

SAN LORENZO VILLAGE HOMES ASSOCIATION

MEETING NO. 1248

MINUTES



1.1 CALL TO ORDER - The regular meeting of the San Lorenzo Village Homes Association Board of Directors was held Thursday, June 16, 2011. President Kathy Martins called the meeting to order at 7:34 pm.

1.2 SALUTE TO THE FLAG – President Martins led the Board and the audience in the pledge of allegiance.

1.3 ROLL CALL – Directors, Kathy Martins, Margaret Wright, Art Wydler, and Diane Wydler were present, Director Wulf Bieschke was absent.

2.0 MINUTES FROM THE PREVIOUS MEETING –

Director Art Wydler makes a motion to approve the minutes of meeting #1246 on May 19, 2011 and work session agenda #1247 on June 6, and 8th 2011, Director Wright seconds the motion carries unanimously.

3.0 COMMITTEE REPORTS -

3.1 Community Engagement Committee- President Martins stated that there was no meeting this month due to the process of interviewing and selecting a new administrator. The next meeting will be held July 13, 2011 and the committee will be working on the annual children's Halloween Party and the Women's Resource Night.

Other upcoming events for the committee include one more "Meet and Greet". A casino night they are hosting to help the San Lorenzo Little League raise funds, and the annual Winterfest and tree lighting in December.

3.2 Friends of the Library- Director Wright reported that the committee discussed its new web site that will be new and improved. They also had scheduled a book sale that had to be cancelled due to illness. The new date for this sale will be June 27, 28, 29th, 2011. There will be a summer reading program for youth that will be starting soon at the San Lorenzo Library.

3.3 HARD (Hayward Area Recreational District) Advisory Committee- Director Art Wydler stated that he was unable to attend due to the fact that the board was interviewing for a new administrator at the same time the last advisory meeting met. He was told by other members that a majority of the meeting was about the maintenance of the parks in the San Lorenzo area. Wydler stated that this was a very positive sign that HARD is taking the Association's and the homeowner's concerns seriously and he will be following up with this issue at the next committee meeting.

3.4 Library Advisory Committee- No report

3.5 Redevelopment Committee- President Martins reported that there was no meeting this month, so there was nothing to report.

3.6 Unincorporated Committee- Director Wright reported that the proposal for a 'reconsideration ordinance' was discussed and the committee was updates as to what stage the ordinance was in with county counsel and the Board of Supervisors.

The Committee also discussed the alcohol and environmental strategies/programs for the unincorporated portion of Alameda county. They reported on how a study of these programs led them to cut COMPRE from our unincorporated area. There was apparently a committee that looked into the various programs being used and gave recommendations as to where/how they should re-direct their monies and resources, one of which was to cut out COMPRE for our unincorporated area, which has been a vital resource for our youth and our community. Director Wright stated that it was unclear who was on this committee, or how these individuals were chosen. When the county staff was questioned, they did not provide clear answers.

The Administrator stated that as of 4pm today, she received an email that said that the county is now reviewing the process they took in eliminating this resource for our community. This was in part due to the letters received by the Association and residents. The county has extended COMPRE in our area for another four (4) months so that they can review this process and the Administrator said they will most likely have to redo the process all over again.

3.7 Youth Collaborative- Director Diane Wydler there was no meeting, no report.

4.0 COMMENTS FROM PUBLIC AGENCIES

4.1 CHP-- The officer reported on the following statistics:

May-June 2011	San Lorenzo	Total of Unincorporated County
Collisions	16	117
Tickets	174	2364
Storage/Impounds	6	69
Recoveries	1	8
Reported Stolen	0	6

4.2 Sheriff's Department- Deputy JD Stewart left a copy of the crime report for the area and went over some specifics that occurred within the past month. Stewart reported that crime has increased in the area, but it is consistent with all areas of the county. He warned residents to be aware of any suspicious activity and to report it immediately to the sheriff's department.

Resident Gretchen Bonilla asked if there will be a Alameda County Security Resource Officer(SRO) on site at the summer schools. Deputy Stewart was unaware of any SROs at the schools for summer, his department lost a Sergeant to that unit due to budget cuts. Stewart stated that with the summer break, youth crimes typically decrease.

A resident asked if there are known gangs from our area. Stewart stated that there are not specific gangs to San Lorenzo, however there is gang activity in the Cherryland/ Meekland area and in the area around A street in the unincorporated part of Hayward, close to the San Lorenzo borders

A resident asked if the June Flea Market did well. Stewart reported that it did very well and all the proceeds will be going to the Copp Shop. They will be having another flea market in July 10, 2011, again in the old Mervyn parking lot at Hesperian and Paseo Grande.

