

**CANNERY NEIGHBORHOOD ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 8, 2020**

**Via Zoom Videoconference**

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nan Klein at 7:05pm.

**II. ROLL CALL and DETERMINATION OF QUORUM**

Board Members Present: Nan Klein (President), Linda Silverstein (Secretary), Vern Goehring (Treasurer), Bob Ono (Member-elect), Steve DeHoff (Member-elect).

Board Members Absent: None.

AMC Representatives: Community Manager Steve Wright, On-Site Manager Maria de Sousa, Jennifer Fontana.

**III. HOMEOWNER OPEN FORUM**

No issues were discussed.

**IV. APPROVAL OF MINUTES**

**A.** The Minutes from the Board of Directors meeting held on October 13, 2020 were presented and reviewed. The following were noted for correction: III. Homeowner Open Forum – “Ira (?)” to read “Ira Bray”, “Bridget (?)” to read “Brigitte Kardolsky”. VII. Financial Report, paragraph A. - the summary report to be attached to the minutes. VIII. Unfinished Business, paragraph B - second sentence reading “homeowner.” to be deleted. IX. New Business, paragraph C.(i.) – “\$12,544.00 per year” to read \$12,544.00 per month”. *Motion to approve the minutes of the October 13, 2020 meeting as corrected. (M/ Silverstein, S/ DeHoff; Carried Unanimously.)*

**V. COMMITTEE REPORTS**

**A. Design Review Committee** – Steve DeHoff introduced himself as a member of the Committee. He reported on the approximate number of applications received and reviewed during an average month ebbs and flows but averages about 2-3 per month.

**B. Social Committee** – No report.

**C. Landscape Committee** – Vernice Karbe reported that Brightview was very happy working under the terms of the new contract and hoped that owners have seen improvement. The Zone 2 upgrades are nearly completed. She also noted that a proposal to remove Lantana, which produces a poisonous berry, will be presented under New Business. A proposal for Zone 3 upgrades will be presented at the next meeting.

**D. Urban Farm Committee** – Vern Goehring stated that members needed to be appointed to the Committee. He reported that six (6) owners have expressed interest in serving: Andrew McElrone, Elizabeth Coolbrith, Ira Bray, Brigitte Kardolsky, Ian McGregor and Ann Liu.

He recommended that the Committee consist of seven (7) members and that a Board member be appointed as a liaison. *Motion to appoint Andrew McElrone, Elizabeth Coolbrith, Ira Bray, Brigitte Kardolsky, Ian McGregor and Ann Liu to the Urban Farm Committee (M/ Goehring, S/ Silverstein; Carried Unanimously.)* Mr. Goehring expressed his desire to serve as the Board liaison. *Motion to appoint Vern Goehring as Board liaison to the Urban Farm Committee (M/ Ono, S/ DeHoff; Carried Unanimously.)*

- E. Finance Committee** – Vern Goehring reported that the following people have been appointed to serve on the Committee: Barry Munowitch, Betty Masuoka, Cheri Rodolfo and Robert Coolbrith. The Committee reviewed a draft of the 2021 budget provided by Management on October 22, 2020. It was determined that an interim budget would be developed pending the receipt of additional information necessary to adopt a final 2021 budget. This interim budget will be presented under New Business.

## **VI. MANAGEMENT REPORT**

- A. Management/Project Calendar** – The Calendar for 2021 was not yet available.
- B. Work Order Log** – The Log was presented and discussed. It was noted that many of the “Open” work orders were in fact completed but had not yet been entered as “Closed” in the log. Vern Goehring requested an update on the installation of the motion-sensing light at the south pool gate. Management reported that selection of a suitable fixture was in progress. Replacement of other fixtures at the Ranch House was also discussed.
- C. Violation Log** - Management provided a summary of the violation notices sent to homeowners since the beginning of the year. Landscape maintenance and the timely removal of trash and recycling bins were noted as being the majority of recent violations. It was suggested that the Log be augmented to show violation cases that have been closed and that the violation procedures needed to be more strictly enforced.
- D. Other Management** – No report.

## **VII. FINANCIAL REPORT**

- A. Financial Statements for the Period Ended 10/31/2020 and 11/30/2020** - The financial report for the period ended November 30, 2020 was presented and is made part of these Minutes. Variances between actual and budgeted expenses were noted.
- B. Delinquencies and Collections** - Management presented the list of delinquent accounts and the status of accounts in collections. It was noted that the four (4) accounts turned over to the Association’s collection agency at the last meeting do not yet appear on the A/R Aging Report. Account 33-1 was identified as another which should be turned over for collection. *Motion to turn over Account 33-1 for collection upon confirmation of status (M/ Goehring, S/ Silverstein; Carried 3-0 with Mr. DeHoff and Mr. Ono abstaining.)*

## **VIII. UNFINISHED BUSINESS**

- A. Pool Reopening Update** – Linda Silverstein reported that the lack of insurance coverage for COVID-19 remains the primary reason for not reopening the pool. Nan Klein added that she contacted Rick Russo, the Cannery’s insurance agent, to investigate the possibility of coverage through Lloyd’s of London and was informed that they too are refusing to write a policy.

**IX. NEW BUSINESS**

**A. 2021 Budget** – Vern Goehring presented the proposed interim budget for 2021 on behalf of the Finance Committee. He noted that the Committee hopes to have a final budget for consideration by the end of the first quarter of 2021. ***Motion to adopt the interim 2021 Budget. (M/ Goehring, S/ Ono.)*** Steve DeHoff commented that using the term “interim” was not appropriate and that the budget presented be adopted as the 2021 budget with the understanding that a revised 2021 budget would be forthcoming. ***Motion to adopt the proposed budget as the 2021 Budget. (M/ DeHoff, S/ Ono; Carried Unanimously.)***

**B. Landscape Proposals** – Discussion of a proposal from Brightview Landscape Services for Harvest Street Turnover Plant Replacements was tabled pending further consideration. A proposal from Brightview Landscape Services for Lantana Removal and Plant Replacement was presented and discussed. Questions were raised about one of the charges and who should ultimately pay for the removal and replanting. It was decided that Lennar, the builder who installed the Lantana, would be approached on the issue and given the opportunity to rectify it before further action is taken. The cost of removing the Lantana at Vine and Blanchard was noted as being out of line with other costs and needs to be verified. ***Motion to approve the proposal for Lantana Removal and Plant Replacement at a cost of \$5,418.59 subject to: 1) outcome of negotiation with Lennar, and 2) verification of the \$1,063.99 charge for Lantana removal at Vine & Blanchard. (M/ Ono, S/ Goehring; Carried Unanimously.)*** Management was instructed to install signage warning of the Lantana berries until the plants are removed.

**X. BOARD MEMBER ANNOUNCEMENT (not on Agenda)** – Linda Silverstein announced her resignation from the Board. She suggested that Board candidate Nile Garritson be appointed to replace her. The Board discussed adding the appointment of a new member to the Agenda for this meeting. It was decided that the appointment would be made at the next Board meeting. The membership will be notified of the vacancy and invited to submit a statement of interest to the Board. ***Motion to accept the resignation of Linda Silverstein from the Board with thanks and appreciation. (M/ DeHoff, S/ Goehring; Carried Unanimously.)***

**XI. NEXT MEETING DATE** - The next Board of Directors meeting is scheduled for January 12, 2021. The Board discussed the need to meet monthly. It was decided to continue meeting every other month on the second Tuesday.

**XII. ADJOURNMENT** – ***General Motion to adjourn the meeting at 9:13pm (M/, S/; Carried Unanimously).***

Respectfully Submitted,

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Association Secretary

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Date