



One Glen Lake Drive, Pacific Grove, CA 93950

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THE GLEN OF PACIFIC GROVE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
November 27, 2012

CALL TO ORDER: Diane Hardcastle called the meeting to order at 6 p.m.

Board Members present: Rodger Axt, Terry Field, Glen Grossman, Diane Hardcastle, and Lindsay Munoz.

Board members absent: None.

Others present: Seven owners representing six units.

Management present: Etna Monsalve and Clinton Thelander, Thelander Management Company.

MINUTES: M/S/C: Grossman/Axt/Unanimous: to adopt the open session minutes of October 9, 2012 as presented.

REPORTS:

President's Report: Ms. Hardcastle reported that two members, Mr. Golubev and Ms. Schoonover, passed away. She sent sympathy cards to the families on behalf of the association. She requested a description of duties from each committee chairperson and submitted to the Board her finalized description of board member duties as follows: The vice president shall chair meetings when the president is absent, assist the president when needed, and remain as Maintenance Chairperson. The secretary shall ensure all record keeping, post and remove meeting agendas, write neighborhood notes, assist the president with contract reviews, answer e-mails, and write any correspondence for which Management is not responsible. The treasurer shall continue reviewing financial reports and monitoring expenses to ensure budget compliance. The director-at-large will review, respond to, and report on all violations reported and serve as the board's liaison to the Gardening Committee.

Financial Report: Mr. Field reported that he has reviewed the September and October unaudited financial statements. Operating expenses were under budget for the year. A larger surplus was anticipated but unexpected increased water costs and tree work exhausted most of it. M/S/C: Field/Hardcastle/Unanimous: to accept the September and October unaudited financial reports as presented. Mr. Field also reported that a certificate of deposit matured and was rolled over into a new certificate. Mr. Field proposed the board write off a delinquent account being carried in the Accounts Receivable for a few years. M/S/C: Field/Grossman/Unanimous: to write off the delinquent balance of \$4351.58 in the fiscal year ending August 31, 2012.

Maintenance Report: Mr. Axt reported that gutters were cleaned and repaired. Street lights were cleaned. Some painting of siding repairs is pending scheduling. Road work bids are pending. Owners of unit 72 reported wood destroying pests on the outside of the garage and roof at units 72 and 58. M/S/C: Grossman/Hardcastle/Unanimous (Munoz

abstained): to address and make necessary repairs to the outside of the units.

Gardening Report: Ms. Bomberger submitted a written report. Ms. Bomberger reported that although water usage has been decreased below previous years' usage, the cost is still higher due to increased water costs. She is waiting for funding approval to request bids for irrigation conversion to a drip system. Mr. Field and Ms. Bomberger will contact Cal Am and request an inspection for leaks. Weed spraying will be completed.

Lake Report: Ms. Bomberger reported no new activity.

Architectural Control Report: Mr. Morley reported two applications approved for units 34 and 98 for fence additions per board approved policy defined September 18, 2012.

Website Report: Mr. Morley reported no new activity. He requested users report issues to him.

New Resident Report: Ms. Hardcastle reported that Ms. Lauritsen had agreed to serve again as committee chairperson. Ms. Lauritsen submitted a written report that there is a new owner in unit 23 and 56. Unit 23 has not received a new resident package and she will see that the new owner of unit 59 receives a new resident package.

Community Committee: Mrs. Munoz reported that holiday decorations will be installed soon.

Rule Compliance Report: Mr. Munoz reported ten violations received at the violation email address. The Board heard the details of each one. Management is instructed to contact the owner of units 25 and 56 regarding parking violations and include the Rules and Regulations. Management shall also contact unit 34 about not picking up after their dog. Mr. Grossman will survey residents regarding a specific loud vehicle driving through the community.

AD HOC COMMITTEE

Legal Issues/Liens: No action pending.

Election Inspection Committee: Mr. Morley submitted a written report and reported that election results were distributed to the membership via email.

Gardening Committee Liaison: Mr. Munoz reported that Ms. Bomberger submitted an excellent description of duties acceptable to the president.

UNFINISHED BUSINESS:

Reserve study: Mr. Field reported that the September 26, 2012 reserve study draft includes the disclosure statement requested by the board. M/S/C:

Field/Hardcastle/Unanimous: to accept the report as presented and request the legal disclosure from Association Reserves Inc. for distribution to the membership. A link to the reserve study shall be posted on the website.

Gate and fence work: Mr. Axt reported that gate repairs will be completed by December 31, 2012.

NEW BUSINESS:

Committee chair appointments: Ms. Hardcastle reported that all committee chairpersons had agreed to remain in their positions.

Election Inspectors: Mr. Morley retired from his position. The Board expressed appreciation for his years of service in this role. Ms. Connie Shelstad has accepted to serve as the new Election Inspector.

Water and gas shut off: Ms. Hardcastle reminds all owners and residents to be aware of operating the shut off valves.

CPA approval: M/S/C: Field/Munoz/Unanimous: to approve Condo CPA to complete The Glen's tax returns and annual review for year ending August 31, 2012 at a cost not to

exceed \$1635.00. Management is instructed to sign the tax returns.

Insurance premiums: The board received notice that insurance premiums are expected to rise significantly due to market adjustments. If the renewals are higher than current, Management is instructed to request other quotes.

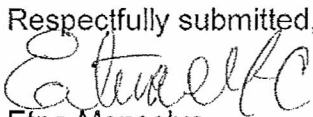
Spending policy review: Ms. Hardcastle inquired about current approved spending limits of each committee. Landscaping has a \$400.00 spending limit beyond the usual contract maintenance amount. Maintenance Committee spends freely month to month with the requirement to stay under or at budget by the end of the fiscal year. She also confirmed the monthly funding of reserves.

City of PG request to install additional park lighting: The board discussed the request and asked that Ms. Pollock ask the City for a proposal.

OPEN FORUM/RESIDENT REQUESTS: One owner reminded the board to place the green cover over the lake pump to protect it from the rain. Ms. Bomberger requested that maintenance remove and store two raccoon traps located behind units 16 and 44. All owners are asked to pick up after their dogs at The Glen and the neighboring community, The Glen Heights. All residents are asked not to let their dogs use the lawn area in front of units.

NEXT BOARD MEETING: The next board meeting shall be held December 18, 2012 at 6pm at the Forest Grove clubhouse.

ADJOURNMENT: M/S/C: Axt/Field/Unanimous: to adjourn the meeting at 7:35 pm.

Respectfully submitted,

Etna Monsalve
Recorder


Glen Grossman
Secretary