



The Grape Crusher

NAPA VALLEY COMMONS

August 2023

Annual Meeting and Director Elections

The Association's Annual Meeting is scheduled for Thursday, August 10, 2023 at 11:00 AM. You can join the meeting via Zoom, with the details provided in this newsletter, or attend in person at 860 Napa Valley Corporate Way, Suite O. The Annual Meeting will include the annual director election. This year there are three (3) candidates for the three (3) open director positions.

Landscape Frontage Issues - Who to Contact?

In the past year, the Association brought on Monarch Landscape as the new contractors for routine landscape maintenance. Any time a new company starts on the property, there's a learning curve and this results in occasional items that need correction.

The Association is responsible for the landscape maintenance along Napa Valley Commons street frontage. This landscape responsibility is defined by easements and extends between 20-35 feet from the street depending on the location. Beyond these easements, owners are responsible for all of the landscaping on their private lots.

If you notice any issues/items needing correction along the street frontage (including excessive weeds, dead lawns, or broken irrigation), please reach out to the Association's Property Liaison, Dawn Friesen. Support@advancedmgmt.com 866-946-0800 x89. Thank you for your support in assisting in the quality maintenance of our property.



New Tenants? - Please Let Us Know

As tenants change, it's important to let the POA know by providing contact information for the new tenant. This helps to keep the POA website directory at www.NapaValleyCommons.com up to date, and ensures we have the most up to date contact information in case there's an urgent maintenance matter. Please let us know of any changes in tenant businesses.

Annual Membership and Open Board Meeting

Date: Thursday, August 10, 2023

Time: 11:00 a.m.

Location: 860 Napa Valley Corporate Way, Suite O, with option to join via Zoom video conference call.

Connect to Meeting via Zoom:

<https://zoom.us/j/87456791215>

Connect to Meeting via Zoom App:

Meeting ID: 874 5679 1215

Connect by Telephone:

1-669-900-9128

Meeting ID: 874 5679 1215

Password: 118777

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

Board of Directors

Anthony Zand

The Busch Firm

President

Monique Scott

Lowenberg Associates LP

Vice President

Ned Pike

The Pike Company

Treasurer

Steven Lederer, County of Napa

Secretary

Garett Busch

Pacific Hospitality Group

Director



1-866-946-0800
www.napavalleycommons.com
www.advancedmgmt.com

General Inquiries:
dawn@advancedmgmt.com
(866) 946-0800 x89

Accounting:
Accounting@advancedmgmt.com
(866) 946-0800 x83

Leasing Reminder: Lease Signs Require Approval

As a reminder to all property owners, when marketing a property for lease, you're encouraged to utilize a highly visible leasing sign. These signs have specific requirements and specifications outlined in the Association's Master Sign Program and require approval by the Board prior to installation.

To avoid having to remove an unapproved sign, please make sure to submit your application and gain approval prior to installation. Details on lease sign specifications can be found in the Master Sign Program in section four, "Commercial Use".

We also encourage you to reach out to the APM team for more information on the sign program and the required application.

Feature Your Business

We love to share and highlight the unique and hardworking businesses that are in our community. If you're interested in having a feature article on your business included in The Grape Crusher newsletter, please contact Chris Waage, chris@advancedmgmt.com, to set up a time to share your story.



HOW TO KEEP YOUR BUSINESS INFORMATION CURRENT ON OUR WEBSITE

The POA's website, napavalleycommons.com provides key information about our property and its businesses, as well as providing a central point to access member accounts and documents. The website features videos on Napa Valley Commons and some of the businesses within the Commons. Like all websites, it needs to be kept up to date and include key details about the businesses it represents. To better feature your business, please provide pictures, video, or text descriptions that help highlight the wonderful value that your organization brings to the Napa Valley. If you have media that you can share to help highlight your business on the Association website, please reach out to our Relationship Manager, Chris Waage, chris@advancedmgmt.com with any resources.

Stay Connected—Website Owner Portal

Our owner portal is accessible from the home page of the Napa Valley Commons website at www.napavalleycommons.com. If you haven't had a chance to sign the Electronic Consent form, please contact Dawn Friesen with Advanced Property Management at dawn@advancedmgmt.com. Once the signed consent is received by the Association, you'll receive an electronic invitation to access the website along with your personal user ID and password. Also, if you have issues logging in, please contact Dawn.

Our website portal gives owners the ability for an owner to view current accounting information related to the property, to make assessment payments online, the option for an owner with multiple properties to utilize a single login, the ability to submit and track inquires and multiple types of work requests, a community calendar, a photo gallery, an extensive document library and more. For tenants, we also have a tenant portal so that tenants can track inquiries, view the community calendar and view local resources. For more information on signing up, please contact dawn@advancedmgmt.com.

Annual Membership and Open Board Meeting Agenda August 10, 2023

Call to Order – 11:00 a.m.

Annual Meeting Items

- Establish and Verify a Quorum – Inspector of Election Report
- Ballot Report
- Election Results
- 2023-2024 Officer Appointments

Property Owners Comment Forum

Consent Agenda (to Ratify)

- Proposals Approved Under Delegated Authority
- Architectural Applications

Approval of Minutes

- Open Board Meeting Minutes—April 20, 2023

Financials

- Financial Statement as of June 30, 2023—FYE
- Delinquent Accounts

Board Discussion/Response Required

- Projects in Process/Completed
- Crosswalk/Sidewalk Update
- Tree Care
- Napa Pipe Development Update
- Landscape Maintenance Updates
- Marketing Goals 2023-2024
- Architectural/Landscape/Signage Applications
- Proposals To Consider for Approval
- Property Owner Request(s)
- Next Annual Membership- November __, 2023, 11:00 AM

Board Review

- General Correspondence
- Calendar
- 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:

Chris Waage
Principal—Relationship Manager
1-866-946-0800 ext. 806
chris@advancedmgmt.com

Jay Spangenberg
Principal—Assistant Relationship Manager
1-866-946-0800 ext. 88
jay@advancedmgmt.com

Dawn Friesen
Owner Liaison—Customer Service Contact
1-866-946-0800 ext. 89
dawn@advancedmgmt.com

Denise Babich
Accounting
1-866-946-0800 ext. 804
accounting@advancedmgmt.com

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