

# HAMPTON VILLAGE HOMEOWNERS ASSOCIATION

## **Board Meeting**

**January 17, 2018**

*Raley's North Natomas Location*

### MINUTES

1. **CALL TO ORDER:** Vice President Jeff Gozzo called the meeting to order at 6:45 P.M. The following Board Members and Management representatives were present unless noted absent below. The Agenda was posted on the bulletin boards on site four days prior to the meeting. There were 4 Homeowners in addition to the following attendance at this meeting.

2. **ROLL CALL:**

Vacancy	President	
Jeff Gozzo	Vice President	
Frank Kozlowski	Treasurer	Absent
Jim Huffman	Secretary	
Lor'rie White	Member at Large	
Vicky Langer	The Management Trust	

3. **OPEN FORUM**

The following items were brought up under this portion of the Agenda:

- ❖ **Driveway/Entry:** Management was requested to have the front entry circle and sidewalks power washed due to stains from palm tree fruit.
- ❖ **Reserve Study:** The updated reserve study will be posted on the new website and made available through the management office once it is finalized.
- ❖ **Resignation:** Board President Jeff Gozzo announced he was selling his unit and this would be his last meeting as escrow was going to be short.

4. **APPROVAL OF MINUTES:**

The Board unanimously approved the minutes of the October 25, 2017 Board Meeting as drafted.

5. **EXECUTIVE SESSION:**

*The Board met in Executive Session on June 21, 2017 to discuss litigation, contracts, compliance issues, collections, and on August 23<sup>rd</sup>, and August 30<sup>th</sup> to discuss litigation and personnel matters.*

6. **FINANCIAL BUSINESS**

- A. **Financial Reports:** Stefan reviewed the reports prepared by management for the month ending December 31, 2017 with the rest of the Board and members present. For the year ending 12/31/17 the Association's expenses exceeded income by \$7,469.

- B. Lien Resolution:** The Board reviewed the delinquency reports and unanimously approved the following motion: In accordance to Civil Code 5673, the Board of Directors hereby authorizes and instructs the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest, and collection fees and cost against that property owned by the member(s) list on the Association's delinquency report dated **December 31, 2017** and who are, or become, delinquent beyond 60 days. This authorization shall only apply to those members who have been openly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code 5660. The Board further authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in these minutes as identified by their association account number: 661229, 677074, 661316, 661128, 661120, 661231, 661165, 661310, 661103, 740241, 661085, 661209, 825272, 787751, 911627, 674707, 913648, 913019, 661095, 773112, 661196, 661333, 661247, 661272, 661088, 771940 and 661213
- C. Reserve Transfer Authorization:** A motion was made, seconded, and unanimously adopted to approve the transfers noted for November and December.
- D. Whether to Transfer Excess Operating Funds to Reserves:** This item was tabled until all litigation funds for pump house expenses are allocated to litigation reserves.
- E. Whether to Move Money Market Funds to CDs:** The Board discussed this and no action was taken.
- F. Reserve Study:** The Board reviewed the first draft study update prepared by the Browning Reserve Group and will discuss it again at the next meeting.

## 7. **MANAGER'S REPORT & LOGS**

The Board reviewed Vicky's written report, action item list from the prior meeting, violation log and work order log. The following items not on the Agenda were noted:

- **FHA Status:** The community's FHA certification has expired. FHA certification must be renewed every two years. If an association is party to any litigation, the litigation must be settled and repairs completed before it is eligible to receive FHA certification again. When the repairs are completed, the Association will apply for FHA re-certification.
- **New Website:** The new site is now "live".
- **Litigation Settlement Monies:** After Attorney costs and fees were deducted, funds have been and are being transferred over to the Association's UBS reserve account.
- **Concrete Cutting Project:** Precision Concrete Cutting completed all of the approved cuts at Hampton Village in early August and then the second list of cuts on November 7<sup>th</sup>.
- **Fence Extensions:** Linmoore Fencing installed sections on the back of the equipment area with the pointed type but the other extensions they matched to the tall ones on other sides of the pool area. Bent pickets are being fabricated for the other areas.

- **Tree Work:** Three dead oak trees were removed on E. Commerce were removed at the lowest cost estimate obtained. There are 18 more fruit bearing Gingko trees that are being considered for removal and replacement as well.
- **Water Leak:** There was a water leak between buildings #31 and #32.

## 8. COMMITTEE REPORTS

- A. **Architectural Committee:** There is a vacancy on the committee due to the resignation of Shari Tury. An announcement will be put in the next Newsletter.
- B. **Litigation Committee:** Lorrie and Jeff gave an update to the members on the building of a pump house to help increase water pressure to the units and explained that most of the delays have been due to the permitting process.
- C. **Pool Committee:** Stefan recommended the Association purchase cast aluminum product for replacement pool furniture and will discuss with the committee and make recommendations at a future meeting.

