

**The Glen of Pacific Grove Homeowners Association
Board of Directors Meeting Minutes
January 15, 2014**

Board Members

Diane Hardcastle	President
Rodger Axt	Vice President
Terry Field	Treasurer
Stephanie Lee	Secretary
Lindsay Munoz	Director at Large (Absent)

Others Present

Tim Dillon Access Association Services, Inc.
Nine Homeowners

ITEM I CALL TO ORDER

The Board of Directors meeting was called to order at 6:00 PM by President Diane Hardcastle.

ITEM II CONSENT AGENDA

A motion was made, seconded and unanimously approved to table the approval of the December to the February meeting and to accept the remaining consent agenda items as presented.

- A. Minutes – December 17, 2013
- B. Work Order Summary
- C. Correspondence Summary

ITEM III COMMITTEE REPORTS

1. Presidents Report – Diane Hardcastle reported on the following items:
 - Diane introduced Tim Dillon from Access Association Services, Inc.
 - A donation to the Del Monte Residential Care Facility was submitted in appreciation for allowing the board to meet in the facility.
 - The Glen Heights community recently crowned trees that may have encroached on The Glen side of the property markers. Diane contacted the new board President Nancy Zimmerman, who indicated that it would be investigated and a remedy proposed for future. After additional board input management was directed to draft a letter to Glen Heights regarding the legality of “crowning” trees in the city of Pacific Grove, and the legal consequences.
 - Management was asked to review the insurance coverage for the complex and report back to the board.
 - Rodger Axt submitted his resignation from the board of directors effective today; however Rodger will assist the board in various maintenance projects.
2. Financial Report – Terry Field reported on the financial reports for the period ending December 31, 2013 as noted:
 - The balance sheet for the first four months shows a surplus of \$589.
 - Accounts receivable as of December was higher than usual at \$5031, management commented that Thelander cut off deposits on December 17th which may account for the higher amount.
 - Terry provided a report on water costs over the past year and indicated that the cost is significantly higher than budgeted. Management was asked to investigate the completion of the water survey from Cal Am and check the rates being charged to insure that we are on the best rate.
 - The prior year surplus of \$5195 was allocated to operating, management was asked to look into this and confirm if completed.
3. Maintenance Report – Rodger Axt reported on the following items:
 - The invoice for Ridder Concrete was approved and submitted for payment on the patio replacement on #48. The homeowner submitted a check in the amount of \$250 for their portion of the replacement to be deposited in the operating account.
 - Maintenance will continue on touch up painting and gutters on various locations.

- Rodger requested contact information for a local handyman, management suggested that there are two local people and will coordinate for them to meet with Rodger to review the projects.
4. Lake Report – Rick Murai reported:
 - The stream is filling with silt and needs to be dredged.
 - Debris from the storm drains above is accumulating in the stream and should be removed regularly. Can the landscape contractor provide a cost to remove the silt and the debris?
 - After a lengthy discussion it was determined that in order to dredge, the lake will have to be lowered. With the lack of rain and drought conditions, this item was tabled while bids are obtained and cost estimates provided.
 - Some algae was noted in the lake and treated.
 - The timers are off cycle and need to be re-set.
 5. Architectural Report – Ken Morley reported that for the drain extension in #36, the homeowner’s contractor should be able to install the drain under the patio while they are onsite. The board requested a cost estimate from the contractor.
 6. Website – Ken Morley requested that management provide contact information to be placed on the homepage of the website.
 7. New Resident Report – Betty Lauritsen commented everything up to date.
 8. Rule Compliance – Lindsey Munoz provided a written report that the owner of #61 is requesting an appeal of the board decision that holds the unit owner responsible for the lattice that was damaged from a pot rolling down the hillside. A motion was made by Diane, seconded by Rodger to keep the board decision in place holding the owner responsible. A vote of two in favor and two opposed resulted in the matter being tabled to the February meeting.
 9. Community Committee – Patti Munoz – No Report
 10. Ad Hoc Committees – Diane Hardcastle reported on the following:
 - The landscape contractor was asked to provide bids on 15 Gallon trees as well as 24” box trees for consideration at the front entry.
 - The committee is also suggesting that the board consider plant improvement and installing drip irrigation instead of new trees
 - Ask Jose to provide a plan and suggestions for planting improvements. Terry will ask Lindsay to contact Jose for the bid.
 11. Landscape Report - Lindsay Munoz provided a written report as follows:
 - Survey of The Glen grassy areas (other than the front & rear entry) submitted to Greenscape for an estimate to convert to drip irrigation. This should be available for the February meeting.
 - Noted grass area’s in front of #16, side of #48, between #74/76, in front of #86/88, between #90/92, front of #94/96, front of #102 & between #106/108.

ITEM VI ACTION ITEMS

CC&R’s – Review compliance with new Civil Code – Glen Grossman commented that his research so far indicates that changing the current documents to match new code numbers is not necessary, he will provide further information at the February meeting.

Raccoons & Abatement – Terry Field will contact ADM to obtain estimates for trapping at the next meeting.

Vote on Pump Switch – A lengthy discussion ensued regarding replacement of the switch for the pump. Rodger reported a bid not to exceed \$670 was received that will put the switch at the top of the housing.

Additional discussion suggested that the timer should also be moved to the top for easier access. Management will contact an electrician to meet with Rodger and provide a bid for both the switch and the timers.

Vote to Ratify Management Contract – A motion was made, seconded and unanimously approved to accept the management contract from Access Association Services, Inc. effective January 1, 2014.

ITEM V OPEN FORUM

#86 reported paint peeling on the trim of the unit.

#42 reported that the gutter at the front entry is pulling away from the fascia.

ITEM VI NEXT MEETING DATE

February 19, 2014 at 6:00 PM at the Forest Grove clubhouse.

ITEM VII ADJOURNMENT

There being no further business before the board, the meeting adjourned at 7:40 PM.