

Alvarado Community Association, Inc.

Board Meeting Minutes

January 12, 2021

Call to Order: The duly noticed meeting of the Board of Directors of the Alvarado Community Association, Inc., held via WebEx Tele-videoconference, in the city of San Diego, state of California, was called to order by the President at 6:00 PM.

Roll Call/Quorum Establishment: Quorum was met with 10 of 11 Directors in attendance.

Board Members present: President--Jose Reynoso, Secretary—Stacey James, Treasurer—Ken Klayman, and Vice President—Wayne Breise. Board Members: Susan Crisafulli, Steven Neu, Austin Hong, Miguel Espinosa, David Wiles, and Eric Poliak.

Others in attendance: Management representative, Katrina Wong with Associated Professional Services (APS), John Steffen with the San Diego Police Department, Stephanie Estrada with Mayor Todd Gloria's office, Diana Lara with CA State Senate, and Jefferey Nguyen with the office of City Council Rep. Sean Elo-Rivera.

Prior Board Meeting Minutes: Stacey moved to approve minutes from the prior November board meetings. Motion seconded by Wayne, carried, and the Minutes from the November 10, 2020 Executive Session, November 10, 2020 Open Board Meeting, and November 16, 2020 Executive Session were unanimously approved as presented.

Public Comment: No issues brought before the Board.

Presentations:

Stephanie Estrada, Community Representative for Mayor Todd Gloria – Stephanie invites the Alvarado community to attend the State of the City address on Wednesday, January 13th 6pm via City Stream and Sandiego.gov.

Among the COVID-19-related executive orders Mayor Gloria has signed, is an order for fines up to \$1,000 for those defying public health orders. This city will also not enforce parking meter violations and zone restrictions. Red, white, and blue parking zones still effective. Mayor Gloria also extended the City's agreement with SDG&E through June 1, 2021 to give more time to negotiate longer term deals while still meeting climate goals.

The public can now call authorities at city, county and state level to enforce public health orders, not just the county.

Diana Lara, Representative for CA State Senator Toni Atkins – Diana invites members of the community to reach out to her at Diana.Lara@sen.ca.gov for any unemployment or state-related issue.

Jefferey Nguyen, Council Representative on behalf of Sean Elo-Rivera – Jefferey will reach out to Heidi, the office staff in charge of scheduling for Council Member Elo-Rivera to try and arrange a meeting between members of the Alvarado Board, Councilmember Elo-Rivera, Mayor Todd Gloria, and City Attorney Mara Elliott at Jose's request. The purpose of this meeting would be to clear up misunderstandings about the undergrounding request.

Officer John Steffen, Community Relations Officer with the San Diego Police Department – Officer Steffen reports one new crime in the Association's area, property reported stolen from an automobile. He reminds community members to lock car doors and windows. SDPD has implemented the text 911 feature – give name and location via text for dispatcher to respond. Call 619-531-2000 to report non-emergency crime. Jose and David noted there were actually two theft crimes instead of one. David suspects the thief entered the neighborhood from across the trolley tracks.

Ongoing Business/Committee Reports:

Treasurer's Report:

Budget – Board approved budget now effective for 2021. Financials indicate surplus of \$33,000 but it is closer to \$11,000 because of assessment variance figure of about \$21,000.

Assessment Delinquencies – Ken reports there is over \$32,000 outstanding in assessment delinquencies according to APS financial statements. The Board took a lenient collections approach to collections previously, but this large amount is now cause for concern. Ken and Wayne support enforcing reminder letters and late fees. There are two delinquent owners/accounts going into escrow. Because Epsten, APC no longer does non-judicial lien and foreclosure collections, Jose and Ken will collaborate to find legal assistance with those matters once they are needed.

