

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

Tuesday, April 25 , 2023

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

OFFICE MANAGEMENT PRESENT: Sherri Giles (SG) Linda Pollari (LP)

VISITOR:

1. HOMEOWNER COMMENTS:

- 1.1. 5331 ½ Karen Bragg - Submitted a letter about tree trimming occurring during nesting season. She would like to make sure the tree trimming occurs during Oct, Nov and Dec.

1. Consent Agenda Approval

2. CALL TO ORDER FOR OPEN SESSION at 7:04 pm. LC moves. HS seconded. Passed 9-0

3. BUSINESS

3.1. **Minutes from March 2023 Open Meeting.** Approved via consent Agenda

3.2. **Lien Resolution:** Assessor's Parcel Number 5025-009-120. Approved via consent agenda

3.3. **Resolution 23-15: 2022 Audit Report** - CK goes over as per Civil Code 5305 we are required to review and approve the financial statements. A management comment was included this year which says payroll activity should be reconciled each quarter. Past reports from Ross Morgan contained errors, which has been an ongoing issue and CK asked to have this included to hold them accountable. HS mentions that one of the recommendations is to not have an account going over 250,000. LC asks if there is resistance from Ross Morgan to keep the Payroll reconciliation current and accurate. CK says that there is a new person doing this and they haven't been properly trained yet to get correct reports with accurate details. Issue was overstating salaries and understating payroll taxes. CK feels it's a training and oversight issue. JK is wondering why there's issues with integration. CK states they use C3 and unsure of its ability to integrate with ADP data. CK says we should ask the auditor to do quarterly reconciliations and include in next month's packet, starting with Q1. CK moves. AF seconded. Passed 9-0

3.4. **Resolution 23-16: Storage of VG blueprints, etc.-** The original VG blueprints and other documents are in a deplorable state of disarray and are getting damaged due to want of organization. I can carve out a few hours on weekends to start hacking through the weeds of this. This is dependent on purchasing appropriate quality shipping tubes, liners, labels, and whatever else surfaces to make this happen. LC asks about digitizing files as they've done for tree and landscape. SG says there were digitized files but have disappeared. SH says there are copies of files he's given to Alfonso, Martin, Sherri. In the room is a hanging file with sheets which have been scanned as tiff files with several hundred images and are the primary ones. In favor of this. LP says she has the files and recovered some things from the old computer. DM clarifies his intent is for the physical documents and creating a structure so we know what physical forms we have. HS asks if we can cross reference it to the tiff files, LP says it's a huge issue and the scans are very readable. HS says there is a spreadsheet with all the prints tagged which DM can use. AF moves. HS seconded. Passed 9-0 Board approves \$2,000 to be paid from account 61205-Office Supplies.

3.5. **Quarterly Compliance:** civil Code 5500 - 1st Quarter. JK confirms a majority signed

4. DESIGN REVIEW RECOMMENDATIONS -

- 4.1. 5416.5 Mini-Split Installation. HS moves. CK seconds. Passed 9-0
- 4.2. 5251 Kitchen Cabinets. HS moves. CK seconds. Passed 9-0

5. CORRESPONDENCE

- 5.1. Request to hire a food truck for a clubhouse event. JK moves to allow. SG says there may be some liability issues. We should ask for insurance requirements. SC will ask Scott Litman, our insurance person and see what he says. CK asks for more information regarding time for food trucks. LC asks to have VG added as additional insured and ask Scott Littman if we are good. HS moves. JK seconds. Passed 9-0
- 5.2. Clubhouse Usage and Fee Waiver Request. LC asks if there is a precedence for this? JK says for a public community event. SG says also for when someone has passed away. LC asks what are the liability implications. JK says if this is going to be published widely we aren't allowed to use the clubhouse. AS says it's ok if it's VG members but not outside of that scope. CK says this might not be the right fit. SC says she was told that we not allow general public events for if we do we will be subject to all the ADA laws. LC recommends not approving it as it's not specific to VG. JK says we can reply with a letter to that effect. CK asks for more intel. SG and CK to work on a draft letter. JK offers to speak with the resident and take it from there.
- 5.3. Clubhouse Usage and Fee Waiver Request: AYSO event. LC states this is not for a specific VG event. It would be for an ongoing rental. LC asks to table this until next month and ask for more legal guidance. JK says we should move forward without fear of being sued and ADA compliance. LC says we should make sure that anyone who uses the clubhouse signs liability waivers, check with legal counsel to make sure we are compliant for these ongoing requests. CK says there isn't an ongoing level of risk and doesn't share these concerns; no reason to put a pause on these. LC asks if people are comfortable waiting until next month. Tabled to next month
- 5.4. Correspondence re: tree trimming schedule/bird nesting season - LC says that we have a high number of high priority trees that have become safety concerns. We can endeavor to schedule the bulk of the priority trimming work to later in the year when the birds are not nesting. SG says that all we are addressing are high priority trees, does the board want to wait until October? CK asks to move forward booking pruning way in advance outside of the nesting season rather than everything getting pushed back. CS says the past weekend a large branch fell on a bench and could've injured someone. We need to move forward when high priority tree issues come forward. JK asks that once we are caught up, can we commit as a board to restrict the pruning to non-nesting time period
- 5.5. Correspondence re: Common Area Noise. LC says that she and AF will come back next month with cogent thoughts about the noise issue.
- 5.6. Correspondence re: Residential Building Insulation. CK states that it is a reserve project and then a capital improvement. DM argues it's not per definition. CS begs to differ
- 5.7. Correspondence re: Public Security

