



THE GLEN OF PACIFIC GROVE
HOMEOWNERS ASSOCIATION, INC.

ANNUAL MEETING

December 12, 1984 at 12 Glen Lake Drive, Pacific Grove, CA.

Minutes

1. First order of business for the annual meeting was an explanation by August Louis of the voting, explaining to the general membership the cumulative voting. A quorum was established with 48 homeowner interests represented, either in person or by proxy, and ballots for voting of the new Board of Directors were passed out to either owner or proxy holder that was present.
2. Nominations for further Board members were opened and immediately motioned to be closed. The motion was then seconded and passed unanimously.
3. The Board nominees were introduced and each quickly described why they wanted to serve on the Board of Directors. The votes were then cast and counted and the directors were elected as: August Louis, Mary Fair, Bernard Wileman, Adorjan DeGalffy and Harold Tillinghast.
4. A brief report was given to the members present on the business that the Homeowners Association has followed through on the previous year.
 - a. The insurance. The carrier on the master insurance was changed to a local agency company; Monterey Insurance Agents and the insurance company was also changed to Travelers Insurance.
 - b. An additional flood and earthquake policy was purchased by the Association, also through Monterey Insurance Agencies for a million and a half limit.
 - c. A report from the Architectural Review Committee was made by Lahoma Hallett, a copy of which is attached to these minutes. Further discussion of Architectural Review and the Associations Architectural Standards followed with the recommendation that the new Board address these issues as soon as they are up and working.
 - d. Comments from the members were received regarding the proposed rules and regulations on item C-2. Item C-2 of the rules does not allow any provisions for owners who are not full time residents to handle their garbage pick-up



- when they are here at The Glen on the weekends but not during the week when garbage is collected. It was recommended that the Association might consider some common area enclosed with lattice work for storage of trash containers prior to their pick-up. Proposed rule E-6 stated that the tennis court could be used only when one of the owners is present and the comment was made that this was a bit restrictive when guests or others who were visiting The Glen required one of the owners to be present to use the courts. It was suggested a key system or an identification card be issued for each lot so that other homeowners would be able to identify people who are using the tennis courts as residents of The Glen
- e. The members also requested that the new Board look into speed limit signs, a street sign for The Glen and a "not a through" street sign down near the park entry possibly put up by the city.

Meeting adjourned - 10:00 p.m.

Lahoma Smith Hallett

76 Glen Lake Drive, Pacific Grove, California 93950 408/625-2170

A N N U A L R E P O R T

Architectural Control Committee

Your ownership in this development and your rights and remedies as a member of its association will be controlled by governing instruments which include CC&R's, Articles of Incorporation and Bylaws. The provisions of these documents are intended to be, and in most cases are, enforceable in a court of law.

The association provides a means to accomplish architectural control.

Until there is a sufficient number of purchasers of units to elect a majority of the governing body, it is likely that the subdivider will effectively control the affairs of the association.

So states the public report on The Glen.

And so, in fact, has this been the case: the association has been in the control of the subdivider.

The subdivider, in this position of control, has been lax in upholding the governing instruments and in answering the complaints and requests of the homeowners.

The Architectural Control Committee, consisting of Lahoma Hallett, Harold Tillinghast and Marge Jackson, having been appointed in September has met four times: twice to consider requests from homeowners, once to begin setting up some general guidelines, and once to inspect the general conditions of the buildings and grounds at The Glen. We sent a notice to all homeowners calling attention to Articles in the CC&R's which pertain to architectural control.

Our inspection tour proved to be more involved than we had anticipated, because we talked with several homeowners who wanted to register complaints. We reported our findings, most of which we had heard about repeatedly in the association meetings, to Trilex in a letter and we sent a copy of that letter to the Department of Real Estate for the record.

The reply from Trilex to this report stated, "Please realize that we have never received any of these complaints in the past."

This has been the general attitude on the part of Trilex. Another example of that stance is the case of Mr. and Mrs. Wileman's fence and deck. At the November 28 meeting, Mr. Louis insisted that he did not know of the existence of the deck and fence until he

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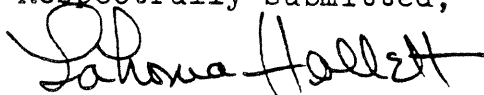
received a telephone call regarding the moving of the sprinklers near the Wileman's home. That telephone call was made on August 24. A letter from Mr. Louis, dated August 13 states, "We will specifically ask those homeowners who have built in the common area to come to our next Homeowners meeting..." He also received correspondence as early as June calling his attention to these and other infractions. Other contacts followed, by telephone and certified mail before the August 24 date, and before the projects in question had been completed.

It is the consensus of the Architectural Control Committee that it is the obligation of Trilex to rectify all infringements of the CC&R's. To allow infractions of these restrictions now is to invalidate any legal recourse against such infractions in the future.