Jose motions for Board to enforce existing Collections Policy, including late fees and

pre-lien letters to delinquent owners, starting 1st quarter of 2021 (apart from those going into escrow). Ken seconds, and *the Board approves motion to closely follow formal Collections Policy to collect large outstanding amounts.*

Property Manager's Report: Katrina drafted a timetable for the upcoming May annual members meeting and Board Director Elections including deadlines and action items. The Board revisited possible updates to the Election rules. As a compromise, the Board resolved to incorporate the updates to the Board's internal election timeline "check list". This will form the basis for the Board's operations, rather than provide additional obligations by legally changing the election rules in the governing documents.

David was previous Nominations Chair. Because he will be up for election in May, a new chair must be appointed. Ken motions to appoint Wayne as the new Committee Chair. Jose seconds, and *Wayne is unanimously appointed Nominations Chair.*

The Board must confirm with Marshall Lewis that he will be in town and available to again serve as the Inspector of Elections. Jose motions to have Marshall serve as inspector, David seconds and the *Board unanimously approves to request Marshall to serve in this capacity again in writing.*

Architectural Review Committee Report - January 2021:

Houses approved and currently in destruction/construction mode:

Lot 107 – Major Remodel started April 2019 – Request for one-year extension approved

Lot 74 – Major remodel of existing structure

Pending:

Lot 25 – new home construction approved

Lot 28 – new home construction approved

Lot 63 – backyard cabana/garage freestanding addition

Approvals:

Lot 1 – tree removal to eradicate rat infestation

Lot 5 – completion of front yard landscaping and stucco wall & solar

Lot 29 – remove exterior wood and replace with stucco similar color

Lot 49 – Replace current front retaining wall

Lot 50 – approval of temporary shelter for feral cats

Lot 52 – Repair & replace rebuilding of roof parapets and some siding, dirt excavation and waterproofing of the subterranean walls by the front door.

Lot 53 – Solar

Lot 58 – Solar

Lot 60 – painting of house similar color

Lot 61 – resurface driveway

Lot 65 – outdoor kitchen on side yard patio (assume 5 ft setback was given during original remodel)

Lot 67 – new roof & solar

Lot 70 – new roof

Lot 71 – POD on street during remodel for 30 days

Lot 73 – insurance requested removal of trees next to house

Lot 124 – add boulders to existing boulders in front yard & cover utility pipes with painted fascia

Lot M 30 – conversion of garage at side yard

Completions

Lot 1 – tree removal to eradicate rat infestation

Lot 45 – front side yard short retaining wall for drainage issues to match current wall on east side

Lot 71 – POD on street during remodel for 30 days

Lot 83 – New roof, solar & paint on guest house to match main house

Lot 126 – Front/side yard lighting - 16 wall sconces & 4 pillar lamps

Requests:

Lot 26 – regarding Lots 25, 27 & 28 and any walls in plans to build – owner to be kept in loop regarding any building with regard to privacy, view & lighting.

Lot 60 – needs to follow city rules and sign the Project Requirements form – middle of the night construction disturbing neighbors

Gate Operations Committee Report: Steve reports staffing issues with Elite Security. While it is not impeding operations, some attendees are working 14-hour cover shifts. He decreased Sunday schedule to 11 hours from 12, since only 1 attendant covering. Steve will keep the Board updated as he works with Elite to resolve this.

Austin is sourcing quotes for an updated security cameras system. He tried to get the camera down Yerba Anita to work but device is dead, so he will look for a replacement as part of the bid. Austin's contact is delayed due to COVID, but he will follow up. The goal is to have all cameras linked to a monitoring system at the gate.

Insurance: Wayne motions to authorize Wayne Breise, Vice President, and Katrina Wong with APS to execute the necessary documents to *place the Association insurance with LaBarre/Oksnee Insurance Agency for the period of 2/1/2021 to 2/1/2022* at a cost of \$3,834, which includes workers compensation and potential Clubhouse coverage. David seconds and the Board unanimously approves. This quote is \$1500 less than budgeted amount.

