



One Glen Lake Drive, Pacific Grove, CA 93950
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THE GLEN OF PACIFIC GROVE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
December 5, 2011

CALL TO ORDER: Candy Pollock called the meeting to order at 6:02 p.m.
Board Members present: Rodger Axt, Terry Field, Glen Grossman and Candy Pollock.
Board members absent: Jack Rugar.
Others present: Six people representing four units. Greg Cottingham and David Otterbach of Greenscape Landscaping.
Management present: Etna Monsalve, Thelander Management Company.

Greenscape presentation: Mr. and Mr. presented landscape design plans to the Board to change the front entrance landscaping. The plans will be made available to the members and discussed at the January meeting after the Board has had time to review.

President Pollock announced the passing of neighbor, friend and fellow Board member, Jack Rugar. She expressed deep appreciation for his twelve years of service on the Board.

The Board discussed how to fill the board position. The Board discussed appointing Ms. Dorothy Price who ran in the recent board election. Mrs. Pollock was concerned that this appointment could be ill-received by owners who feel strongly that board members should live on site. Mrs. Pollock proposed that the appointee pose as little controversy as possible. Ms. Price commented that she would rather the appointment mitigate the distress to the association. M/S/C: Pollock/Grossman/Unanimous: to appoint Terry Field as Treasurer. M/S/C: Pollock/Field/Unanimous: to appoint Lindsay Munoz to serve the remainder of Jack Rugar's term which expires with the election of October 2012.

MINUTES:

M/S/C: Axt/Field/Unanimous: to adopt the minutes of October 25, 2011 as presented.

REPORTS:

Thelander Management: Verbal report given. Management reminded all owners that the Association has no agency relationship with tenants or property managers. Owners are responsible for their tenants and for the distribution of information to the property managers and tenants. Management assists with this relay of information as a courtesy whenever possible. But, the responsibility lies with the owners.

Financial Report: M/S/C: Field/Axt/Unanimous: to accept the financial reports as presented by Management. M/S/C: Field/Axt/Four yes (Grossman abstained due to lack of review of material): to accept the annual review completed by Condo CPA for the fiscal year ended August 31, 2011. M/S/C: Field/Axt/Unanimous: to transfer August 31, 2011

operating excess into the 2012 Operating Budget if permitted by the Bylaws. The Board tabled the discussion regarding which line item to add the funds to, pending Management confirmation with the CPA.

Maintenance Report: Work is on-going throughout the common areas including gutter cleaning, bridge repair and front porch touch-ups. One unit owner submitted a contractor's opinion letter to the Association's insurance regarding an alleged building defect. The Association is not accepting responsibility for any manufacturing defect at this time but a second opinion from another licensed roofing contractor will be sought. Mr. Axt will be meeting with Boyd's Asphalt Services to discuss the modifications to the speed bumps.

Architectural Control Report: Mr. Morely reported in writing that a waiver of liability was completed for a satellite dish installed at unit 5.

Gardening Report: Mrs. Pollock reported that the landscape contract was due for renewal. M/S/C: Axt/Field/Unanimous: to renew the monthly contract as current terms as presented in the written contract. The entrance landscaping plans will be reviewed and the Board will decide what portion of work to complete, what to change and how to pay for it, either out of reserves or operating. Management will have the plans scanned and resized for distribution to the owners via email or the website.

Tree Report: Mr. Axt reported that two owl boxes were installed. One needs to be adjusted but they are on either side of the complex. Robert's Tree Service will be on site removing three dead or hazardous trees. They charge by the day. Ms. Bomberger will monitor the work in case there is time for more work to be completed.

Lake Report: Ms. Bomberger reported that shrubs and weeds are growing but she is keeping up with the weeding.

Rule Compliance Report: Mrs. Pollock stated that the hearing set at the last meeting was canceled due to compliance by the parties involved. Three parking violations were reported this month involving units 52, 82 and 48. All were addressed. Management is directed to contact the tenant of unit 48 to confirm that no exceptions were approved.