Stewart announced that there will be a new Citizen's Academy coming up that residents can participate in. On August 2, 2011, the sheriffs will be hosting National Night Out at St. John's Church in San Lorenzo. The Board and the Administrator stated that they were happy to see the event being hosted once again in San Lorenzo. Stewart announced that his department's SWAT team went to Boston for a competition and they took second place in the competition.

President Martins thanked the Sheriff's department for bringing back National Night out to San Lorenzo, where it had been for over 20 years prior to its move to Castro Valley last year.

Director Art Wydler encouraged residents to report crime or any suspicious activity immediately to the Sheriff's department. This helps our neighborhoods and keeps our residents safe.

(At this point the meeting was moved to the timed agenda item 6.0 Other Business (Town Hall Meeting information/Approval of process for hiring an Administrator)*

4.3 Supervisor Wilma Chan's Office- Chief of staff, Shelia Young, reported for Chan's office. She stated that the redistricting maps may be coming out on or before August 12, 2011. If the maps arrive after August 12, 2011 it will be difficult for those individuals who want to run for office to determine their district. She noted that the middle part of county is being torn up, and it is hard to say how every district will be reconfigured. The county maps will be in at the first part of July and Young said she will get them to the Association as soon as they are in.

Young said that Chan's office is now settled in San Lorenzo. They have three staff persons at this office, herself, Gene Calderon and Kevin Cunningham. Their drop in days are Tuesdays and Wednesdays and she invited all residents to stop by the office.

Young also congratulated Kathy Martins as the new interim administrator. She stated that she knows the community and the Association well and should be an asset.

Young asked permission for Chan's office to print a column in the next Association Newsletter.

President Wydler reported that the Supervisors office has invited the Association board to meet with the Supervisors office on an ongoing basis to better enhance communication between the Supervisor's office and the Homes Association.

4.4 Zoning Enforcement Report-- A report was left for the board and members present.

4.5 Public Comment-items not on agenda- None

5.0 FINANCIAL REPORT

5.1 Approval of May 2011, including payroll-

Director Wright made a motion to approve the financial report for May 2011 including payroll, Director Diane Wydler seconds, the motion carries unanimously.

6.0 OTHER BUSINESS (MOTIONS MADE MAY BE REQUIRED)

***6.1 Update on Recruitment for Administrator's Position (Time agenda item 7:45 pm)-**

President Kathy Martins gave the gavel to Director Art Wydler who read a statement regarding the process and the board's final decision (***see attachment A***) of appointing Kathy Martins as interim administrator for a period of six months to a year.

President Martins read her resignation and submitted her statement in writing (***see attachment B***).

Director Wright made a motion to accept the resignation of Kathy Martins as President and Board Association Director and to accept her assignment as interim administrator for the Association, Director Diane Wydler seconds, the motion carries unanimously.

Director Bieschke was unable to attend the meeting, but submitted his support for Martins to assume the job of interim administrator. (***see attachment C***).

Vice President Art Wydler assumed the position of Association President. Administrator Nancy Van Huffle, notified the board and the members present that she had to leave due to an out of town memorial she was attending the next day.

Kathy Martins took the seat next to staff as interim administrator.

6.2 Update on the CC&R process- President Wydler reported that he had stated previously that today would be the date that he would close applications to the Ad Hoc CC&R committee. He announced the following residents as members:

Mary Reynolds, Mark Jaegle, Lois Moser, William and Kathy Bossley, Robert Cabral, Ron Hampton, Beverly Kral, Howard Beckman, Elvia Quiroga, Joe Grijalva, Maria Vargas, Kathie Ready, Lou Orselli, Patti Fernandez and Art Wydler. President Wydler stated that according to Davis Sterling that an appointment of this type of committee is required by the Board of Directors. The Board will be discussing this and will name these members to the committee at its next work session.

The Administrator asked if staff would also be involved, President Wydler asked that staff member Kathleen Harrigan, be added to the committee. The Administrator asked that the members be voted on at this board meeting since it was officially on the agenda and could be acted upon this evening. President Wydler asked for a motion to accept the members read in addition to association staff member, Harrigan.

Director Wright made a motion to accept all the members and staff persons read to be on the CC&R Ad Hoc Committee, Director Diane Wydler seconded. The motion carries unanimously.

President Wydler stated that he would be contacting each of the members. He said there must be a directive for the committee and an end date, which he will get to everyone. The Ad Hoc Committee which will be looking at making recommendations with respect to the CC&Rs and he will try to work with the committee on a meeting date and time that works well with each of these members schedules.