A letter has been sent to the Department of Real Estate stating, "It is our desire that certain remedial work be done in the landscaping, drainage and in the buildings to bring the development to an acceptable standard that we can then maintain. It is our further desire that there be no violations of the CC&R's in existence at the time the Association is turned over to the homeowners."

As a result, our case has been assigned to a Real Estate Specialist for review and appropriate action.

Respectfully submitted,



Lahoma Smith Hallett, Chairman

December 12, 1984



THE GLEN OF PACIFIC GROVE
HOMEOWNERS ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING
AND ELECTION OF BOARD OF DIRECTORS

DATE: December 12, 1984

TIME: 7:30 p.m.

PLACE: 12 Glen Lake Drive (selection room)

ANNOUNCEMENTS:

1. The Board of Directors has set the date of the annual meeting so that enough homes will be sold and owned by individuals other than the subdivider to allow for an election of a Board composed of homeowners.
2. All five Board seats will be open for election. The Association's rules specify cumulative voting, so that each lot will have one vote per seat open for election. In this case, each lot will have five votes which may be cast for any one candidate or combination of candidates. The votes rules are specified in the last paragraph of page 6 of the Association's Bylaws.
3. A quorum is required to hold this meeting. We must have at least 51% of the members present at the meeting. If you are unable to attend in person please assign your vote to someone who can attend by completing the attached proxy. The proxies can be returned by mail to our offices or brought to the meeting.
4. The Board of Directors received a report from a nominating committee and wishes to pass these nominations along to the members.

Nominations:

✓ Harold Tillinghast	Unit #63
✓ Harold Hallett	Unit #76
✓ Adorjan DeGalffy	Unit #14
Mark Elliott	Unit #61
Margaret Jackson	Unit #48



Additional nominations were made during our previous Board meeting nominating:

✓ Mary Fair Unit #67
✓ Bernard Wileman Unit #84
✓ August Louis

Additional nominations will also be called for at the Annual meeting before the election.

5. The Board received a report from its subcommittee searching for a management company. A copy of the duties to be performed is enclosed for your review and comment. The final decision of whether or not to hire a management company and which one to hire was tabled until the new Board could consider this matter.
6. Finally, the Board also received a report from its Rules Subcommittee. A copy of the proposed rules is enclosed. The new Board will also consider adoption of rules once it is elected. Until that time please review the rules and make any comments. A good set of rules which are well publicized will be helpful to making the community function smoothly.

FROM : Sub-Committee on Property Management Company Selection
Homeowners Association of the GLEN OF PACIFIC GROVE

Mailing address: c/o Adorjan I. de Galffy tel.: (408) 372-6962 home
P.O. BOX 2614 242-8346 office
Monterey, CA 93942

SUBJECT : Request for information on condominium complex property management
TO : Property Management Co.

The Homeowners Association of the Glen of Pacific Grove condominium townhouse complex is interested in employing the services of a professional property management company concerning the management of the affairs of the HOA of the Glen of Pacific Grove, located at Glen Lake Drive (at Moreland Ave.) Pacific Grove, CA. 93950

In order to make the proper decision in selecting a property management company and to enable a prospective property management company to make a realistic assessment of the work and expenses involved in this, and to advise the HOA concerning the fees for such services, the Sub-Committee compiled a list of services, shown below, which includes those services and tasks, which the Sub-Committee believes have to be performed and completed at the complex.

DUTIES & SERVICES OF PROPERTY MANAGEMENT (hereinafter referred to as AGENCY)

1. Collect monthly assessments
2. Disburse funds for contract and other maintenance expenses, utilities and other expenses of the association from association funds
3. Maintain insurance, capital and contingency reserves as directed by the HOA Board
4. Maintain any or all financial records required by The Glen HOA By-laws
5. Render a monthly income and expense statement to Board by the 10th of the following month
6. A representative of the AGENCY will attend one (1) HOA meeting each year as required by Board and four (4) directors meetings per year.
7. Assist Board in preparation of annual budget
8. Supervise all employees and contractors
9. Prepare and send notices of annual Association meeting
10. Provide Association with a 24 hour emergency phone number for Agent
11. Maintain records of insurance coverage and coordinate claims
12. Assist in the negotiation of maintenance contracts as required by Board

AGENT SHALL NOT BE RESPONSIBLE FOR

1. Collection of delinquent assessments or charges except the sending of delinquency notices
2. Maintenance or repairs to individual units or garages

QUESTION: One time assessment of the physical property for compliance with the representation made by TRILEX, such as: landscaping, irrigation system, pump adequacy, electric gate, lighting, etc.?

Board shall designate a single individual authorized to deal with AGENT relating to management of the condominium complex and Agent shall be directed not to accept direction from anyone else.

