

HAMPTON VILLAGE HOMEOWNERS ASSOCIATION

Board Meeting

June 27, 2018

North Natomas Library – 4660 Via Ingoglia, Sacramento, CA

MINUTES

1. **CALL TO ORDER:** President Frank Kozlowski called the meeting to order at 6:30 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 approximately 15 homeowners in addition to the following attendance at this meeting.

Quorum for the Annual Membership Meeting was not obtained with 60 homeowners represented by mailed in ballot or in person. Only 6 more ballots are needed to establish a quorum for a rescheduled meeting (September).

2. **ROLL CALL:**

Frank Kozlowski	President/Secretary
Lor'rie White	Vice President
Stefan Harbov	Treasurer
Joe Vellos	Member at Large
Adrienne Hall	Newly Appointed
Vicky Langer	The Management Trust
Shawn Strohman	Roebbelen Construction Management Services, Inc.
Marsha Perry Taras	Roebbelen Construction Management Services, Inc.

3. **CONSTRUCTION PROJECT REVIEW**

Shawn and Marsha, Construction Managers, reviewed the timeline and other aspects of upcoming and ongoing construction defect repair projects with the members present and answered questions related to the work. Items discussed or highlighted are as follows:

- ◆ A schedule of roofing repairs was distributed and reviewed.
- ◆ Roofing repairs have started and will continue through approximately mid October.
- ◆ Construction Newsletters will be mailed out to all residents monthly at this time and every other month after some time.
- ◆ Business cards were distributed and owners were encouraged to email questions and/or concerns as the work progresses.
- ◆ Design work for balcony repairs and replacement has begun, and is being done by Avelar & Associates.
- ◆ Building permits will be needed for every 2 buildings. The CMs have been meeting with the city and are making a plan for pulling permits in groupings to avoid having to pull permits more than once for each building.
- ◆ Balcony work will be starting in Mid-November and will be weather permitting.
- ◆ Balcony inspections will be done in July.
- ◆ Balconies will be prioritized and rated "Severe" "Moderate" or "Slight" and done by building for the sake of efficiency.

- ◆ Every balcony will be touched and re-inspected, and will be repaired as appropriate depending on what is needed.
- ◆ It is expected that balcony work will take approximately 1 year.
- ◆ Foundation work on buildings 41 and 43 will be done concurrently with the balconies.
- ◆ The design and the scope for stopping the settling is being discussed currently.
- ◆ Foundation work is expected to start in November 2018 and take approximately 1 year.
- ◆ Painting is planned for the spring of 2020 after the repairs are completed.
- ◆ Owners were encouraged to take a look at their balconies and report any suspected issues to management.
- ◆ Windows are not part of the current scope of work and may be addressed later if funds permit.
- ◆ A Construction Manager named Jeff who is up to speed on the project will fill in while Shawn is on vacation in July.

4. OPEN FORUM

The following items were brought to the attention of the Board:

- ❖ Ilya Reyzin, #4316, complained about noise and dust generated by the building of and the look and location of the new booster pump house (incomplete).
- ❖ Paul Lineer noted that security camera footage is stored for short time periods.
- ❖ Jim Huffman volunteered to serve on the 2019 Budget Committee.
- ❖ A new Owner in Building 4 and asked about a plumbing issue.
- ❖ An Owner reported an issue with dog poop being left near her unit (Building 15) and was urged to send a written complaint including the unit number to management.
- ❖ Landscaping to replace trees that were removed was requested at the pump house area.

5. APPROVAL OF MINUTES

The Board unanimously approved the minutes of the March 28, 2018 Board Meeting as corrected.

6. **BOARD VACANCY:** Adrienne Hall was appointed to fill a vacancy on the Board. The motion was seconded and unanimously adopted.

7. EXECUTIVE SESSION

It was reported that the Board held an Executive Session on March 28, 2018 to discuss litigation, contracts, compliance issues, collections, and a personnel issue.

8. FINANCIAL BUSINESS

- A. **Financial Reports:** The Board reviewed the reports prepared by management for the month ending 5/31/18. Stefan, Treasurer, highlighted account balances and that year-to-date the Association's expenses are over budget by \$15,132 but are equal to year-to-date income.
- B. **Lien Resolution:** The Board reviewed the delinquency reports and 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 **May 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:

676808	661209	661297
661141	661120	929031
661190	661165	910057
661220	661128	661246
661140	661310	661096
677074	661085	773112
661316	661333	661196
913254	661109	661247
	825272	787751
	661297	
	929031	661088
	910057	916067
	661246	771940
	661096	

- C. **Budget Committee:** Jim Huffman and Jack Kingston were appointed to serve on the 2019 budget committee. The motion was unanimously adopted.

