

**The Glen of Pacific Grove Homeowners Association
Board of Directors Meeting
May 21, 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
Roque Pinherio	Buildings & Grounds Supervisor City of Pacific Grove
Ten 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 – April 16, 2014
- B. Work Order Summary
- C. Correspondence Summary

Item III Committee Reports

1. Presidents Report – Diane Hardcastle

Diane introduced the guest speaker from the City of Pacific Grove, Roque Pinherio who discussed the city request to add additional lighting fixtures to the parking area and in the playground at Arnet Park. The city will purchase and install the fixtures to be connected to the association PG&E meter. The new fixture(s) will be more energy efficient than the existing.

The Board discussed several options including adding two fixtures to single pole in the parking area to increase lighting or adding another fixture. A motion was made to approve up to three (3) new lights for the parking and park area. The motion was unanimously approved.

A suggestion was made to send a letter to the city, thanking Roque and the city for the improvements at the park. Diane also asked Roque to see if the City of Pacific Grove could assist the association with the algae problem in the water system. Roque stated that he would ask his supervisor and get back to Diane.

2. Financial Report – Terry Field

- Terry reported a surplus for the first seven months of \$5,522 for the year to date.
- Water cost for the period to date is \$3,690. Cal Am has issued several credits from November and December 2013.
- The reserve budget expense this year is \$43,000 and to date \$37,000 has been spent. Additional \$5,100 remaining for the year.

3. Maintenance Report – Manager

- Topes Tree Service – The work for the original quote of \$3,000 has been scheduled for the week of May 19th. During the walk through, six additional trees were tagged by the city arborist that require removal and the Board members found four trees that required additional trimming or removal. Topes provided a bid for the additional work at a cost of \$3,350. After a

lengthy discussion, a motion was made, seconded and unanimously approved to complete all of the work at the same time for a total of \$6,350.

- Section One Work - Replacement of the patio doors at #94 found that the doors were ordered from Visions Door & Window and upon delivery noted that they were not ordered with the vertical mullions. The architectural committee reviewed and requested that the Board approve the design for installation on the inside units. The Board unanimously approved the design.
 - Russo Electric was unable to install the water timer and switch in the time frame allowed, management provided a verbal quote from Baz Electric to install at the same price of \$2,950. A motion was made, seconded and unanimously approved to proceed with the installation.
4. Lake Report – Rick Muri
 - Rick reported that the algae has grown out of control and with the water level lowering and the sediment increasing, the chemicals are not able to remove the algae.
 - Rick has raked some algae near the bridge onto the bank; however Greenscape has not removed the dried algae.
 - Rick is requesting that the dredging of the sediment and the algae be removed as soon as possible.
 - The Board directed management to find a contractor to assist with the immediate removal of algae and to obtain quotes for an assessment of the system from a contractor with expertise in water systems.
 5. Architectural Report – Ken Morley
 - #94 Patio Door – The Board approved the doors without vertical mullions for installation on the interior units.
 - #96 garage door replaced without Architectural approval will require a submission and painting to match.
 - Management requested clarification on the paint colors for the garage doors.
 6. Website – Ken Morley
 - The paint color book was posted on the website.
 7. New Resident Report – Betty Luritsen
 - The tenants from #96 will be moving to #94.
 8. Community Committee – Patti Munoz
 - Lindsay reported that the committee is planning the 4th of July event and details will be available for the June meeting.
 - The annual garage sale is currently scheduled for September 6th.
 9. Rule Committee – Lindsay Munoz
 - No report
 10. Ad Hoc Committees – Lindsay Munoz
 - The grass removal is proceeding as planned; the one grass area that will remain will need to be adjusted on the irrigation system as it is currently on the same timer as the drought tolerant plants and is turning brown due to limited water.
 - #58 to #72 has not yet been started; Lindsay will follow up with Greg.
 11. Landscape Report - Lindsay Munoz
 - Weeds are coming up in many areas through the mulch and need to be removed.
 - Homeowner request that the gardeners do not use the guest parking space and consider parking outside the gate.

- Homeowner requested how they make changes to the patio, Lindsay stated that they can email request to the landscape committee.

Item VI Action Items

- A. Downed Fence Above #13 – No response to the second letter has been received will try a certified letter to the homeowner.

- B. Water intrusion at unit #48 caused damage to the interior. Investigation found that the fence contractor hired by the owner cracked the irrigation line last fall. Water saturated the area and over time seeped into the unit. The architectural approval disclosure signed by the owners provides that they are responsible for damages from the improvements. It was also noted that the landscape rocks around the back and side are up against the siding and the downspouts should be tied into a drain. The association contractor Rider Concrete was asked to verify that the slab is not allowing water to leak into the unit, management will verify with the contractor. The homeowners will be advised to submit the claim to their insurance company while this is being investigated.

- C. Section One Repair Policy Changes
Management provided a draft termite policy for the Board to review that is consistent with the association CC&R's & current Civil Code regarding maintenance and repairs for section one termite damage to the exterior building surfaces. The proposed policy will put the responsibility for replacement of entry doors, garage doors and patio doors with the individual homeowner. A change was also requested to remove the section of the policy that stated the repairs may not coincide with the close of escrow. With the noted corrections, a motion was made, seconded, and approved by the following vote, Hardcastle, Lee and Munoz in favor, Field opposed.

Item V Open Forum

- #59 reported a leak in the gutter along the back of the house.
- #88 reported that the gutters were filled with pine needles.
- #11 & #9 the drain in the rear patio is filled with debris.
- #94, homeowner requested paint color for the front door.

Item VI Next Meeting Date

The next Board of Directors meeting is scheduled for June 18, 2014.

Item VII Adjournment

There being no further business, the meeting adjourned at 7:50 PM.