



# The Grape Crusher

# NAPA VALLEY COMMONS

April 2020

## COVID-19's Effect on POA Operations

We first want to say thank you to all of our owners and tenant businesses for the efforts you have taken to comply with local and State directions to shelter in place and to reduce the spread of COVID-19.

This pandemic has affected nearly every aspect of our lives. We realize that these effects will not be fully realized even after the shelter in place orders are removed, but we wanted to share some more information on the immediate impact and changes for the POA.

As many industries have ground to a halt, some have continued at a reduced pace while others have had to speed up as a result of COVID-19. The business of the Association has experienced both reductions and increases.

### Management

Where we have seen a lot of increased activity is in the administration. We were fortunate that our management company, APM, has always been established on current technologies and maintains an adaptive infrastructure that allows for remote operations by their entire team. With the shelter in place order came many administrative tasks to determine what third-party services and projects could continue as essential and what could be delayed. Calls and correspondence with legal counsel, the County, the City, as well as our many contractors became daily routines as more details were clarified and the situation changed.

### POA Contractors

Many of the Association's contractors are still considered essential services, including landscapers, electricians, plumbers, and general contractors. At the same time, not every service that they offer is essential and many have had to reduce in scope. Landscaping is a good example of this. Most of their work is safety and sanitary related and they continue to clear walkways and streets, clean drainage systems, maintain irrigation systems, and complete minimal mowing to prevent irrigation sprayers from being blocked by grass. At the same time, they cannot complete cosmetic work including most pruning and new plant installations.

### POA Projects

In addition to our regular contractors, our reserve-funded projects have been delayed unless they are confirmed as essential. Fortunately, many of our projects are linked to the infrastructure or safety elements of the POA. A good example of a project that continued to completion is the annual tree care program. Other projects, like the ongoing planning and preparation for the installation of pedestrian improvements including crosswalks and sidewalks, continue.

*Continued on the following page...*

## Board of Directors

### Upcoming Board Meeting

Date: Wednesday, April 30, 2020  
Time: 11:00 a.m.

**Location:** Zoom Meeting Digital Conference. Zoom Board Meeting Access:

**Connect to Meeting via Web:**  
<https://zoom.us/j/95138258064>

**Connect to Meeting via Zoom App:**  
Meeting ID: 951 3825 8064

**Connect by Telephone:**  
1-669-900-9128  
Meeting ID: 951 38258064

Password: 837369

*Note: All Board Meetings, including those through Zoom are open to property owners only.*

### Board of Directors

John Peiffer  
The Busch Firm  
*President*

Anthony Zand  
The Busch Firm  
*Vice President*

Ned Pike  
The Pike Company  
*Treasurer*

Steven Lederer, County of Napa  
*Secretary*

Monique Scott  
Lowenberg Associates LP  
*Director*



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# COVID-19's Effect on POA Operations Continued...

## Virtual Board Meetings

No doubt many of you are becoming much more experienced with applications like Zoom, Microsoft Teams, Google Meet, Go-To-Meeting and other programs that facilitate virtual meetings. The POA is no different as we move our Board meetings into a virtual space. Until it is shown to be safe to meet in person, Board meetings will be held on the widely recognized Zoom Meeting platform. Zoom, like many of its competitors, has been getting a lot of media attention lately, and while worries about Zoom security was on the rise in the media, the team at APM had already undertaken training on how to best implement the necessary security settings that have now become standard. We know that this new meeting format may come with a learning curve for many, but we would like to thank everyone in advance who can attend and support these meetings through their computers, tablets, smartphones, or by dialing in. Instructions for connecting to the next Board Meeting on Zoom are included on the front of this newsletter.

