

**The Glen of Pacific Grove Homeowners Association
Board of Directors Meeting
April 16, 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 (3) homeowners

Item I Call to Order

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

Item II Consent Agenda

A motion was made, seconded, and unanimously approved to accept the consent agenda as follows:

- A. Minutes – March 19, 2014
- B. Work Order Summary
- C. Correspondence Summary

Item III Committee Reports

1. Presidents Report – Diane Hardcastle
 - No president's report was presented.
2. Financial Report – Terry Field
 - Terry reported a surplus for the first seven months of \$8,844 including the operating surplus from last year of \$5,190. Management will work with the CPA to find a way to show on the budget report.
 - With the approval of the Board to change to a calendar year, the assessment will not change in September 2014; Terry suggested that the current budget continue to December 31, 2014. The Board will approve a new budget later this year that will start a new assessment on January 1, 2015.
 - A brief discussion ensued regarding the replacement of the patio doors at #94 due to dry rot damage. A motion was made by Terry to fund the replacement from the reserves under building repair. The motion was carried unanimously.
3. Maintenance Report – Manager
 - Management reported that Jason is continuing on the touch up painting and minor repairs in the complex, however the section one repairs on #94 took priority this past week.
 - Section one required replacement of the patio doors from dry rot, the doors were ordered from Visions Door & Window at a cost of \$1,620. Jason will install for an additional \$650 to be charged to reserve building repair.
 - Pending items:
 - a. Installation of the timer and switch waiting for the diagram from Russo Electric.
 - b. Tree removals from Topes, on hold pending permits.
 - c. #92 consulted with Rodger on prior agreement for adding one new downspout, and relocating one downspout.

4. Lake Report – Rick Muri
 - Diane Hardcastle reported for Rick that the algae are in bloom and additional chemicals are needed. Cost estimate for a one year supply is approximately \$1,300.
 - Rick has raked some algae near the bridge onto the bank; management will request a work order to Greenscape to dispose of the dried algae.
5. Architectural Report – Ken Morley
 - The committee approved the garage door at #61.
 - Approval of the replacement of the entry door at #102.
 - #96 garage door replaced without Architectural approval will require a submission and painting to match.
6. Website – Ken Morley
 - The paint color book was received and will be posted on the website soon.
7. New Resident Report – Betty Luritsen
 - No report
8. Community Committee – Patti Munoz
 - Lindsay reported that the committee is planning the 4th of July event and looking for volunteers.
 - The annual garage sale is currently scheduled for September 6th.
9. Rule Committee – Lindsay Munoz
 - Report of a drip on the hose bib at #12, manager will check
 - Lindsay spoke to Greenscape regarding the recycle bins at #94.
10. Ad Hoc Committees – Lindsay Munoz
 - The grass removal is proceeding as planned, one small area was missed in the original estimate it is an 8X10 area at #108. They will use existing plants from the original estimate and just spread them out a bit to cover that area. Labor for the additional grass removal will be minimal.
 - Received a request from #58 to install ice plant instead of the drought resistant plants and wood chips that the Board approved for all units. Homeowner also wanted to have four shrubs moved from the front of the unit and replaced with other large shrubs. The Board considered the requests, however to keep the architectural consistency in the community denied the ice plant request and will continue with planting the drought resistant plants. The request to remove the existing four plants at the front was put on hold until the grass removal project is completed and reviewed at that time.
 - Greg has not yet provided the plant list for #58 to #72, Lindsay will follow up with Greg.
11. Landscape Report - Lindsay Munoz
 - Request that management follow up on charging the owner at #36 the \$75 cost to repair the sprinkler broken by the tenant.
 - #90 requested removal of a plant at the entry. The owner will pay for the cost of installing a larger plant to replace.
 - Request to trim the hedge between #3 & #5.
 - Greenscape reported that the irrigation leak under the concrete walkway by #110 will require removal of the concrete to repair. The committee is suggesting that the concrete does not require replacement and the area can be filled with landscape material and paving stones. Lindsay believes that the repair should not exceed \$1,500. A motion was made, seconded and unanimously approved to allow Lindsay to proceed with the repair not to exceed \$1,500 the cost to be charged to repair/maintenance #7080.

Item VI Action Items

- A. Downed Fence Above #13 – Management sent a letter to the owner requesting that they remove the fence from the property, no response has been received manager will follow up with the neighbor.
- B. Insurance Renewal Bid – KBK Insurance provided a renewal quote for the insurance policies scheduled for renewal on May 5, 2014 as follows:
- Travelers Building Coverage \$17,545
 - Travelers Excess Liability \$ 2,953
 - Great American D&O \$ 3,215
 - Employers W/C \$ 871
 - CAN Fidelity Bond \$ 984
- Total \$25,568 annually
- C. Soil Survey Report – The Board of Directors reviewed the soils engineer report on the hillside above #48. The engineer found that the hillside appeared stable, however during rainfall, there may be some rocks sliding in to the road. The Board requested that Marcie Grossman continue to observe and report and concerns for further consideration.
- D. CC&R's & Policy Changes
Management reviewed the association CC&R & current Civil Code regarding maintenance and repairs for section one termite damage to the exterior building surfaces and advised the Board that based on the documents and current code, all damage to the individual units resulting from wood destroying pests and organism would be the responsibility of the individual owners. Historically, the association has completed section one repairs on the exterior of the units. Based on the maintenance history, the Board voted to continue with exterior section one repairs with the exception of the following exclusive use items, entry doors, garage doors, glass surfaces, patio doors. Management will draft a policy to provide to the Board for approval.

Item V Open Forum

#110 requested that the drain at the base of the downspout is blocked work order Jason to clear.

Item VI Next Meeting Date

The next Board of Directors meeting is scheduled for May 21, 2014.

Item VII Adjournment

There being no further business, the meeting adjourned at 7:35 PM.