

**The Glen of Pacific Grove homeowners Association  
Board of Directors meeting minutes  
March 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  
Three 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 February 19, 2014;
- B. Accept the Correspondence Summary as presented;
- C. Accept the work Order Summary after clarification on one issue.

**Item III                      Committee Reports**

Presidents Report - Diane Hardcastle

Diane thanked Stephanie Lee for completing the agenda and posting in her absence.

Additionally, Diane requested that homeowners attending the meeting reserve comments and questions for the open forum portion of the meeting so that the Board can complete business items.

Financial Report Terry Field

1. Terry reported on the financial status of the Association for the period ending February 28, 2014 noting that for the six month period there was a surplus of \$11,053.
2. Management posted the surplus of \$5190 from the prior year into the current operating account.
3. A partial credit from Cal Am for the overcharging on the irrigation water bills was received for October, November & December.
4. A review of the reserve expenses for the first six months shows a total of \$17,353 through February 2014.
5. A discussion ensued regarding changing the fiscal year to a calendar year. Terry commented that a calendar year would be more practical for the board in calculating expenses and establishing the assessments. A motion was made, seconded and unanimously approved to make the necessary tax filings to establish the financial reporting on a calendar year basis.
6. With the approval of the financial calendar year, the current fiscal year will end on August 31, 2014 and existing assessment will continue through December 3, 2014. The Board will approve a new budget by October 2014 for the new budget year starting January 1, 2015.

#### Maintenance Report – Manager

1. Management provided a termite report for #94 requesting Board policy on section one repairs, specifically regarding the patio door replacement and chemical applications for treating buildings and garages. The Board stated that prior history included door replacements if specified in the section one report.
2. Additional discussion ensued, management provided an alternative for the Board to consider in addressing section one repairs as follows:
  - a. If exterior repair/treatment is required by the HOA, we will notify the owner which items will be addressed and schedule with the HOA contractor.
  - b. Section one exterior work required by the HOA may be combined with other work currently in process in the association and not necessarily coincide with the close of escrow on the unit.
3. The homeowner at #92 provided clarification on the additional downspout he requested, Management was asked to confirm understanding for this with Rodger Axt and to proceed as previously agreed to install downspout at the association expense, the homeowner will be responsible for extending the drain under the patio.
4. Management reported that the electrical contractor must supply a diagram of the proposed switch and timer installation prior to starting the project.

#### Lake Committee- Rick Murai,

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

- a. Rick reported on a discussion with a lake contractor and is awaiting a proposal for the dredging of the lake. Rick suggested that the sediment could be dispersed on the banks of the lake.
- b. Requesting that the Board approve trash pick up around the lake, he does not feel that monthly pick up is needed, suggested that the Board consider bi-monthly trash pick up.

#### Architectural Committee- Ken Morley

Ken reported that the committee approved the garage door installation at #61 based on the approved standards.

#### Website- Ken Morley

Management will scan the agenda to send to Ken for posting on the web.

#### New Resident Report- Betty Lauritson

No report submitted.

#### Rule Committee- Lindsay Munoz

1. Lindsay inquired if management sent the notification letter to #61 regarding the appeal for the fence repair. The letter was not sent, the manager will send next week.
2. The new homeowner at #94 requested that the recycle cans not be stored behind her garage, the Board is not able to relocate the bins, but will ask the landscape contractor to insure that the handles do not touch the building.
3. Three lights reported burned out were replaced by the landscape contractor the day after being reported.

#### Community Committee- Patti Munoz

Lindsay reported that the Glen Miller Orchestra Concert was great last Sunday.

Ad Hoc Committee- Lindsay Munoz

1. Lindsay reviewed the plant list submitted from Greenscape with clarification on the size of the plants for the areas where the grass will be replaced. The Board discussed a modification of the \$13,450 approved at the last meeting as follows:
  - a. Leave grass between the sidewalk/walk way and #10.
  - b. Add \$4,800 for plant improvements from #110 - sidewalk/walk way.

Landscape- Lindsay Munoz

1. Lindsay reported that #90 requested removal of an old shrub, and to be replaced with a green plant, homeowner will pay the difference in cost for a larger plant.
2. #5 requested pruning the plant in the driveway between the two units, if pruned, the plant would not look very good leaving the woody portions showing. Management will notify the property manager that the request was denied.
3. Management directed to charge #36 for one hour landscape labor for broken pipe repair.
4. The walkway next to #110 has a leak in the irrigation under the sidewalk, Greenscape will investigate required repairs.

**Item IV Old Business**

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

**Item V Action Items**

1. Proposed CC&R Changes – The board reviewed the list of proposed CC&R changes prepared by Glen Grossman. Management reviewed the suggestions with the board noting that several of the suggested changes would require a vote of the membership to amend the current documents. Current Civil Code states that if there is a dispute between the governing documents and the law, the current law will prevail. The board decided that no action on amending the CC&R's will be taken at this time.
2. Insurance Renewal – KBK Insurance provided the board with a cost analysis of the insurance renewal for 2014/2015 suggesting a cost of \$25,520 for the May renewal. This item was tabled to the April meeting.
3. Soils Engineer Report – Dian Hardcastle reported on the meeting with the soils engineer to look at the hillside across from #48. The soils engineer commented that the area appears to be stable; however the Board may want to install signs notifying residents of the potential for rocks sliding down the hill especially after a rain.

**Item VI Open Forum**

- Candy reported a leak in the gutter on the patio at #110.

**Item VII Next Meeting-** Scheduled for April 16, 2014.

**Item VIII Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:55 PM.