7.0 LIENS AND VIOLATIONS -

The Administrator reported that there have been 13 liens released since the May 2011 Board meeting.

May		
Number	Violation	# of Letters
1/19	Inoperable Vehicles in driveway	14
2/22	Recreational veh/trailer in driveway	3
6	Lack of Gen Maintenance	12
10	Lawn Height	79
13	Holiday Lights	2
14	No signs	0
15	Building Exterior	3
18	Lean/miss fence	0
20/7	Unpaved parking	2
21	Working on vehicles	0
23	Dogs/Cats more than 2	0
24	Barking dogs	1
25	Prohibited animals	1
26	Excessive noise	2
27	No Home Business	0
28/99	Other/ comments	6
30	Multiple Violations	15
31	Plans needed	4
	Total	144

Director Wright makes a motion to approve the Liens and Violation Report, Director Diane Wydler seconds, the motion carries unanimously.

9.0 HEARINGS AND VARIANCE ISSUES (Requires recommendation motion)-

President Wydler reported that there are no hearings or variances on the agenda, due to the "Meet and Greet" prior to this meeting. The hearings and variances have been scheduled to be heard on *Tuesday June 21, 2011. at 5:30 pm in the David D. Bohannon room.*

9.0 PUBLIC COMMENT-

Resident Keith Barros stated that he is very excited that there are fifteen (15) people that are willing to volunteer to be on the CCR Ad Hoc Committee. He stated that he feels this is a good sign of encouragement that more people are coming forward to help participate in our community.

Resident Sandra Arallano questioned what the update for the PGE purchase of the lot on Washington and Grant was. Staff noted that PGE had purchased the site. It was asked as to what PGE would be doing with the site. President Wydler stated that he can update the resident after the meeting since this item is Public Comment and not for board comments/response. He suggested the board update residents on what is happening with the site at the next board meeting in July 2011.

10.0 BOARD REPORTS-

Director Diane Wydler reported that the whole board went to an all day training seminar dealing with the legal responsibilities Homes Associations and the Common Interest Development Act. They learned a lot in terms of what are the responsibilities of a Board member versus the membership and the various roles of a director. Wydler stated that she found this very informative and the information may prove very helpful in allowing the board and the Association to run more effectively.

President Wydler stated that the seminar was very helpful and he feels that there should be ongoing training for both the board and staff.

Director Wright thanked the residents who came out for the "meet and greet" prior to the board meeting. She also stated that she looks forward to working with Kathy Martins as the new administrator.

Director Diane Wydler said she is looking forward to Kathy Martins taking over as the administrator. She said that this was not a decision that the board took lightly, it was something they felt would be in the best interest of the community.

President Art Wydler stated that it will be a difficult task for Martins to take over the position given the circumstances they face, however he felt that Martins would benefit the association in this position.

Resident Lois Moser congratulated the newly seated Art Wydler as President.

11.0 ADJOURNMENT - President Art Wydler adjourned the meeting at 8:55pm

RESPECTFULLY

**Submitted, Margaret Wright
Secretary-Treasurer**

**Recorded & Transcribed By: Kathleen Harrigan,
Kathy Martins , Administrator**

Reviewed By:

FENVAL

Attachment A

Update on Administrator Process

We received Nancy Van Huffel's letter of resignation on April 7, 2011. We discussed in Executive Decision with Nancy her estimated schedule of retirement. It was originally believed that Nancy would remain in her position and available to the Board and her successor until at September 30th, 2011.

With that time frame in mind we began a search to find a replacement administrator by posting on CAI, Craig's List and announcing the job opening in our own Village Briefs with a cut off date of May 30th 2011. We subsequently held a town meeting to gather input and comments from the community in what they would like to see in a new Administrator.

At that time the Board took the position that should we not be able to find a suitable candidate then we would not rush in to hiring a person to solely meet the deadlines that we originally established for the search. During the process we said that we may have to extend the time lines and widen the search parameters should a suitable successor not be identified.

As a result of the canvas we received over 45 resumes. From those 45 resumes the Board set an initial criteria of a specific skill set in which we would be looking for. Interestingly enough of those over 45 resumes only two resided in the San Lorenzo Village. Based upon those skills sets the applicants were broken down in to three categories from most desirable, to meets minimum qualifications to does not meet initial requirements. From those 3 categories we pared down the applicants further to identify those that were the most qualified and of those 10 one was a homeowner of the San Lorenzo Village.