6. FINANCIAL REPORT – Discussed

- 6.1. Financial Statements
- 6.2. Treasurer's Report
- 6.3. Variance Report

7. MANAGER'S REPORT

- 7.1. **Electrical Upgrade Project:** Working with Hariton Engineering, Architectural Resources Group (ARG), and Triple C, we continue to enhance solutions for electrical infrastructure modernizations for building types 1,7, and 8 as well as types 2-6. ARG has drafted an initial solutions presentation which is under review. When reviewed and approved by Hariton Engineering, ARG, Triple C, and our staff, it will be shared with the board. We have confirmed that four of the eight units in Building 92 have non-code-compliant locations of their electrical panels. Homeowners will be asked to remove cabinetry in three of the units. Village Green will relocate the electrical panel in the fourth unit as the washer and dryer that compromise the electrical panel area were in the unit when the current owners purchased it.
- 7.2. **Building Painting/Insulation:** 10 buildings selected, starting in June.
- 7.3. **Garage Restoration and Painting:** Courts 3, 7, and 11 have been selected for Garage Restoration in 2023

- 7.4. **Garage Inspections:** Management will distribute Notices of Hearing letters to residents whose garages contain violations that were not cured and to residents who did not allow access to garages for inspection by April 31st.
 - 7.5. **Serpentine Walls:** At last month's meeting, the Board approved the repair of four serpentine walls and full replacement of one wall. The contractor selected to perform this work will be onsite the week of April 24th to meet with Management to discuss logistics and the schedule for this work.
 - 7.6. **Laundry Machine Maintenance:** WASH began the replacement of the laundry machines on April 6th, April 7th, and concluded on April 13th. Management looking into other services as contract expires in July
 - 7.7. **Wynstan Security Screen Door Price Increase:** Management was notified by a Wynstan sales representative that the price for the pre-approved security screen door has increased from \$1,375.00 to \$1,607.00. The Wynstan sales representative explained that the price change is due to the increased cost of raw materials/ metals used to construct the product.
 - 7.8. **Metal Window Frame Repair/Replacement:** A contractor inspected windows in one unit and subsequently informed us of an issue regarding Title 24 energy requirements. Currently, metal-framed windows, whether steel as at Village Green or aluminum, do not comply with Title 24 because of energy transfer through the metal. Management will contact LAOHR regarding this requirement as there may be exceptions for historical properties. Double-glazing may help in meeting a portion of the requirements.
 - 7.9. **LADWP's Commercial Direct Install Program:** We received detailed, itemized proposals for replacing lamps in and/or outside of all seventeen laundry rooms, the Maintenance buildings, and the Clubhouse. The proposals included estimates of annual energy savings that range from 28% for the Clubhouse, 40% for the laundry rooms, and 65% for the Maintenance buildings, which include exterior lighting. Maintenance will review lamp specifications to determine if their cost is viable after DWP's replacement warranty expires prior to acceptance of DWP's offer.
8. **COMMITTEE REPORTS** – CK moves to approve all new committee members; LC seconds; Passed 9-0
- 8.1. Communications: Patrick Comiskey-Chair; Marie Germaine-Vice-Chair; Lucy Fried-Editor; Daniel Millner-Liaison
List of Members 2023
 - 8.2. Cultural Affairs Committee: Allison Grover-Khoury, Chair, Liaison Avelene Schodorf. March and April 2023
Minutes
 - 8.3 Design Review Committee: Wendell Conn-Chair, Daniel Millner-Secretary, Liaison-Haleh Shoa. March 2023
Minutes
 - 8.4 Safety Committee: Steve Haggerty-Liaison. 2023 March Minutes
 - 8.5 Landscape/Tree Committee: Reba Glover -chair; Vacant -Secretary; Laura Civiello-Landscape Liaison. March 2023
Minutes; List of Members 2023
9. **OPERATIONAL REPORT – Reviewed and Discussed**
- 9.1. Arborist's Report –
 - 9.2. Preventative Maintenance Calendar
 - 9.3. Parking Enforcement
 - 9.4. Garage Rental Report
 - 9.5. Work Order Summary (Provided Digitally)
 - 9.6. Landscape Maintenance Report
 - 9.7. WASH Revenue History Summary
 - 9.8. Escort and Patrol Reports

Adjournment to Executive Session. 8:58 pm