



One Glen Lake Drive, Pacific Grove, CA 93950
✕ <http://theglenofpg.com>

THE GLEN OF PACIFIC GROVE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 26, 2011

CALL TO ORDER: Candy Pollock called the meeting to order at 6:00 p.m.
Board Members present: Terry Field, Glen Grossman, Candy Pollock and Jack Rugar.
Nancy Budd arrived shortly after the call to order.
Board members absent: None.
Others present: Lynn Bomberger, Diane Hardcastle, Ken Morley.
Management present: Etna Monsalve, Thelander Management Company.

MINUTES: M/S/C: Grossman/Field/Unanimous: to adopt the minutes of February 22, 2011. The Board posts minutes on the website in final draft form as soon as completed. The minutes are adopted at the following meeting then posted as adopted. Management will send draft minutes to the Board for corrections. Once all Board replies are received, Management will send final draft form to website administrator for posting on line. After minutes are adopted at the next meeting, Management will get signatures and send adopted form to website administrator for posting on line.

REPORTS:

Management: Verbal report given.

1. Management researched owner name and mailing address for neighboring properties with trees threatening The Glen of PG units. All owners responded positively and trimmed or removed the trees.
2. Management sent several courtesy and hearing notices for violations.
3. An insurance check was received to partially reimburse the Association for a deductible on a 1998 claim. The insurance carrier subrogated the claim to the manufacturer of the defective part and won.
4. The insurance coverage is up for renewal. Management requested additional quotes from the insurance broker and reported the premium increase of \$2621.00 is due to losing the three-year loss-free credit. The Board will adjourn this meeting to next week to decide whether to renew the current Travelers policy or elect a new carrier.

Financial Report:

1. Mr. Rugar reported that he reviewed the financial reports through March 31, 2011 as presented. The operating fund is under budget year-to-date and is projected to remain under through the end of the fiscal year. The reserve account is a 97% funding which is better than the estimate expected by the reserve study.
2. Certificates of Deposit are now properly laddered at three months, six months and one year.
3. Management is asked to provide an aging report with the monthly financial reports.

M/S/C: Budd/Field/Unanimous: to accept the financial reports as presented.

Maintenance Report: Mr. Rugar reported that the new lake pump was installed. The old pump is being repaired and will be stored until it is needed again. Homeowners are asked to report any dry rot repairs needed. Reports may be submitted via email or the onsite HOA mail box. A plastic irrigation line was broken by tree roots near unit 10 driveway and repaired. Homeowners are asked to please report any water issues immediately to avoid water waste. Mr. Rugar reported water intrusion at several locations. Assessment is in progress. The street resurfacing project will begin in May; bid requests and specifications being sent to prospective vendors. The project is expected to be completed by July or August. The tree trimming at neighboring properties left debris but it isn't on The Glen property. President Pollock will contact The Glen Heights HOA president regarding responsibility.

Architectural Control Report: No new applications received.

Gardening Report:

1. Irrigation-The water cost continues relatively low. Irrigation line repair was reported earlier.

2. Trees-A tree fell on another neighbor property behind unit 65. Management and the Board will work to determine ownership and contact the owner about removal.

Lake Report: Ms. Bomberger reported that the new rhododendron is planted and thriving. Weed removal is being maintained. There is grass on the hillside next to the walkway to the neighbor association, Glen Heights, which needs trimming.

Rule Compliance Report: The Board and Management are working closely and addressing issues promptly once reported.

New Resident Report: There are no new residents.

Rental Property Committee: No new information to report.

Community Committee: Mrs. Pollock reported that the April community supper was successfully held. The next event will be the 4th of July BBQ for homeowners and residents.

Website Report: Mr Morley asked that all documents to be posted come to him labeled with the proper name of the document as well as The Glen's commonly used term for it.

Ad Hoc Committees:

1. Rules & Regulations Document-Mrs. Pollock reported that the rules in the CC&Rs are being condensed to improve readability and clarity.

2. Legal Issues; Small Claims Issues-The Board commented on the statute of limitations for each small claims case.

A. Fallen Tree-still within the statute of limitation

B. French Doors-beyond the statute of limitation

Liens: Management reported that there are two cases pending; the homeowner for one recently had a change of mailing address.

President's Report:

1. Mrs. Pollock addressed homeowners confusion over the billing of monthly dues. This is a scheduled payment due on the 1st of every month and late after the 30th. It is the same as your mortgage payment or car payment. The law does not require that associations send out billing invoices because owners are already informed of the monthly amount. Management prepares a Statement of Account to inform homeowners of amounts due at the time of printing and payments received. However, this statement is based on the account activity for the month including late fees that must be assessed on the 30th. Therefore, these statements cannot be prepared until after the 30th when the final activity is posted to each account. If homeowners need monthly reminders to mail in their

payments, please request preaddressed envelopes from Management.

2. The Board received correspondence from a homeowner asking for discussion regarding a rental restriction. The Board discussed the history of the rental restriction pursued a few years ago. It was resoundingly disapproved. The Board feels that at this time the composition of the membership has not changed sufficiently to expect that a rental amendment would have significantly more support.

3. Mrs. Pollock is working to develop information to share with owners and tenants via the website and kiosks.

4. The lock on the Glen Heights gate is broken and will be reported to the Glen Heights for repair.

5. Mrs. Pollock asked for board volunteers to attend the ECHO Conference in June. The date and participation will be confirmed via email.

UNFINISHED BUSINESS:

New Gate Code: Mrs. Budd reported that she has not yet re-programmed the gate codes. The programming will be completed by July 1st.

Porch light Fixtures: Tabled.

NEW BUSINESS:

2011-2012 Budget: Mr. Rugar reported that he will be working with committee member, Ms. Shelstad and Management to draft a budget for final review and adoption at the June meeting. The Reserve Study Update will be completed first.

Financials to upload to website: Mrs. Pollock reported that she will work with Management to determine what documents to post.

OPEN FORUM/RESIDENT REQUESTS: Unit 65 owner reported several items; a tree that fell on Glen Heights property and should be reported for removal; tall weeds behind the unit should be trimmed; tree branches growing through the patio fence should also be trimmed; dry rot on the unit. Mr. Morley asked if a board member replies to homeowners emails. Yes, the Board replies. Ms. Bomberger reported maintenance needed at unit 94 due to Algerian Ivy overgrowth in patio. Homeowners are reminded that the gate entry keypad requires slow code entry in order to register and open the gate. A homeowner proposed research regarding a rule prohibiting unsupervised children in the common area.

CORRESPONDENCE:

FUTURE BOARD MEETING: The next scheduled meeting is for June 28, 2011 location to be determined.

ADJOURNMENT: M/S/C: Pollock/Grossman/Unanimous: This meeting is to be reconvened next week to decide insurance renewals. The Agenda will be posted on the website and at the kiosk.

Respectfully submitted,



Etna Monsalve
Recorder



Glen Grossman
Secretary