



THE GLEN OF PACIFIC GROVE
HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting
November 28, 1984

Meeting opened 7:30 p.m.

Board Members Present: Barbara Slover
August Louis
Mike Tonti
Robert Cox

1. Open Forum:

- A. Members requested a date be set for the Annual Meeting.
 - a. Meeting to be held within 90 days of close of fiscal year. Annual meeting should be held by November 30, 1984. Meeting has been delayed pending sale of the 45 homes, which eliminates two classes of membership.
 - b. Annual meeting scheduled for December 12, 1984 at 7:30 p.m., 12 Glen Lake Drive.
 - c. Nomination Committee report heard and attached to these minutes. Further nominations made during meeting: Mary Fair, Bernard Wileman, August Louis.
 - d. Management Committee report heard, received a copy of Scope of Work drawn up by committee and a copy of proposal from Munras Property Management, both of which are attached.

2. Old Business

- A. Insurance quote for the Difference in Conditions (Flood/Earthquake) has been increased from \$2,044 to \$2,600. This provides \$1,500,000.00 coverage. Board granted authority to purchase policy at new quote.
- B. Report from Architectural Control Committee was continued to next Board Meeting.
- C. Report of Rules committee: submitted a proposed set of rules. Board decided to circulate rules for review and input to all owners. Adoption of final rules are to be made by new Board.



3. New Business

- A. Request was made by Taylor Landscape Maintenance to increase fee from \$17.50 per unit per month to \$24.00 per unit per month. Board decided to approve the increase while maintenance was restricted to phases one and two but that the fee be brought back for consideration when phase three maintenance is begun.

Meeting Adjourned: 9:30 p.m.

vember 6, 1984

FROM : Nominating Committee for Board Member Election,
The Glen of Pacific Grove Homeowners Association
TO : Annual Meeting of the Homeowners Association, November 1984
SUBJECT : Board member election

The Nominating Committee held its first meeting on Tuesday, October 30, 1984. Mr. Bill Ito was unable to attend the meeting, since he was out of town, but left his recommendations with Mrs. Slover, Vice President of HOA, member of the Nominating Committee.

The three members present at the meeting discussed the above subject, expressed their opinions and came up with following recommendations submitted below:

Harold Tillinghast	Director	Unit # 63	Tel.:(415) 368-3569
Harold C. Hallett	Director	Unit # 76	625-2170
Adorjan I. de Galffy	Director	Unit # 14	372-6962
Mark Elliott	Director	Unit # 61	375-2073
Margaret E. Jackson	Director	Unit # 48	

The above candidates have expressed their interest and willingness to serve on the HOA Board after members of the Nominating Committee discussed the matter with each candidates...

The names of other HOA Members have been considered for the candidacy in addition to the above list of names, however, on account certain reasons, such as not having available time, for example or other reasons, the Committee agreed on the above.

NOMINATING COMMITTEE

Barbara Slover, Vice-President
George Leutzinger, Homeowner
Adorjan I. de Galffy, Homeowner

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 month 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



1340 MUNRAS AVENUE
MONTEREY, CALIFORNIA 93940
(408) 649-6400

October 18, 1984

Dear Members of the Selection Committee:

Munras Property Management Company (MPM) appreciates the opportunity to submit a proposal to act as management agent for the Glen Homeowners Association. Two members of our staff are members of the homeowners association and are well acquainted with their operation and associated problems.

The services MPM would provide are enumerated below, listed in numerical sequence corresponding to your numerical listing of services required.

1. Collection of monthly assessment. Assessments would be due the 1st of each month and would be handled by mail to our office or direct deposit at the office at 1340 Munras Avenue, Monterey. Telephone reminders of delinquency would be made by the 5th of each month and written notice of delinquency mailed on the 10th of the month. A copy of such notices would be furnished to the board.
2. All routine bills received will be paid within seven days. One time expenses other than routine maintenance action will require approval of the designated representatives of the association prior to payment.
3. The contingency reserve fund would be set up by the association as an interest bearing account. Signature authority would be given to MPM as well as to a designated representative of the HOA. Disbursement would then be handled by MPM as special actions, each of which would require approval of the board.
4. Maintenance of financial records are an ongoing activity of MPM and will be accomplished to the satisfaction of the HOA By-laws.
5. A computerized monthly statement of income and expense for each account is routinely prepared by MPM. A copy of one such statement is enclosed for your review. This will be furnished to the HOA by the 10th of each month.
6. A member of MPM will be available to attend the listed meetings to a maximum of six such meetings a year.
7. Annual budget preparation activities of the HOA will be supported and assisted by MPM by providing back up data for past expenses and information on identified or perceived future needs of the Glen.
8. Supervision of employee and contractor activities will be on a routine and continuing basis. However this will not include contract administration of major renovation/improvement projects of a one time nature. Supervision of these contracts would be on an additional fee basis.
9. This would be accomplished through our routine office procedure. HOA would need to keep MPM informed of any change of ownership.

10. MPM provides 24 hour call answering service. A member of MPM can and will be contacted by the answering service in case of an emergency. However this service does not apply to problems within individual homes such as water leakage, furnace outage, appliance breakdown, or sewer stoppage.

11. MPM routinely maintains information on insurance coverage for all its management accounts and will do so for the Glen HOA. Likewise we will work closely with insurance claim agents to coordinate prompt claim service on claims for which the HOA is responsible.

12. Using both historical records and our own experience we will provide input on maintenance contract needs and assist the HOA in conducting their negotiations for such contracts.

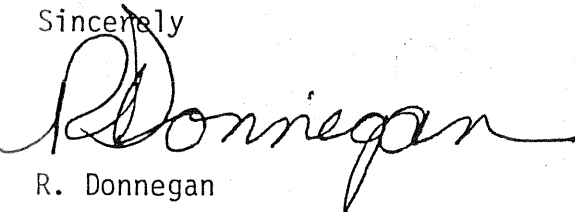
In establishing your operation, we recommend that as a policy you hire no employees directly. All work would be accomplished on a contract basis, thus eliminating the need for a great deal of expense and paper work associated with salary administration.

We also note that while your current homeowners monthly assessment is low, it in all probability will increase appreciably. When the gross income for the HOA reach \$75,000 per year, a written review of the yearly financial statement must be made by a licensed accountant. The cost of this review is not included in our management fee. However we will prepare the year end operating statement and balance sheet and assist in compiling the report to homeowners as required by law.

For the above services MPM will charge 7% of all funds collected, to include regular and special assessments or \$420 per month, which ever is greater.

We appreciate the opportunity to submit this proposal and look forward to working with you in the future. If you require any additional information at this time please contact me and I will be happy to answer your questions.

Sincerely



R. Donnegan

Broker/Property Manager

420:40 = \$10⁵⁰/month if 40 units