including stencils and paint. DRC to choose color that represents legibility. DM mentioned that we need to change the box in the sidewalk signs. DRC to evaluate the driveway signs. 63163 - Painting Misc. Passed 9-0
 - 4.8. Resolution 20-35 Creation of Ad Hoc Committee: VGOA Outreach Team. Allow the Outreach Team to access Village Green funding to support their efforts. Ashley Coates, Norma Miller, Joanna Casucci are the primary members, but 53 other residents have joined a Facebook Group where requests for assistance are anonymously posted. Potential Budget of \$300 for flyer. 62605 - Safety Committee or another budget code. SH moved. JK seconded. Failed 1-6-2
 - 4.9. WASH response to questions. Discussed
 - 4.10. Board Directors to review 1st Quarter Bank Statements and acknowledge receipt by signing.
5. DESIGN REVIEW RECOMMENDATIONS: All passed Consent Approval
 - 5.1. 5589 Kitchen Remodel
 - 5.2. 5589 Living Room: Casework & Millwork
 - 5.3. 5266 Kitchen Remodel with Washer/Dryer addition
 - 5.4. 5524 Bathroom Remodel
 - 5.5. 5206 Bathroom Remodel
 - 5.6. 5202 Bathroom Remodel
 - 5.7. 5280 Washer/Dryer
6. CORRESPONDENCE
 - 6.1. Cost of upgrading electrical wiring. Office replied. No further action required.
 - 6.2. Board’s policies regarding Covid-19. Discussed above.
 - 6.3. Board to prompt residents about bicycle safety. No action required.
 - 6.4. Warning regarding landscape cleanup to owners
 - 6.5. A neighbor got upset with friend visiting with a dog. CK will reply to owner.
7. FINANCIAL REPORT – CK presented options of how to manage possible slowdown of cashflow. AF suggested we move forward on obtaining line of credit. CK will follow up with Ross Morgan on obtaining a line of credit.
 - 7.1. Financial Statements. No DRC income has been recorded. SG to follow up
 - 7.2. Treasurers Report - February

7.3. Variance Report

8. MANAGER'S REPORT –

- 8.1. Garage Restoration Project 2020: The Facilities Engineer and Maintenance Supervisor have identified garage courts 5 and 15 for the 2020 Garage Restoration Project. Proposals for Painting, Termite Treatment and Carpentry Repairs were presented in the Business section of the meeting. 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.
- 8.2. Electrical Upgrade Project Progress: The next step in Phase 2 of the Electrical Upgrade Project is for our Electrical Design Firm -S3 Builders -to gather competitive bids from several sub-contractors. This process entails providing a scope of work as well as hosting an onsite visit. On Thursday, April 9, 2020 management met with S3 Builders who brought with them principals from DSE Electric; the first electrical contracting company to tour the site. These subcontractors visited 3 patios and inspected electrical boxes to get a general sampling of the electrical system throughout Village Green. Once an electrical contractor is chosen, this company will begin the process of permitting, constructing and installing of the new electrical grid (Phase 3).
- 8.3. Escort Call-Box Update: The call box has been reinstalled and upgraded. This includes the installation of bollards to protect the call box from cars. The reason for this is because over the years the call box has been struck many times and thereby rendered out-of-service. The most recent accident damaged the call box beyond repair, thus the new unit. The new box allows for the calling of the guard with the push of one button. The guards can then answer via their cellphones and respond immediately (i.e. two-way communication).
- 8.4. Tree Trimming and Removals: Trees deemed "high priority" by our Arborist, as well as tree blocking street lights and trees causing property damage, were trimmed or removed according the Arborists reports from December (2019), January and February (2020). Additional trees from these reports will be addressed at the end of bird nesting season (August 31, 2020).
- 8.5. Masks for Employees: On April 10th the Mayor of Los Angeles started requiring all employers to provide employees with adequate face coverings. Village Green Management has, per the requirements of the order, provided each employee with five masks -one for each workday.
- 8.6. Employees are responsible for the washing of their own facemasks over the weekend to avoid any potential cross-contaminations. A supply of masks (twenty) will be maintained for any events of lost, missing or damaged masks. Lost, missing and damaged masks are being tracked internally. Village Green Management will maintain this protocol at least until the City of Los Angeles rescinds the policy.
- 8.7. ON HOLD: Building painting, carpentry, insulation, copper re-piping.

9. COMMITTEE REPORTS – None

- 9.1. Communications: Colombene (Bene) Gorton, Chair; Lucy Fried, Editor; Daniel Millner, Liaison/Secretary. March 2020 minutes enclosed
- 9.2. Design Review Committee: Wendell Conn: Chair, Daniel Millner: Secretary, Liaison: Haleh Shoa. January, February, March & April minutes enclosed

10. OPERATION REPORTS – reviewed and discussed

- 10.1. Preventive Maintenance Calendar
- 10.2. Parking enforcement report
- 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 9:00pm.

Haleh Shoa