



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

THE GLEN OF PACIFIC GROVE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
August 21, 2012

CALL TO ORDER: Candy Pollock called the meeting to order at 6 p.m.
Board Members present: Rodger Axt, Terry Field, Glen Grossman, Candy Pollock.
Board members absent: Lindsay Munoz.
Others present: Five people representing four units.
Management present: Etna Monsalve, Thelander Management Company.

MINUTES: M/S/C: Grossman/Axt/Unanimous: to adopt the open session and executive session minutes of July 17, 2012 as presented.

REPORTS:

President's Report: Mrs. Pollock reported the previous management firm returned more boxes of historical documents. Mr. Grossman has them. The legally required annual disclosures were sent to all owners in July. The management of Glen Heights requested that The Glen residents who walk their dogs at Glen Heights please pick up their pet waste.

Financial Report: Mr. Field reported that he has reviewed the unaudited financial statements. Operating expenses are currently under budget after eleven months. Although some line items are over budget, he expects the year to end with an operating fund excess of approximately \$5000 to \$7000. M/S/C: Axt/Field/Unanimous: to accept the July unaudited financial reports as presented.

Reserve study: Mr. Field reported that he and Mr. Axt met with Association Reserves Inc. analyst, Kevin Fink, for an inspection of the property. The study is expected within three to four weeks.

Maintenance Report: Mr. Axt reported that a siding repair is pending painting. The Association's share of responsibility with the owner of unit 58 for a door has been completed. The remaining work is owner responsibility. Light bulbs are being changed. Gutter cleaning is not needed yet but is on schedule. The tennis court wind guard needs replacement. The tennis court sidewalk will be fixed when The Glen roads are done.

Tree Report: No tree report.

Gardening Report: Ms. Bomberger submitted a written report. Ms. Bomberger reported that the City of PG cleaned up outside the gate of The Glen. All sprinklers are being inspected and repaired.

Lake Report: Ms. Bomberger reported that the lake looks good.

Architectural Control Report: Mr. Morley reported no new applications.

Website Report: Mr. Morley reported no new activity.

New Resident Report: Ms. Lauritsen submitted a written report that there are no new residents.

Community Committee: Mrs. Munoz submitted a written report. The July 4th picnic was a successful event. The Glen Garage Sale is scheduled for September 29th from 8am to 12 noon. More information will be distributed later.

Rule Compliance Report: No report. Mrs. Pollock reminded owners and residents that violations must be reported to the violation@theglenofpg.com email address, not personally to board members.

AD HOC COMMITTEES:

Election Inspection Committee: Mr. Morley reported a request will be sent to all owners requesting trust information and trustee contact to ensure that election ballots are handled correctly. The Board requested two bids from Management; one to include elections in the contract price and another to bid election processing separately from the contract.

UNFINISHED BUSINESS:

Gate and fence work: Mr. Axt reported that work is in progress.

French doors at unit 58: Mr. Axt reported this during his Maintenance Report.

Reserve study: Mr. Field and Mr. Axt reported that a new company, Association Reserves, Inc. performed a full on site inspection and provided a complete long term funding analysis for maintenance and repair of assets. Based on current and next fiscal year's funding, the association's reserve funding level is at 92.9%. Expected to be completed in the next fiscal year are the roads. Management suggested that a tennis court should be listed in the component list and funded in the reserve study for scheduled maintenance because it is an asset that meets the standards for inclusion in the study. Mr. Field and Mr. Axt felt it could be excluded if maintenance is funded from the operating expenses. Management recommends Board approval of this decision and disclosure to the membership.

Resident planting in front of units: The Board discussed establishing a policy to allow owners to plant in the planting areas outside their front doors. M/S/C:

Axt/Field/Unanimous: to appoint Jeffrie Price as Chair of an Ad Hoc Committee to work with Lynn Bomberger to assist the Board in drafting a policy allowing the Association to irrigate the planting areas and allow residents to plant their own selections from an Association approved list of drought tolerant plants that may not attach to any structure or grow beyond the perimeter of the planting area. Residents who choose to exercise this option, must maintain the plantings.

Policy to define extent of rear exclusive use common area : Tabled.

Property line survey: The Board reviewed the WWD Engineering property line survey.

M/S/C: Pollock/Axt/Unanimous: to extend The Glen property line fencing to new property stake number 19 and turn the fence 90 degrees left to stake number 20 and swing back the chain link fence. M/S/C: Pollock/Axt/Unanimous: to retain a real estate attorney to discuss negotiating a trade with the City of PG or other disposition of this land. The Board instructed Management to discuss this piece of land with KBK Insurance and assist the Board in finding a real estate attorney.

NEW BUSINESS:

Late fee waiver request: M/S/C: Field/Axt/Unanimous: to approve a onetime courtesy late fee waiver for Account GPG108 which has not been late previously.

Water usage: The Board and Management reviewed years' worth of usage and cost. Ms. Bomberger reported that she analyzed many years' worth of bills and discovered that from 2009 to 2010 usage went up eleven times on all four meters. M/S/C: Axt/Field/Unanimous: to authorize Ms. Bomberger to contact Cal Am regarding the excess usage and attempt to discover any problems and present potential water saving measures. President Pollock

reminded the Association of Board policy requiring that any vendors invited to inspect or bid on any Association item must first have Board approval.

Sidewalk survey: The Board reviewed a proposal from Sidewalk Survey Inc. to correct cracked or lifted pavement. The Board took no action at this time.


Door Maintenance: M/S/C: Axt/Field/Unanimous: the Association paints all doors but the owner is responsible to maintain and/or replace.


OPEN FORUM/RESIDENT REQUESTS: One owner reported that the lawn outside her unit was drying out and in need of water. Another owner asked when trees would be trimmed. Owner of unit 86 reported that his garage downspout is pitched into the street. Another owner reported that a blue agent is needed to control algae growth in the creek. Another owner reported that the pipes behind unit 42 and 44 are broken. A possible trip hazard at unit 74 will be filled in with a landscape barrier to discourage walking in the area. The Landscape Committee Chair will contact the owner to discuss planting options. The tree at unit 10 is rubbing under the eaves.

NEXT BOARD MEETING: Board meetings will be held the third Tuesday of each month at 6pm at the Forest Grove Clubhouse. The next meeting is September 18, 2012. The annual meeting is scheduled for October 9, 2012.

ADJOURNMENT: M/S/C: Axt/Field/Unanimous: to adjourn the meeting at 8:13 pm.

Respectfully submitted,


Etna Monsalve
Recorder


Glen Grossman
Secretary