#### The Glen of Pacific Grove Homeowners Association Board of Directors Meeting Minutes August 20, 2014

### **Board Members**

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

### Others Present

Tim Dillon
Nine Homeowners

Access Association Services, Inc.

Item ICall to Order6:00 PMThe Board of Directors meeting was called to order at 6:00 PM by President, Stephanie Lee.

## Item II Consent Agenda 6:05 PM

A motion was made, by Stephanie seconded by Diane and unanimously approved to accept the consent agenda items A & B and move item C to Action items for further discussion on #14.

- A. Minutes July 16, 2014
- B. Work Order Summary
- C. Correspondence Summary

# Item III Action Items 6:15 PM

Management reported on the following items:

A. Bylaw Amendment – The Board of Directors voted with four in favor and Connie against, to approve an amendment to the bylaw changing the fiscal year of the association to start on January 1<sup>st</sup>.

Terry reported that he thinks the monthly assessment will be able to remain at \$310. The 2015 budget will be submitted to the Board for approval in the next few months. Management will mail out the memo noting the Bylaw amendment, and the adoption continuing the current budget through December 2014.

B. #48 Water Intrusion – Rider concrete provided an email document responding to the association request to replace the patio that they installed incorrectly. Terry Rider stated that the concrete patio was installed correctly and that the source of the water intrusion to the unit was from the landscape material piled up against the foundation and the downspouts dropping water into the landscape.

Management provided a bid from Martin Walker Construction for the replacement of the patio and for installing a threshold flashing on the patio door. The total bid for both elements of the repair came to \$9,338.

After a brief discussion, the Board suggested that the threshold flashing would be a homeowner responsibility, and asked management to obtain additional bids for the patio replacement, removing the landscape material and addling drains to the downspouts that will be covered by the association. Separate bids for the door flashing should be obtained and given to the homeowner if they wish to replace the flashing at the threshold of the door.

c. Rule Violation #14 –The Board approved sending a rule reminder notice to move the trash cans from the common area after collection. The resident was reported cleaning the garage and making room for the trash cans in the garage.

<u>Item IV</u>

Committee Reports 6:30 PM (3 to 5 Minutes per Committee)

- **A.** Presidents Report Stephanie Lee
  - No formal report.
  - .
- B. Financial Report Terry
  - Terry reported that as of July there was a \$3,800 surplus in operating.
  - Expectations are to have a balanced budget by the end of the year
  - Reserve Study- A motion was made by Terry, seconded by Diane, and approved by a vote of four in favor and Connie abstained to approve the 2015 Reserve Study report subject to a decrease in monthly reserve contribution from \$6,429 to \$5,820 and a \$5,000 one time only charge for trees.
  - Terry reported that a pro-forma budget for 2015 should be ready for Board approval by October.
- C. Maintenance Report Manager
  - #10 reported water intrusion into the unit from the patio, Jason inspected and found that the owner installed flagstone on top of the concrete allowing water to enter under the patio door and he notified the owner accordingly.
  - #10 will require repairs to the retaining wall in the common area; Jason will be adding a flashing and replacing damage wood.
  - #42 reported possible damage to the ceiling from a roof leak and odor in the room, Williams Roofing did not find any evidence of leaks, suggested caulking the utility box outside.
- D. Lake Report Stephanie
  - Stephanie reported that with the drought conditions, the water fall is just a trickle of water.
  - John Jett reported the sediment by the waterfall could not be dumped without testing. Combined with charges from Aqua Jett, by time the sample is sent and tested it will cost over \$800 to have it tested and dumped.
- E. Architectural Report Ken
  - No architectural requests submitted.
  - Ken Morley submitted his resignation as Committee Chair effective September 30, 2014.
  - Candy Pollock rescinded offer to serve on the architectural committee pending appointment of a new chairperson.
  - Stephanie Lee will solicit volunteers for the position.
- F. Website Ken
  - Draft minutes posted management will submit the final approved minutes for posting.
- G. New Resident Report Betty
  - Betty reported the new residents moved into #36
  - #9 new tenants.
  - #64 residents moved out.
- H. Community Committee Patti
  - The garage sale is set for September 6<sup>th</sup> from 9:00 am to noon; deadline for placing the ad is next Saturday.
  - Patti noted that the walk in gate will be left open for the sale.
- I. Rule Committee Lindsay
  - Lindsay reported on the following items reported since the last meeting-
    - Reported dog barking on patio at #86.
    - Report that #59 dog urinated on plants.
    - Report #14 leaving trash can in common area was resolved at the meeting.
    - Report that lake worker relieved himself in trash can, employee removed from property and terminated.
    - Report of dry rot on the bridge, work order issued.

- J. Ad Hoc Committees Lindsay
  - Lindsay reported that the project has been completed.
  - Management directed to remove the committee from the agenda.
- K. Landscape Report Lindsay
  - As part of the tree removal permit, the association must replace eight (5) gallon trees in the complex. Lindsay will follow up with Greg on the planting.
  - Lindsay provided bids from Greenscape California to trim 10 red birch trees. The original bid was \$2,100, after Lindsay discussed with Greg, the bid reduced to \$1,550. A Motion was made seconded and approved unanimously.
  - Two other bids for plantings were reviewed and unanimously approved:
    - i. 9 plants at #16 that were cut back too far and not growing \$620
      - ii. Replace the hedge at #72 for a cost of \$620.

### Item V Open Forum 6:45 PM (3 Minutes per Member)

- Candy Pollock suggested that the gate value at the lake be repainted since the water is so low.
- A request from Glen Heights was received requesting permission for residents to walk their dogs at The Glen. After a lengthy discussion, the board agreed as a neighborly gesture to allow provided the residents observe the county requirements. Additionally, management to advise Glen Heights that the agreement is reciprocal and if pet waste increases in the association, the ban on walking dogs will be reinstated. Motion made, seconded, and approved by a vote of four in favor, Lindsay opposed.

### Item VI\_\_\_\_\_ Next Meeting Date 6:55 PM

The next Board of Directors meeting is scheduled for September 25, 2014 at 6:00 PM at the Forest Grove Clubhouse.

Item VIIAdjournment7:00 PMThere being no further business before the Board, the meeting was adjourned at 7:40 PM.