M/S/C: Grossman/Axt/Unanimous: to adopt the Rules Enforcement and Fines Policy as corrected.

New Resident Report: Mrs. Lauritzen reported information about new residents. She suggested the Association provide a Guide To Renting to be distributed annually.

Community Committee: Mrs. Munoz reported that holiday decorations have been hung throughout the complex. Events announcements are being posted in the kiosks. The dinner time events will be set up again in 2012.

Website Report: Mrs. Pollock reported that web site back up CDs are maintained by Ken Morley and stored by Glen Grossman and Management.

Ad Hoc Committees:

A. Rules & Regulations Document – Mrs. Pollock welcomed Ms. Duffy to the Committee and they will be preparing a draft.

B. Legal Issues, small claims issues-Item to be removed after Mr. Grossman confirms expiration of statute of limitations.

Liens: Mr. Grossman reported that negotiations are on-going with the collection agency regarding the fee charged for one account now closed.

President's Report:

A. Mrs. Pollock thanked everyone on behalf of Ms. Pat Bradley for attending the get-together to honor Jack Rugar.

B. Mrs. Pollock clarified that the Neighborhood Notes are on behalf of the Board.

C. Mrs. Pollock reported that emergency responders had difficulty with the Knox Box at the gate and requested Mrs. Betty Lauritsen's assistance with the police and fire departments to ensure smoother operation.

UNFINISHED BUSINESS:

New Gate Code: A new gate code will be programmed by Ms. Lynn Bomberger with advance notice to be distributed to the owners and residents.

Porch light Fixtures: Tabled.

Patio fencing: Mrs. Pollock reported that there are two fence violations; unit 94 and unit 104. Unit 94 fence was installed during current ownership while unit 104 was installed by the previous owner. M/S/C: Axt/Field/four yes, Grossman opposed: In light of reasonable expectations the owner had at purchase, the owners of unit 94 are asked to remove their fence and the owner of 104 is presented with two options; if you sell, then you must first remove the fence, or, if you install lattice, you must have ARC approval.

Cliff management: Mr. Field submitted a written memo based on a report from Soil Surveys Inc. dated September 16, 2011, which stated that the cliffs currently posed no danger and that no additional work was needed at this time.

Revision of parking rule: The new parking rule is in effect. It will be distributed again and added to the Rules and Regulations document.

NEW BUSINESS:

Request for resident directory: The Board received a request for a resident directory. After discussion, the Board decided against requesting and distributing a resident directory because of privacy issues and liability. If a resident wants a fellow resident's contact information, he or she must request it personally. The Association's name may not be used in conjunction with such a request.

Cleaning of concrete: Mr. Axt recommended that the concrete be cleaned. He sought three bids; Monterey Cleaning \$3523, Accent Clean and Sweep \$5100 and Super Steam for \$3950. M/S/C: Axt/Grossman/Unanimous: to accept the bid by Monterey Cleaning for \$3523. The work shall be completed by the end of the week.

Concrete replacement: Mr. Axt recommends repair of the entrance walkway, five driveways, gutters that have dropped and guest parking areas. The Board instructed he seek bids.

OPEN FORUM/RESIDENT REQUESTS:

One member recommended the Board inspect all units and record ARC violations.

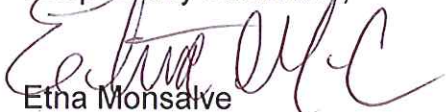
A fence across from unit 90 has fallen. Mr. Axt is already aware and scheduling the repair.

Mr. Field reported that he was working on the CD renewal coming up December 11 and would work with Management to address the bank issues quickly.

NEXT BOARD MEETING: The Board decided to return to monthly meetings. The next meeting is on the fourth Tuesday, January 24, 2012. Future meetings will be scheduled per Board member availability.

ADJOURNMENT: Meeting adjourned at 8:10 pm.

Respectfully submitted,


Ethna Monsalve
Recorder


Glen Grossman
Secretary