The Board spent the next week conducting both practical exams and oral interviews with those 9 candidates as one candidate did not show up to the interview. As a result of the interviews and practical exercises three candidates emerged clearly emerged as possessing more of the skill sets of the others all though none of the three possessed all of the specific skill set we sought.

At that time the lead candidate was contacted and extended the offer of employment. Within the given deadline for accepting the position this candidate had to withdraw their request for employment due to personal reasons. We then conducted a subsequent interview with the remaining two candidates, coincidentally coinciding with their follow up interviews we learned that a health issue that had recently been diagnosed for the Administrator would require nearly immediate surgery.

The surgery would preclude her for spending the anticipated time in teaching and transitioning with a selected applicant. Compounding this selection process the Board has been dealing with procedural and policy issue within the functioning of the Homes Association Administration. The Board felt that hiring either of the remaining applicants would put them in disadvantageous position of having to learn a new job within one week before Nancy would be leaving for surgery.

Subsequently we also felt that placing either candidate that each by themselves held many wonderful qualities but again did not possess some of the most important aspects of the job would be to diminish their ability to succeed in this position. It was at that time the Board unanimously decided to

suspend the search for a permanent replacement of the Administrator and decided to place an interim Administrator in the position for a period of no less than one year.

At this time one name surfaced as someone who had the specific skill set and knowledge of the workings of the Administration and the policies and procedures that we were seeking to correct. After a lengthy discussion in which the Board was faced with the gravity of the situation before us the remaining 4 members of the Board unanimously asked if Kathy Martins would accept the position as the interim Administrator.

The parameter of the job would be that she would be in the position for no less than one year during which time she could immediately perform the duties of the Administrator and seek to resolve the procedural and policy deficiencies of which we have concerns. Once the Board felt that those issues had been corrected we would institute a new and directed search for a full time permanent Administrator. It is our hope that in a years time we will have a much more turn key operation that would lead a new Administrator down a path in which they could find success.

After some deliberation Kathy accepted the offer and after discussion with the Homes Association attorney the process of accepting the offer consisted of:

1. Her resigning her position as a Director
2. The elevation of the VP to President and the election of a new Vice President.

Kathy realized that since this position is going to be on an interim basis she made recommendations and concessions to the Board regarding Salary and benefits.

Attachment B

I am announcing my submission to the board of my letter of resignation from the San Lorenzo Village Homes Association Board of Directors. My letter will be effective upon receipt by the Board of Directors and acceptance of the resignation via a written response.

During my 4 ½ years on this Board I came to understand, appreciate and love the community here all the more. It has been a term and a half of unprecedented, surprising and tumultuous events. The unseating of a long term Board Member, the first Recall in our history by the members from which we are still feeling the aftershocks, the seating of a new Supervisor and the retirement of a long term entrenched member of our staff to name a few. Personally I have also given birth to my second child and am ready to see my oldest who was 10 months old at the time I was elected go off to Kindergarten.

I will say I didn't really have any idea what this kind of dedication to the community would take from me. During my tenure I was responsible for starting and implementing the Community Engagement Committee which over the last 4 years has taken many of our long standing events and with the help of Board and staff improved upon them greatly as well as bringing many new and successful events to the community. While it has been no secret that community engagement was my passion during my time I also sat on Economic development, Redevelopment, NAG and attended meetings for the Unincorporated Services Meeting, Sheriff's Advisory Meeting, Chamber Task Force, Measure O Campaign, KIPP Task Force as well as many ad hoc committees and meetings. I have donated my time to the Farmers Market and have been largely responsible for the Village Voice Newsletter each FM season.

I feel that I have listened and represented the voice of the people to the best of my ability. I have made my share of mistakes and have continued throughout my time to grow as a person and a board member. It has been an honor and a learning experience to serve with each and every Board Member that I have met during my time here.

I wish to thank every homeowner that voted for me and continued to support me with your comments, suggestions and participation.

Sincerely,

Kathy Martins

Attachment C

6/16/11

Regrettably I am not able to be here tonight, but I did want go on the record and welcome you as the new administrator of the San Lorenzo Village Homes Association.

This board set a high standard and worked diligently to find a person, who not only had certain skill sets but would also be a fit for this community. As a business owner I was not used to hiring someone by committee so this process was new to me, however, this process could have not been done any better and I was honored to work with my fellow board members.

Our ultimate goal was to hire a permanent Administrator, but circumstances are what they are, so I commend you for taking on this interim position and wanting to do what is best for this community during this tumultuously and transitional time in this communities history.

I look forward to working with you and I am confident that you will manage the day-to-day operation of this Association at the highest level as well as follow-up to insure implementation of the Boards decisions.

Once again Welcome

Wulf Bieschke Director