

VILLAGE GREEN

NATIONAL HISTORIC LANDMARK

Monthly Newsletter January 2011

Manager's Report, Peter Fay

OPERATIONAL PROJECTS

1. Staffing Update: one office position eliminated as the position is to be redefined. Will evaluate office needs over the next two months. Staffing will depend on possibility of automated systems, which are being examined.
2. Work Order Tracking System: Have examined two systems, further investigation required, this process will take several months.
3. Parking Violations System: Have examined two systems, further investigation required, this process will take several months.
4. Employee and Office Procedure Manual – Updating, manual will be defined by results of automated system.
5. Vendors & Subs
 - a. NASA services report: NASA Services has been providing waste disposal and recycling services at Village Green since July 1989. NASA has not passed on any rate increases since 2007. I spoke with Jack Topalian who has agreed not to pass on any increases for 2011.
 - b. Mark Poindexter, Accountant: has all year end financials for audit.
 - c. Payroll Insurance: investigating savings opportunities.

FACILITIES PROJECTS

1. Clubhouse Fireplace: Scheduled for cleaning and repair.
2. Phone System: Speakerphone installed for Board and office use.
3. Sign Rust Repair; signs improperly installed. Installer to remove, repair and replace at no additional cost.
4. Present annual liability insurance review package – board approved.
5. Present contract in new format for Arborist Consulting Services with R. Dan Jensen & Associates, Inc, additional liability coverage's and scope of work for Association – Board approved.
6. Present contract in new format for Annual Risk Management and Maintenance Roof Cleaning Contract with Tri-County Power and Washing, cleaning is done manually in a non-intrusive method – Board approved.
7. Present contract in new format for Grounds Services Contract with TruGreen LandCare, to include annual tree pruning and dead tree removal – Board Approved.
8. Report to Board that the Association does not have a comprehensive plan to maintain the Common Area roofs on the property. Management to solicit bids to prepare a detailed report.
9. Sewer Replacement/Repair Project, bid process extended to next month.
10. Serpentine Wall Repair, Court 16 proposal – Board tabled.

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Platt Security Report—December 6, 2010 to January 14, 2011

- December 8—VG office, 8:40 a.m., domestic dispute—officer responded to report of a domestic dispute near the office between two non-residents.
- December 17—Court 9, 3:56 p.m., medical emergency—LAFD paramedics responded to a call from a resident.
- December 19—Court 12, 7:00 a.m., property damage; fallen tree—Platt officer noticed a fallen tree in the court while patrolling.
- December 22—Court 12, 7:00 p.m., property damage; fallen tree—Officer noticed a fallen tree, whose roots had pulled up and damaged the walkway.
- December 28—Court 4, 10:30 a.m., complaint; foul smell and banging pipes—a resident complained of smells of marijuana or perfume coming into the unit, and believes that a neighbor is banging on the pipes. Resident was asked to call security when the incidents occur in the future.
- January 4—Court 13, 2:20 p.m., complaint; unauthorized dumping—officers responded to a report of contractors dumping construction debris into the trash bins.
- January 8—Court 8, 1:00 p.m., complaint, obscene letters—resident reported receiving strange letters and condoms in her mailbox. She was advised to report the incident to LAPD.
- January 12— Court 15, 7:35 a.m., property damage, Village Green— officer noticed a damaged garage while on patrol and reported the damage to the maintenance supervisor.
- January 14—VG office, 8:30 a.m., complaint—office staff called Platt security to respond to a resident who was yelling in the office.