CACC: Jose requests members to attend coming meeting on January 13th. He reports an upcoming Board Election. He is considering not running and thinks the CACC would benefit from having someone from AE on its board.

Streets Committee Report: Street work for Palo Verde and Yerba Santa from Palo Verde to the cul-de-sac are being delayed while waiting for SDG&E approval for undergrounding laterals at the Yerba Santa cul-de-sac that will require trenching. This was supposed to be done by 2020 year end, but is now looking like at least an 8-month delay. Wayne has been unsuccessful in finding a contact to move this process forward. The Yerba Santa cul-de-sac should not be paved until after the trenching is complete and paving for Palo Verde and for Yerba Santa between Palo

Verde and the Yerba Santa cul-de-sac is being delayed so that all of the paving work is done at the same time.

Wayne checked in with Jose to see if he has a contact on the City Council who can act regarding lateral undergrounding requiring SDG&E consent. Jose will reach out to Stephanie Estrada with Mayor Todd Gloria's office to see if they can make progress that way.

Safety/Security Committee Report: David got a report that Jim Joyce's daughter found someone sleeping in her car overnight due to it being unlocked. That brings crimes reported to a total of 3 incidents. Jack reported cash stolen out of son's unlocked car. Security committee has a photo of the thief. David suggests a reminder to lock cars be included in the community newsletter. David also reports the fence along Fairmount is holding up well with no signs of intrusion.

Jose reported concerns about a jogger running through private property near Toyon, potentially displacing soil and threatening a landslide. Jose contacted Gus Kontopuls and the vacant lot owner to keep an eye out for the jogger, noting a concern that he may have been casing the area. Ken reported more issues with speeding cars at night. Members should record identifying features of speeding cars and the time of the incident and report it to the Board. Board can investigate with gate attendants and assess a fine.

Communication/Technology: Austin and Susan are having some issues with emails bouncing and will work together to resolve them.

Community Clubhouse Ad Hoc Committee: Jose put together a sheet outlining his proposed approach. He points out the Board does not need a subcommittee since Board has full authority to make decisions regarding building a clubhouse. However, he does want the Board to provide full disclosure to the community on all steps of the process, including potential cost, and organizational/legal structure. A key issue is that a 501c(4) cannot own a facility that is not open to public. Jose proposes he takes over committee given his strategic planning background.

Jose makes the proposal to lead committee, Steve seconds, and the Board unanimously approves Jose's appointment to head the Clubhouse committee. Jose will schedule a committee meeting to discuss his proposed approach more thoroughly and will report back to Board.

David proposes having APS ask for \$200,000 of the dollar-a-ticket fund given to CACC years ago returned to “throw the community’s weight around.” Jose reminds that funds are already earmarked with consensus of City, College and CACC so Board shouldn’t rock the boat in that way.

Social Committee Report: *** Dates Subject to Change ***

Food Trucks to resume the 2nd and 4th week of February. Will reoccur weekly if enough community support.

Home Tour—April, 2021?

Annual Meeting—Saturday, May 15th, 2021 at 3:00 pm

4th Annual Golf Championship—June 2021

Family Movie Night Under the Stars—August 2021

Concert in the Park—September 2021

35th Annual Picnic & Halloween Party—October 2021

Marshall suggests adding a caveat to Food truck social emails to cover legal liability. Ken motions for Board to authorize him to draft language for a disclaimer to be included in Food Truck Social Committee emails. Jose seconds and *Board unanimously approves Ken to draft disclaimers for both Social emails and Service Directory to protect the Association from potential liability.*

Calendar: Next Board meeting is currently scheduled for Tuesday, February 9th, with details to be confirmed closer to the date.

Adjournment: There being no further business, the Board meeting was adjourned at 7:36 PM.

Minutes respectfully submitted by K. Wong.

Secretary Certification:

Minutes approved during the Board Meeting held on _____.

Signed: _____, Stacey James - Board Secretary