9. 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:

- ❖ **Funds Transfer:** Expenses for the pump house work and other defect repairs that were incurred prior to the litigation being settled, a total of \$74,126, were transferred from the litigation settlement monies to the general reserve fund.
- ❖ **Plumbing Issue at #416:** A problem in sewer line due to settling has been brought to attention of management. Bids are being obtained. Driveway will need to be replaced. MSC to do at lowest price.
- ❖ **Whether to Adopt a Bylaw Amendment for Lower Quorum Requirement:** Recommended by management.
- ❖ **Asphalt Sealcoating Project:** This project is complete. Several vehicles were towed in conjunction with the work and some vehicle owners are disputing the tows.
- ❖ **County Tax Collector:** Four parcels for which taxes are paid to the County (not property taxes based on property values, but rather fees for things like flood control, lighting etc.) were delinquent by 5 years due to incorrect addresses on file with the County. This has been straightened out via letter to the Sacramento County Assessor's office, discussions with them, and processing payments.
- ❖ **AT&T Fiber Build-Out:** The proposed AT&T fiber installation is to each building's demarcation point is moving forward. No internal unit wiring is required whatsoever. AT&T (after testing) is excited about the project because Hampton Village is one of the first

communities to convert to the new wiring but use the existing to get from the utility rooms to the individual units.

- ❖ **Maintenance of Reports/Inquiries:** Owners can contact Berding & Weil with escrow questions, but neither the Attorneys or Management can advise on whether purchases or sales of particular units have issues, as particular units may or may not have been inspected. Issues not having been raised in the reports does not negate potential issues. Settlement files are being made available to sellers.
- ❖ **Booster Pump Issue:** One of the three irrigation booster pumps needed an expensive repair (\$1000) and was making noise. Repair complete.
- ❖ **Fidelity Bond Limits:** When the insurance policies were renewed Insurance Agent was asked to quote a higher limit to cover the funds obtained in the settlement of the construction defect litigation. Additional coverage cost is \$1,983 and was approved.

10. COMMITTEE REPORTS

- A. **Architectural Committee:** Jim reported that a new gazebo was recently approved.
- B. **Pump House:** Lor'rie reported that the pump house construction is expected to be completed by the end of July.
- C. **Pool Committee:** Joe Vellos reported that his committee has been taking the trash out weekly from the pool area. Stefan was unanimously authorized to purchase furniture within the budget.

11. UNFINISHED BUSINESS

- A. **Election Rules – Adoption:** After a 30-day notice and comment period, a motion was made, seconded, and unanimously adopted to approve the proposed updated Election Rules.
- B. **One Fob and Pet Prohibition at Pool Area:** After a 30-day notice and comment period, a motion was made, seconded, and unanimously adopted to approve the proposed wording/clarification of the one fob rule and a new pool rule prohibiting pets in the pool area.
- C. **Earthquake Insurance:** The Board discussed the Insurance Agent's input regarding optional earthquake coverage and earthquake sprinkler leakage coverage. The Board did not vote to add this coverage but asked that management verify that sprinkler line breaks (not caused by earthquakes) would be covered under the regular property hazard policy.
- D. **Pool Furniture:** Stefan was authorized to purchase new tables and chairs and two garbage cans. A motion was made to authorize Stefan to spend up to \$4,000 to purchase new tables and chairs and 2 garbage cans. The motion was seconded and unanimously adopted.

12. NEW BUSINESS

- A. **ByLaw Amendment re: Quorum Requirement Reduction:** The Board discussed whether to put forth a ByLaw amendment that would lower the quorum requirement for membership meetings and voted unanimously to do so. The Board decided on a quorum requirement of 15% and reduced to 10% if the meeting is rescheduled.
- B. **Web Site Portal Functionality:** The Board considered whether to add the ability for management to upload documents to the new community website. The Board voted not to do this.

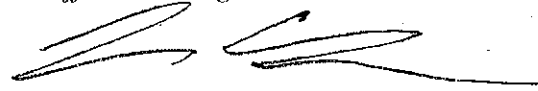
13. CORRESPONDENCE

The Board reviewed the following correspondence listed on the Agenda and any action taken is noted below:

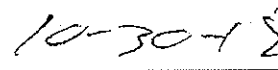
- ❖ **Request from for No Smoking Policy (Balconies):** The consensus of the Board was not to have a smoking policy drafted.
- ❖ **Farmers Insurance re: Site Survey by Loss Control Division:** Vicky explained that Farmer's Insurance did a site survey and found no loss control issues.

14. ADJOURNMENT: The Board Meeting was adjourned at 8:11 P.M. The next meeting is scheduled for September 26, 2018. This will also be the reconvened annual membership meeting (if quorum is achieved) and ballots will be opened.

Not official until signed/dated.



Board Secretary



Date

Prepared by Vicky Langer, The Management Trust



The Management Trust