## 9. UNFINISHED BUSINESS

- A. **Election Rules – Review Draft Proposed Updated:** The Board approved the proposed revised draft election rules for distribution to owners with the required notice of the Board’s intent to adopt with a 30-day comment period.
- B. **Miscellaneous Stucco Repair Items:** Architectural Committee input regarding several areas where stucco patches are needed was reviewed. These will be sent to the Construction Manager and repaired in conjunction with the construction defect repair project.
- C. **Purchasing Pool Furniture:** See Pool Committee Report above.
- D. **TV Cable Wiring Upgrades (Update):** Morgan Fussell attended the meeting and gave an update on the possibility of AT&T providing a build-out of fiber to the buildings. There are still some steps to getting this done, but the Board approved further investigation.

## 10. NEW BUSINESS

- A. **Key Fob Limitation & Rule Clarification:** The Board reviewed written input from tenants about the 1 key/fob per household rule and reaffirmed unanimously that keys/fobs are limited to 1 per household. The wording in the rules states “Only one key will be issued to each household. Replacement and additional keys may be purchased from the management company.” Therefore the wording will be revised to clearly state that when replacement key fobs are issued, any fob issued prior will be eliminated from the system. Notice of the clarification and an opportunity to comment will be mailed out to Owners at least 30 days prior to the meeting at which the Board will officially adopt it. Wording will be reviewed by legal counsel prior to distribution of notices.

- B. **Pool Rules re: Pets – Revising Pool Rules:** The Board voted on a 3 to 0 vote to revise the pool rules to add a rule prohibiting pets (except service animals) at the pool area.
- C. **Insurance Renewal – Authorize 2 Board Members to Decide:** The Board voted unanimously to authorize Lorrie White and Stefan Harbov to approve an insurance package renewal when quotes are available.
- D. **FHA Status and Certification/Recertification Requirements:** Vicky explained that the Association no longer has FHA certification as it was in litigation. Recertification cannot be obtained until such time as all of the related construction defect repair work has been completed. Once that has happened, management will assist in getting FHA status updated.
- E. **Architectural Application Appeal – Unit #2212 Flooring on Stairs:** The Board decided that upon verification that the underlayment be or be changed to "Eco Silent Sound HD" or comparable type/standard, and custom carpet pieces be installed on top of the new floor covering on all stair treads and the landings to provide additional noise reduction, and the recordation of a maintenance, inspection, indemnification, disclosure and installation agreement regarding such (as used for other units that have installed wood flooring), it would grant architectural approval.
- F. **Business and Professions Code Disclosure (Annual):** Vicky reviewed the required annual letter disclosure of her credentials.
- G. **2018 Calendar:** The Board unanimously approved management's working calendar for 2018.
- H. **2018 Goal Setting:** The following goals were adopted by the Board:
1. Clarify key/fob rules, and add prohibition of pets at pool area.
  2. Update election rules.
  3. Get specifications for all construction defect repairs drafted, obtain bids, choose contractor, approve/execute a contract for this work.
  4. Get balcony repairs done.
  5. Asphalt repairs and sealcoating.
  6. Have a Garage Sale this summer.
- I. **2018 Reserve Projects – Review Reserve Study (If Available):** See above.
- J. **TMT Customer Service Bill of Rights:** Vicky reviewed the "Customer Bill of Rights" put together by The Management Trust in an effort to improve the customer service experience.
- K. **Fruit Bearing Gingko Tree Removals (Additional):** The Board reviewed proposals and approved a proposal from Eco Landscape and Tree to remove the remaining fruit bearing Gingko trees throughout the community (approximately 18) once a replanting plan is approved by the Board.
- L. **Pool/Spa Proposals for Tile Cleaning and New Spa Heater:** These proposals were unanimously approved.

**11. CORRESPONDENCE**


The following correspondence was on the Agenda along with any action taken:

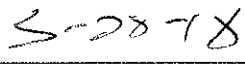
- A. Paladin Private Security re: Requested Input - School Traffic Issue: Management will follow up with Paladin's discussions with the school and draft a letter to the school principal to make sure the staff knows that the Hampton Village driveway/entry is not to be used as a school drop-off, pick-up or turn-around area, and that it communicates with its students and their parents on behalf of the Board. If the problems continue this will be escalated and the Association's Attorney will be asked to get involved.
- B. Questions/Answers re: Window Warranty (Jim Huffman). No action was taken or required.
- C. FEMA Letter dated 10/30/17 and Insurance Agent Input re: Elevation Certificate: No action was taken or required.

**12. ADJOURNMENT**

The Board adjourned at 9:00 P.M. The next meeting is scheduled for March 28, 2018.

*Not official until signed/dated.*

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date

*Prepared by Vicky Langer*



**The Management Trust**