Enclosed, please find a map and a chart showing the location and outlines of the complex consisting of 60 condominium-townhouse units. 40 units are sold and lived in, 8 additional units are sold but not yet lived in at the present. Two months from now 45 units will be lived in, and all 60 units will be sold and lived in at the end of the year.

Based upon the above, please submit your proposal for your services including your fees, which we can submit to our next Homeowners Association meeting for discussion.

Please feel free to take a look of the complex, its physical layout and condition in order to enable you to make an objective assessment of the proposed task.

We look forward to hearing from you at your earliest convenience.

Sincerely,

Adorjan I. de Galffy
Chairman
Selection Sub-Committee

GENERAL RULES and PROCEDURES

Attention: Homeowners and/or Occupants of THE GLEN

The Basic Rules Committee met October 2, 1984, and the following rules were formed:

A. GENERAL

1. Owners of each unit shall be held liable for any damage or vandalism caused by any member of that household.
2. It is the duty of each homeowner to make sure that no careless or selfish act in his household is responsible for creating any hazard or inconvenience to his neighbors.
3. Radios, record players, television sets, and so forth, may be played at reasonable levels and hours within each household. Neighbors must be considered at all times.
4. No sign, poster or advertisement of any kind shall be displayed on any portion of a lot or on the common area without written consent of The Association, except customary name and address signs and lawn signs not more than 5 square feet in size to advertise property for sale. This sign is to be removed immediately upon acceptance of property purchase.
5. No noxious, offensive or unlawfull activity shall take place in or upon any lot or part of THE GLEN; nor shall anything be done which may be or become an annoyance or nuisance to the neighborhood, or which shall interfere with the quiet enjoyment of each homeowner of his respective lot, or which shall in any way increase the rate of insurance carried by the Homeowners Association or any other homeowner.
6. Vehicle repairs and maintenance within THE GLEN are to be limited to homeowners garage, and to be minor and short in time. Major repairs taking longer than one day, and vehicles on jacks or blocks are prohibited.
7. The speed limit of automobiles shall be 15 MPH within THE GLEN. We must post signs soon.
8. Homeowners are encouraged to keep garage doors closed when not in use. Neighbors have complained of this.

B. PARKING

1. Homeowners are to use their assigned garages at all times. Guests are to use the open parking spaces.
2. Parking or storing of boats, trucks, campers, trailers and other such vehicles is prohibited within THE GLEN. This applies to homeowners and visitors, and renters. Homeowners have 2 auto per garage, any additional auto should be parked in parking area adjacent to gates.
3. Parking violators will be cited. If warning is not heeded the vehicle will be towed at owner's expense.
4. No vehicle shall be left immobile and inoperative for more than ten (10) consecutive days. Violators will be subject to citation as in paragraph above.

C. HOMES AND EXTERIOR MODIFICATIONS

1. Exterior of a home is not to be altered in any way without prior written approval of the Architectural Control Committee.
2. All garbage containers placed on the street no earlier than evening before pickup. Please remove containers off street the same day. *
3. All window coverings displayed in exterior windows shall be white or off-white in color; sheers or drapes, etc.

* Wet trash must be disposed of in sealed, plastic bags.

D. PETS

1. A homeowner may not have more than two (2) pets at any time.
2. Pets must be on leashes when on common areas within THE GLEN.
3. Pet excrement must be cleaned up immediately by owner. Place in your own trash cans.
4. The owner of any pet which becomes a nuisance or danger may be subject to a fine by The Association or possibly removal of the animal.
5. Owners of pets are no longer allowed to walk their pets "up the hill" (upper site) during this construction period. Actually, it is a liability to TRILEX for walking pets there--and dangerous for people! Please refrain from using this area, due to equipment (heavy equipment) being used during construction.

E. TENNIS COURTS

1. Wear tennis shoes at all times.
2. No bicycle riding, roller skating, etc. on the courts.
3. No pets allowed on the tennis courts.
4. Remove tennis balls and beverage containers when through playing.
5. Play is limited to one set or 30 minutes, whichever is longer, if others are waiting to use courts.
6. Guests must be accompanied by homeowner, please.

F. COMMON AREAS

1. Sports, activities or games, etc. which may cause damage to buildings or grounds and/or facilities and structures in TH E GLEN are prohibited -- and in all Common Areas.
2. Bicycles, tricycles, scooters, skates, toys, etc. are not to be left on any of the common ground, or on the street.
3. Climbing trees or fences is prohibited.

COMMON AREAS (Cont'd)

4. Vehicular use of common streets in THE GLEN is for the express purpose of residents to travel on, to and from their residences. Joy-riding of any kind - car or motorcycle is strictly prohibited.

There may be basic rules we overlooked or forgot. If you wish to add, contact us. The aim here is to live peacefully, happily and in harmony with our neighbors.

BASIC RULES COMMITTEE
Tony Ardwell, Chairman
Eric Edwards
Lena Fiduk

October 19, 1984