### How to Connect to a Board Meeting on Zoom

New to Zoom or never even heard about it? Zoom is an application that can be installed on computers, tablets, or smartphones. If you don't want to add to your growing list of applications, Zoom can be run in your web browser or you can simply dial in by phone for a teleconference experience. Let's look at the three different ways you can connect:

#### ZOOM APP (<https://zoom.us/download>)

This is typically the best "Zoom" experience. Zoom can be downloaded to your phone, tablet or computer. Once you have the app on your device you can enter the meeting two different ways: (1) you can open the app and select "join" and then enter the meeting code followed by the password when prompted. (2) You can enter the URL link (which is on the front of this newsletter) and this will initially open your web browser and then ask if you would like to open the meeting in the zoom app.

#### THROUGH WEB BROWSER (Chrome, Edge, Explorer, Firefox, Safari, etc.)

You can join a Zoom meeting using the link on the front page of this newsletter. The browser will open a window and a prompt will come up. You can ignore the prompt that will pop up and instead click on the "join from your browser" that will show in blue near the bottom of the screen.

#### CALLING IN BY PHONE

To call in by phone, first dial the local Zoom conference number which is on the front page of this newsletter.

You will then be prompted to enter your meeting ID (which is also on the front page of this newsletter).

For most APM meetings, you will not need to enter a password when calling in, but if required, you will be prompted to enter it.

## Project Updates

### Crosswalks and Sidewalks

We're continuing to work toward the installation of five crosswalks and extending and connecting the existing sidewalks. The Board has completed the bidding process and awarded the contract to Granite Construction. Final contracting is currently underway. We will carefully monitor the COVID-19 restrictions as we work towards scheduling.

These are very important projects for Napa Valley Commons as they directly impact pedestrian safety and ease of pedestrian movement. In addition to facilitating pedestrian movement for local businesses within the Commons, the sidewalks will ultimately allow pedestrian access to the Vista Point Park that features the iconic Grape Crusher Sculpture.

### 2020 Tree Care Program

Napa Valley Commons is home to more than 1,200 trees. The trees are a major feature at Napa Valley Commons and add significant visual appeal and value to our property. Each year our trees are professionally evaluated by an arborist for proper trimming and care. For 2020, the annual tree care work was recently completed by Tree West. This comprehensive approach for tree care maintenance continues to protect the long term collective investment the Association has in the landscaping of our business park.



## Business Spotlight: Advanced Shelter Systems

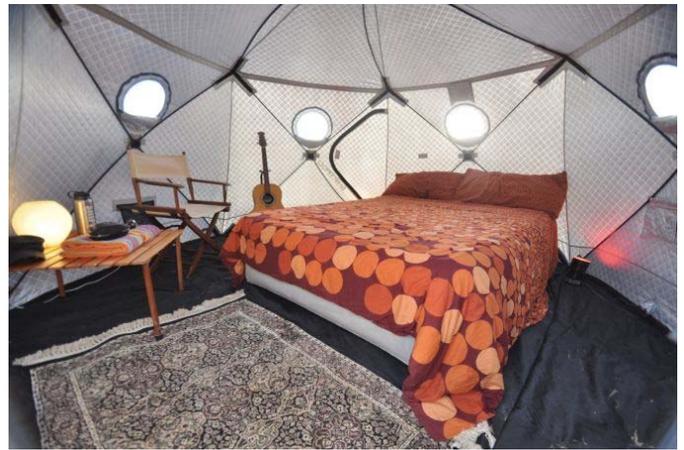
I can't express my curiosity when I first landed on the webpage for Advanced Shelter Systems, one of the many businesses that often fly under the radar with Napa Valley Commons. Thinking back, I did not really have strong expectations of what I would find based on the company name. What I found sparked that childish sense of adventure that can only be realized as an adult. What I found was "Shiftpod", which is not a tent, but a shelter.

Imagine landing on the moon and setting up to stay a while. In my imagination, the shelter you would erect may look something like a Shiftpod, a reflective, insulated, thoughtfully engineered geodesic-like structure. Once unpacked, this unique structure goes up in as little as 30 seconds, yet is designed to last a long time. This product's painstaking development has resulted in the production of multiple iterations and 5 patents. It includes air condition ports, power ports, and a down multilayer fabric system to provide outstanding insulation.

