

# VILLAGE GREEN

NATIONAL HISTORIC LANDMARK

Monthly Newsletter April 2011

## Notes from Meetings of the Board April 26, 2011

By John Keho, Board Secretary

Actions of note made by the Board at the meeting:

- Discussed emergency preparedness for the Village Green, including training in July for Directors and Village Green staff regarding what they should do in an emergency.
- Discussed a matching grant fund received from the National Trust for Historic Preservation, and approved the expenditure of up to \$8,000 to hire Charles Birnbaum to prepare a landscape integrity report.
- Discussed the first meeting between residents and JS Eagan. JS Eagan is the project manager overseeing the work on the two buildings with significant soils subsidence. Residents in these buildings had a number of questions, including questions about timelines and relocation.
- Approved a homeowner's request to replace an open wrought-iron gate with a solid wood gate to match the original fence design.
- Discussed the creation of an employee handbook.
- Approved a contract for driveway and garage floor repair. The driveway in Court 5 will be repaired and 20 garages scattered throughout the Green will be repaired. The garages needing floor work were identified through the annual inspection process.
- Approved June 25th Yard Sale. Asked the Manager to postpone garage inspections until after that date.
- Agreed to look into the installation of handrails at the office front door instead of a ramp, as suggested by an owner.
- Note that to-date, 10 owners have pre-paid their special assessments, amounting to \$86,199.14. The pre-pay incentive is to get an 8% discount.

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### Manager's Report, Peter Fay

1. Preventive Maintenance Calendar is being updated on a monthly basis. This will prove to be a valuable planning tool moving forward.
2. A contract for the installation of 9 lights, as requested by the Safety Committee, has been executed and the lights are expected to be online by May 15.
3. A contract for the inspection of all VG roofs is in place. Inspections have begun and will take up to 5 months to complete. When the inspections are completed, the Association will have a document that will allow for scheduling roof repairs.
4. Associated Labs of Long Beach has been contracted to do a test of the well, which is used for sprinkler water throughout the Green. The test results should be available next month.
5. Several proposals for the sewer project have been received. These should be ready to present to the Board next month.
6. The Board requested estimates for replacement of the *Louvrex* custom glass. Several vendors have been visited and estimates should be available next month.

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7. The Board requested research regarding electronic scanning and storage of the Association's original drawings. We have discovered the original filing system used for the plans. We will transfer the index of information to a database and send it to companies specializing in this type of work in order to request proposals.
8. The exterior painting project is in review, considering options.
9. Water exterior supply lines replacement project for Court 5 is pending availability by the Office.
10. Water interior domestic lines replacement project for Court 8 is pending availability by the Office.
11. A new proposal for the replacement of Serpentine walls will be available next month.
12. The new computer system project is pending efficient hardwiring proposals. AT&T installed optical fiber wiring in the office. However, they cannot get sufficient signal strength to operate a new system efficiently. We have contacted Time Warner, but they have no record of a 5300 Rodeo Road address. We are awaiting input from customer service.
13. Electronic work order tracking is pending availability from the office.
14. Electronic violations system is pending availability by the office.
15. The Board requested research about the possibility of additional revenue by allowing location filming on-site. Unreel Locations, who have experience with our property, informed us that in order to be a viable property, they would need: access and cooperation from residents of any 3 courts. This would include not interfering with shooting (i.e., opening windows, walking within camera range during shooting), and the ability to book the Clubhouse for several consecutive days without interruption.

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## Platt Security Report—March 15 to April 14, 2011

- **March 15**—Court 15, 10:46 a.m., complaint—elderly resident came to office to complain about her caretakers. Officer took report called adult protective services.
- **March 21**—Court 7, 4:54 p.m., complaint—resident reported that a note had been placed in mailbox, and it had happened before. Officer advised resident to contact LAPD.
- **March 24**—Clubhouse, 7:05 p.m., disturbance—resident called to request that officers escort another resident who was causing a disturbance back to his unit.
- **March 30**—East Circle, 2:05 p.m., medical emergency—Resident fell and could not get up and called 911 for help.
- **April 4**—Courts 6, 11:00 a.m., medical emergency—office staff called LAFD for a resident who appeared to be disoriented. LAFD transported resident to hospital.
- **April 5**—Court 16, 6:45 p.m., medical emergency—LAPD and LAFD called to unit for resident.
- **April 7**—Court 17, time unknown, property damage, broken tree branch—resident reported a broken tree branch. Maintenance manager was called.
- **April 8**—Court 2, 3:15 p.m., medical emergency—officer noticed that fencing around trash enclosure had been damaged.
- **April 8**—Court 14, 8:45 a.m., medical emergency—paramedics called to take resident to hospital.
- **April 13**—Court 2, 5:15 p.m., noise complaint, barking dog—officer responded to complaint about barking dog, but could not hear dog barking.
- **April 14**—Court 17, 11:30 a.m., theft—resident reported rear license plate from car stolen. Resident was advised to call LAPD and the DMV.