

The Plaza HOA Board Strategic Planning Meeting

June 18, 2013

This document is intended to inform Plaza homeowners of the recent planning activity of the Plaza Board of Directors, management and the Community Association Manager.

For the second consecutive year, the Plaza Board of Directors has held a strategic planning meeting approximately two months after elections for the primary purpose of the Plaza Board, Plaza management, and the Community Manager to establish clear strategies and actions on key issues of importance to the Plaza Homeowners Association. These strategies included setting clear responsibilities and related course of action to complete the work. This session was designed to build on the initial session the prior 2012 year.

Prior to the meeting, each Board member, manager, and CAM was asked to submit individually a list of projects that they felt were priorities to attempt to accomplish during the next 11 months on behalf of homeowner interests, problematic issues such as plumbing, etc. Each submission ranked their individual list. Once the lists were submitted to the Board President, they were consolidated without respect to rank and submitted to the meeting facilitator, Mr. Steve Alexander of The Alexander Group.

The meeting was noticed as an executive session and held off-site at the La Jolla Alta Master Council Board Room on June 18, 2013, the same day of the Plaza June 2013 Board meeting. The meeting was scheduled for 1:00 PM to 4:00 PM and started and ended on time thanks to the efforts of the meeting facilitator.

The agenda was confirmed, and rules for conducting the meeting, a decision-making framework and roles for the convener, participants and facilitator were adopted.

A brief training was provided, based upon materials included in the board package, regarding board and homeowner association leadership best practices.

Definitions for a three-tiered priority process were adopted

The key issues were then prioritized by the participants' vote and each was reviewed based on key questions outlined in advance and discussion from the participants. After each subject was reviewed, key actions and responsibilities were described and adopted. All topics were covered and clear direction was adopted by participants.

Strategic Issues Discussion and Decision Outcomes

Participants reviewed the list of issues as presented and prioritized it in order of importance. Definitions were created for three levels of priority as follows:

A Level Priority – Health and safety; structural; curb appeal (views of the property from outside, i.e. ‘first impressions’); financial liability impacts (especially given fixed-income residents); continuation of prior year ‘A’ priorities

B Level Priority – Routine repairs to avoid ‘A’ level issues; long-term liability (newer items and repairs that need to be planned for); continuation of prior year ‘B’ priorities

C Level Priority – Remodeling; earthquake preparedness; solar power; issues requiring extensive investigation, e.g., surveillance system; low or no ‘return on investment’ items

Following are the projects and issues, categorized according to priority. The complete list with descriptions and examples is included in the addendum.

A Level Priority

1. Plumbing-all buildings, Court 4 Pool bathroom
2. Lighting-hallways, garages
3. Structural-Court 1 west slope, walkways between buildings
 - Including eucalyptus trees and tree roots
4. Office Automation (A/B)
5. Homeowner Communications-web site, correspondence,
6. Actions Related to Any Mold

B Level Priority

7. Landscaping (A/B)
8. Plaza Homeowners’ Office Renovation
9. Stucco/Trim Painting
10. Front Entrance Driveway
11. Lobby and Athletic Room Baths
12. Surveillance Analysis
13. Activity Room renovation and re-equipment
14. Solar Information Collection and Investigation

C Level Priority

15. Surveillance Implementation (Pending Outcome of Investigation)
16. Solar Implementation Pending Outcome of Investigation and Based on LED Lighting Conversion Completion)
17. Investigation of Allowing Pets
18. Bicycle Racks-how many and where to place (Done Under Building and Grounds)

Board Project Assignments and Activities

Following are the various actions and issues, along with assignments for board leadership and assistance, for each project: Gary Roth, Bob Hanson, Steven Franco, Mary Nicksic, and Ted Hilton

1. **Plumbing** [Lead – Gary / Assist – Bob and Mary]
 - Investigate, evaluate and report
 - Board decision/direction
 - Engineering company selection
 - Execute plan
 - Provide clarity around homeowner vs. homeowner association responsibilities
2. **Lighting** [Lead – Ted / Assist – Mary]
 - Conduct cost analysis of LED light including return on investment (ROI)
 - Outline benefits
 - Develop replacement process and timeline
 - Re-evaluate light credits
3. **Structural** [Lead – Steven]
 - Include eucalyptus, tree roots, building 1 west slope, walkways integrity
 - Evaluate and retain structural engineer(s)
 - Board decision/direction
4. **Office Automation** [Lead – Gary]
 - Investigate automation software that integrates applications and database
 - Include office equipment upgrades
 - Board decision/direction
 - Implement indexing/scanning of old documents
5. **Homeowner Communications** [Lead – Gary / Assist – Bob]
 - Investigate use of outside services, e.g., copywriter
 - Review/upgrade newsletter
 - Review/upgrade website

6. **Actions Related to Mold** [Lead – Steven]
 - Analyze problem area-front entry stucco and activity room water penetration
 - Eradicate current mold and source

7. **Landscaping** [Lead – Ted]
 - Review architect’s report
 - Board decision/direction
 - Obtain homeowners’ approval
 - Implement plan

8. **Plaza Homeowners’ Office Renovation** [Lead – Bob]
 - Develop bid specs
 - Bid out scope and evaluate responses/proposals
 - Select contractor
 - Implement plan

9. **Stucco/Trim Painting** [Lead – Ted]
 - Develop options within three year window
 - Identify/obtain proposals/cost-savings
 - Board decision/direction
 - Obtain homeowners’ approval
 - Implement plan

10. **Front Entrance Driveway** [Lead – Bob]
 - Evaluate substrata
 - Obtain structural consultant report
 - Develop bid specs
 - Bid out scope and evaluate responses/proposals
 - Select contractor
 - Implement plan

11. **Lobby and Athletic Room Baths** [Lead – Gary]
 - Develop a plan
 - Obtain bids
 - Board decision/direction
 - Select contractor if approved
 - Implement plan

12. **Surveillance Analysis** [Lead – Bob]
 - Gather data and create report
 - Board decision/direction
 - Solicit homeowner input

13. Activity Room Re-equipment [Lead – Ted]

- Identify options/costs/benefits
- Includes ideas about outsourced staff break area
- Board decision/direction
- Implement plan

14. Solar Information Collection and Investigation [Lead – Ted]

- Identify costs/benefits/return on investment (ROI)
- Include tax credit information
- Report to board
- Board decision/direction

15. Surveillance Implementation (Pending Outcome of Investigation) [Lead – Bob]

- Define systems
- Identify costs
- Board decision/direction
- Obtain homeowners' approval

16. Solar Implementation (Pending Outcome of Investigation and Based on LED Lighting Conversion Completion) [Lead – Ted]

- Conduct 12 month analysis including LED conversion results
- Board decision/direction
- Obtain homeowners' approval
- Develop bid specs
- Obtain vendor
- Implement plan

17. Investigation of Allowing Pets [Lead – Mary]

- Identify pros/cons
- Conduct analysis of other HOAs
- Review impact on governing documents
- Develop proposal for board
- Board decision/direction
- Obtain homeowners' approval

18. Bicycle Racks (Done Under Building and Grounds) [Lead – Ted]

- Identify where and costs
- Board decision/direction

In closing, since the strategic planning meeting, Bob Hanson, Plaza Treasurer has passed away on July 8, 2013; therefore, his assignments will be re allocated once a new Board member is appointed. Timetables for project competitions will be communicated once established and confirmed.