With the level of custom craftsmanship and design that brought this to market, you may immediately think that it is backed by a large company. Instead, it is the result of the overactive creative mind of a driven entrepreneur and the support of his wife, family, and community.

Inspired by years of experience at the Burning Man Festival, the Shiftpod and its larger (XL) and smaller (Mini) counterparts have served as luxury temporary shelters for camping, festivals, concerts, and much more. While this flagship product quickly sparked my imagination, it was the broader story that really impressed me. Shiftpods are not just weekend structures for a unique experience, but they have also become long term housing for those who really need it. Thousands of Shiftpods have provided necessary housing for disaster-stricken families and individuals in multiple countries and includes 1,000 units that provided housing for hurricane victims in the Bahamas. For every twenty Shiftpods sold, one is given to a family who is in need of shelter.

I don't know about you, but my imagination will not let me miss an opportunity to live like a spaceman. Until I get that opportunity, I will at least try to get more in our community to share that goal. I encourage you to explore Advanced Shelter System's website at [shiftpod.com](http://shiftpod.com).  
- Chris Waage, Relationship Manager



## Website Update Project—Media Needed!

The POA's website, [www.napavalleycommons.com](http://www.napavalleycommons.com), has served the association well in providing key information about the property and its businesses, as well as providing a central point to access member accounts and documents. With ever-changing and advancing technologies our website had become somewhat dated in its features and usability. The goal is to recreate a simple but beautiful website that is user-friendly, responsive to multiple device types and provides great accessibility to all. The Board reviewed the first draft of the website development at the November 12, 2019 Board meeting, providing edits and recommendations to make the website representative of all of the businesses that make up the Napa Valley Commons. After further work, the website is now live, but we found that we lack media that highlights many of the businesses whose value cannot be seen from the exterior of a building.

**THIS IS WHERE WE NEED YOUR HELP.** We need pictures, video, or text descriptions that help highlight the wonderful value that your organization brings to the Napa Valley Commons. If you have media that you can share with us to help highlight your business on the Association's website, please contact us. Please reach out to our Principal Relationship Manager, Chris Waage, [chris@advancedmgmt.com](mailto:chris@advancedmgmt.com) with any resources you can share.

# April 30, 2020 Board Meeting Agenda

## Location: Zoom Conference Call

Call to Order – 11:00 a.m.

### Executive Session

- Legal Contract Matter

Open Meeting – 11:10 a.m.

### Property Owners Comment Forum

### Approval of Minutes

- Board Meeting of January 22, 2020
- Executive Session of January 22, 2020
- Executive Session of March 16, 2020

### Financials

- Financial Statement as of March 31, 2020
- Delinquent Accounts
- CD Investments – Ratify \$250K CD 6-Month Term

### Board Discussion/Response Required

- 2020/21 Budget
- Napa Pipe Development – Catellus – Impact on Napa Valley Commons
- POA Marketing Updates
- Projects in Process/Completed
  - Pedestrian Improvements Update
  - Annual Tree Care – Completed
  - Signage Guidelines Updates – In Process
  - Entry Monument Sign Agreements – Signatures Required
  - PG&E Common Area Damage Repairs
- COVID-19 POA Operations
- Architectural/Landscape/Signage Applications – To Approve/Ratify
- Proposals – To Approve/Ratify
- Property Owner Request(s) – None
- Annual Meeting and Board Meeting July/Aug\_\_\_\_, 2020, 11:00 a.m., 860 Napa Valley Corporate Way, Suite O

### Board Review

- Calendar
- General Correspondence
- Delegated Authority Matrix
- Site Map

Close Board Meeting



Advanced Property Management (APM) was established in 1986 and is a full service property management company. APM has been managing the common areas at Napa Valley Commons since November 15, 2005. One of the primary objectives was to assist in the formation of a Property Owners Association (POA). Now we are working with the current Board of Directors to address the key issues facing the POA.

The APM team dedicated to Napa Valley Commons consists of the following persons:

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