

**The Glen of Pacific Grove homeowners Association
Board of Directors meeting minutes
February 19, 2014**

Board Members

Diane Hardcastle	President
Terry Field	Treasurer
Stephanie Lee	Secretary
Lindsay Munoz	Director at Large

Others Present

Tim Dillon	Access Association Services, Inc
Five	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 accept the consent agenda as follows:

- A. Approve the minutes of January 15, 2014 and approve the corrected December 12, 2013 minutes in old business.
- B. Acceptance of the resignation from Rodger Axt dated January 15, 2014.
- C. Accept the Correspondence Summary as presented.
- D. Move the approval of the work order summary to the maintenance report.

Item III Committee Reports

Presidents Report - Diane Hardcastle

1. Diane thanked Glenn Grossman for providing his review of the associations legal documents and comparison to the new Davis Stirling Act. Glenn has provided recommendations for changing the documents that will be included on the March meeting agenda for the board to review.
2. Diane read a thank you note to the board from Dorothy Adams regarding Chuck's recent passing, Dorothy reminded the board that Chuck loved living at the Glen.

Financial Report Terry Field

1. Terry reported on the financial status of the Association for the period ending January 31, 2014 noting that there was a surplus of \$5685 for the month and year to date a surplus of \$6563.
2. Terry commented that management is working on allocating the surplus of \$5190 from the prior year into the current operating account to help offset the increased expenses from Cal Am Water. Terry also reported that management has contacted Cal Am and found that the November and December water bills were based on the highest rate of \$4.33 per unit. The revised billing which should result in a credit to the Association will be charged at the rate of \$2.11 per unit.
3. We received a Certificate of Recognition from Reserve Associates congratulating us on having a high funding level of 95.8%, since only about 1/3 of the association have a funding level that exceeds 70%, we were recognized for "excellent administration of our management team and Board of Directors." Ken Morley will post the certificate on the website.

Maintenance Report – Manager

1. Management reviewed the open work orders with the Board of Directors noting that handyman Jason Post has completed touchup painting on four of the units and will continue with the list provided by Roger Axt. Management will continue to log work orders and to the system and coordinate with the board and appropriate vendors.
2. Drain extensions at number 94 and number 65 are scheduled at the Association expense, the extension for number 92 is estimated to cost \$250, the cost would be the responsibility of the unit owner. The proposed extension at number 36 would also be paid by the individual owner and was covered in the architectural committee report at the last meeting.

Lake Committee- Rick Murai

Diane Hardcastle read the lake report submitted by Rick as follows:

1. Biodiversity application has been completed. The committee is waiting on a response regarding the weekly maintenance around the lake and silt removal from the stream. The Committee is also asking for a status on moving the switch and timers. Management responded that a bid request has been submitted to Greenscape LLC for the cost estimates on clean up and silt removal.
2. A revised proposal from Russo Electric was reviewed by the board for moving the switch and timers outside the vault for easier access. After a lengthy discussion, a motion was made, seconded and unanimously approved to accept the proposal and move the timer & switch at a cost of 2,950.00. The payment for the work will be taken from the landscape reserves.

Architectural Committee- Ken Morley

1. Ken reported that the committee approved the patio drain installation provided that the homeowner terminate the drain using a bubbler to prevent erosion and that the owner check with number 38 before installing the lattice screen.

Website- Ken Morley

1. Management will scan the signed December minutes to Ken.

New Resident Report- Betty Lauritson

1. Betty reported that the directory had been changed at the gate to reflect the new owner in #58 and that #94 is vacant and may have a new tenant or owner.

Rule Committee- Lindsay Munoz

1. Lindsay reported on three violations submitted through the website regarding guest parking, a noise disturbance and report of skateboard use in the complex. Lindsay asked for clarification on how the rules committee and violation committee should handle these reports. Additional reports were made that several garage are left open on a regular basis. After a lengthy discussion, the Board of Directors decided to send out a neighborhood note via the website and delivered to each residence clarifying the Association rules about keeping the garage doors closed and a reminder about guest parking. The note will also update the residents about the landscape upgrades.
2. Management was directed to send a letter to #69 advising the homeowner that their children have been observed using skateboards in the community in violation of the Association rules. The board is concerned for the safety of the children and request that the parents take the appropriate action to prevent any further occurrences.

Community Committee- Patti Munoz

1. Lindsay provided information on the Glen Miller Orchestra performing on March 16, 2014.

Ad Hoc Committee- Lindsay Munoz

1. Lindsay reviewed the bid request submitted to Greenscape California for removal of grass at various locations. The grass will be replaced with drought tolerant plants and drip irrigation at a cost of \$13,450. There was discussion between the Board of Directors in regards to the size of the replacement plants and the variety of plants proposed. A motion was made, seconded, and unanimously approved to approve the bid at \$13,450 pending approval by the board members of the size and variety of plants. Lindsay will contact Greg from Greenscape California to determine the size and plant variety.

Landscape- Lindsay Munoz

1. Lindsay reported that Greenscape California sprayed for broadleaf weeds last week. It was noted that no chemical notifications were posted prior to the spraying.

Item IV Old Business

1. Minutes of the December 12, 2013 Board of Directors meeting were approved as corrected.

Item V Action Items

1. Maintenance Cost Limits-Board of Directors discussed individual work order cost limitations. Management suggested that the board hold off on this pending completion of the outstanding work orders approved by Roger. Future work orders can be reviewed by management and the board prior to issuing.
2. Insurance Review-Management provided an insurance review from KBK Insurance detailing the association's policies. Management noted that the building and liability coverage is in line. The fidelity bond is currently insured at \$75,000 and based on current Civil Code should be increased to approximately \$500,000. The cost to increase the fidelity bond is \$942 annually. This item was tabled to the May Board of Directors meeting.
3. Arborist Report-Management reported on the recent site inspection with the Pacific Grove city arborist reviewing trees in the complex that would require removal permits. Bids will be provided from Topes Tree Service and two other companies for the board to review.
4. Homeowner Appeal Request-Unit #61 requested that the board reverse the decision to hold the owner responsible for damage to the fence/lattice that was damaged from the home above. A vote of the board was taken. Diane, Terry and Lindsay voting to deny the appeal and Stephanie voting to abstain the motion to hold the individual owner responsible for the damage remains in place, Management will notify the owner that the board's decision to deny the request for repair was upheld.

Item VI Open Forum

1. Ken Morley requested information on when the tree service would be pruning trees in the complex. Roger commented that trimming the Raywood Ash trees is normally done in January. Management will obtain bids.
2. Marcy Grossman reported that rocks were found in the parking spaces across from #38 and #40 that appear to have rolled down the hill from a large boulder on the hillside. Management was directed to contact the soils engineer and have it investigated.
3. Request to remove the tree stump at number 48 when the tree services out for other work in the complex.

Item VII Next Meeting- March 19, 2014

Item VIII Adjournment

There being no further business before the board, the meeting was adjourned at 8:15 PM.