

THE GLEN OF PACIFIC GROVE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
January 19, 2011

CALL TO ORDER: Candy Pollock called the meeting to order at 6:25 p.m.

Board Members present: Terry Field, Glen Grossman, Candy Pollock and Jack Rugar.

Board members absent: Nancy Budd.

Others present: Four homeowners attended.

Management present: Etna Monsalve, Thelander Management Company.

MINUTES: M/S/C: Rugar/Field/Unanimous: to adopt the minutes of December 14, 2010 with the corrections requested. M/S/C: Grossman/Field/Unanimous: to contract Management at a rate of \$75/half hour to draft the minutes of this and future meetings until the Board determines otherwise.

REPORTS:

Management: Management reported that there was a period of time during which dues payments were not reported to new management and therefore January statements only listed assessments due but not assessments paid. Management worked with the Association's bank, Well's Fargo, to receive duplicates of the daily reports so that records could be updated. Management called or emailed homeowners affected. The February statements will show updated balances. No late fees or interest were assessed for December 2010.

Financial Report: Mr. Rugar reported that due to the management transition, bank statements are still in transit which also delays preparation of the financial reports. Management will forward November and December bank documents as soon as received. M/S/C: Rugar/Field/Unanimous: to change the regular monthly board meetings to the fourth Tuesday of the month. M/S/C: Grossman/Rugar/Unanimous: to authorize Management to update the signature cards for all accounts to list the five current board members and Clinton Thelander as authorized signers. The Board asked Management to confirm the bonded limit for Clinton Thelander.

Maintenance Report: All gutters were cleaned. Repairs were made to the wiring and sensors at the exit gate. M/S/C: Field/Grossman/Unanimous: to authorize approximately \$600 to Steve Howell in termite treatment at unit 3 for termites found in the fascia.

Architectural Control Report: Nothing to report.

Gardening Report:

A. Irrigation-none used recently due to rain.

B. Trees-removal is scheduled for Monday, January 24th and is expected to take two days. Three gardening issues were reported; hedges at one unit extend beyond the 6' standard, a green waste container needs replacement and some trees still need dead branch removal. Lake

Report: Ms. Bomberger reported that poppy seeds were planted around the lake and circle. Weeding will be done. A rhododendron is not thriving and she recommended replacing it with the same species which is planted across the lake. M/S/C: Grossman/Pollock/Unanimous: to authorize Ms. Bomberger to replace the plant.

Rule Compliance Report: Any violations will be addressed in executive session.

New Resident Report: Unit 36 is occupied by Peter Nolan.

Rental Property Committee: Ms. Pollock is in regular contact with landlords which is working well to reach immediate resolution to violations. The Board asks that landlords submit contact information as required by CC&Rs C1 and C2 or a lease.

Community Committee: The Association's next community supper will be held on Wednesday, Jan. 26th. The members are asked to RSVP with Barbara Ghazarian in unit 61.

Emergency Preparedness Plan: No Report.

Website Report: Mr. Morley reported that the Use of Guest Parking Permit will be uploaded to the site and the webmaster's email is now listed on the home page.

Ad Hoc Committees:

A. Electronic Delivery of HOA Materials-Mr. Field reported that the request of all members was completed. The email master list is with all the Board members. Email blasts can be used to send minutes and important notices to all those who gave their consent.

B. Rules & Regulations Document-Tabled.

C. Legal Issues; Small Claims Issues-Tabled

1. Fallen Tree

2. French Doors

Liens: Management submitted the information to ASAP Collections to set up an account against unit 25. The case against the bank owner of unit 38 was closed upon receipt of payment. ASAP continues the case against the prior owner.

President's Report: Ms. Pollock reported that \$25 reimbursement for electricity costs to Marcia Scala would cover the expenses of the holiday decorations. M/S/C: Field/Grossman/Unanimous: to approve \$25 to Marcia Scala. Ms. Pollock also reported that creating the newsletter is a time-consuming task that she can no longer continue. She will work with Mr. Morley to create a Bulletin page on the website. The email blast is another option to communicate news to the membership. Currently, there is email, website, kiosk posting and post mail. Ms. Pollock will try to consolidate the communications for more efficient use of time and effort. Ms. Pollock also enlisted Board support to inspect sixteen boxes of records and determine what is still relevant or legally required. Management is asked to provide guidance regarding document retention. Ms. Pollock interviewed McCormick & McCormick CPAs regarding the Association's tax returns and annual review. The fee quoted was \$1635. Ms. Pollock asked the Board input regarding needing a full audit versus an annual review. She will do more research and report to the Board via email so that a decision can be reached via unanimous consent to contract a CPA.

UNFINISHED BUSINESS:

New Gate Code: Tabled.

Reserve Funding Report: Management was able to clarify the question by Grossman regarding the Reserve Funding Report.

Investment Options: Mr. Rugar reported that a certificate of deposit is due to mature. M/S/C: Field/Grossman/Unanimous: to place the maturing amount, \$95,000, into a 12 month certificate of deposit at a rate of .4%. The Board also discussed investing an additional amount which is currently only earning .05%. The Board requested additional clarification regarding FDIC protection limits and other investment options to compare terms.

Safe Deposit Box/ Firebox: Mr. Field reported that he will contact Bank of America for an additional quote.

Porch light Fixtures: Tabled.

NEW BUSINESS:

Termites: The Board reviewed current practice of treating termites affecting the exterior and roof structure, and in units in escrow and making section one repairs. The CC&Rs do not assign any pest responsibility to the Association. The CC&Rs Article V assigns responsibility for the common area including exterior maintenance of roofs and exterior building surfaces to the Association. The CC&Rs Article VIII assigns responsibility for all else including structural and interior repairs to the owner. The Board will work to draft a policy.

OPEN FORUM/RESIDENT REQUESTS: Landscape requests were noted in the landscape section of the minutes. Another member requested that the lamp post hit by a UPS truck be straightened.

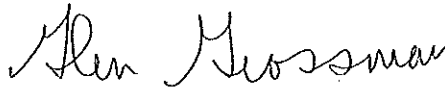
FUTURE BOARD MEETING: Scheduled for February 22, 2011 at the Forest Grove HOA Clubhouse.

ADJOURNMENT: M/S/C: Grossman/Rugar/Unanimous: There being no further business, the meeting was adjourned at 7:50 PM.

Respectfully submitted,



Etna Monsalve
Recorder



Glen Grossman
Secretary

3/15/11