

THE GLEN OF PACIFIC GROVE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING

NOVEMBER 16, 1993  
3 Glen Lake Drive  
Pacific Grove, CA  
7:00 PM

MINUTES

- 1.0 CALL TO ORDER  
The meeting was called to order at 6:58 PM.
  
- 2.0 ROLL CALL  
Charles Adams, present  
Virginia Capra, present  
Anna Lorenzen, present  
Joy Hallas, absent  
Craig Wooley, present  
Joseph N. Chaffers, MCC, Manager, present
  
- 3.0 AGENDA REVIEW, RESIDENT REQUESTS, CONSENT CALENDAR APPROVAL  
Approved with the addition of: **7.02 Letter to Landlords; 7.03 Insurance; 7.04 Parking Enforcement; 7.05 Civil Code 1354; 7.06 Hot Water Heaters.**
  
- 4.0 APPROVAL OF PREVIOUS MEETING MINUTES
  - 4.01 August 24, 1993  
The Board approved the August 24, 1993 Minutes after the correction made to 6.01.
  
- 5.0 REPORTS
  - 5.01 Delinquency Reports  
Approved as reported.
  
  - 5.02 Financial Reports  
Approved with correction to coding of 6020 and 6030.
  
  - 5.03 Bank Statements  
Approved as reported.
  
  - 5.04 MCC Billing Report  
Approved as reported.
  
- 6.0 UNFINISHED BUSINESS
  - 6.01 Drainage  
Charles Adams reported the progress to date. The Board approved an additional \$200.00 to finish drainage work.

- 6.02 Rental Limits  
MCC to call Fong & Fong regarding cost. Then the Board will decide whether or not to proceed. Check on time limits--3 months? 6 months? What about fine?
- 6.03 Newsletter  
Will be distributed before the end of the year.
- 6.04 Pump House  
It was reported that the pumps are working fine.
- 6.05 Landscape/Maintenance  
Virginia Capra reported John's progress on landscape work. Things are looking OK but the Board has to keep an eye on the work.

7.0 NEW BUSINESS

- 7.01 Elect Officers for 1993-1994  
Be it resolved that the following officers were elected:  

President	Charles Adams
Vice-President	Virginia Capra
Secretary	Anna Lorenzen
Treasurer	Craig Wooley
Director	Joy Hallas
- 7.02 Letter to Landlords  
The Board will work on a letter to Landlords. MCC was directed to check on fines or charges.
- 7.03 Insurance  
MCC was directed to invite Stuart Dong to the next Board Meeting to explain insurance coverages.
- 7.04 Parking Enforcement  
MCC was directed to check on who does the towing.
- 7.05 Civil Code 1354  
MCC will include a disclosure statement regarding the Alternative Dispute Resolution to be mailed with the January billing statements.
- 7.06 Hot Water Heaters  
The Board is to obtain bids for strapping all water heaters.

8.0 CORRESPONDENCE

- 8.01 General Correspondence  
MCC was directed to forward copies of all correspondence to Charles Adams.
- 8.02 Bank of San Francisco
- 8.03 Board Correspondence  
MCC was directed to send a thank you letter to Glen Heights regarding drainage.

9.0 ADJOURNMENT

9.01 Set Next Meeting Date, Time and Place  
The next meeting dates are set as follows:

February 15, 1994

April 26, 1994

August 16, 1994

October 25, 1994

November 15, 1994

9.02 Adjourn

There being no further business to come before the Board, motion was made, seconded and carried to adjourn the meeting at 8:30pm.