

**The Glen of Pacific Grove homeowners Association
Board of Directors meeting minutes
September 17, 2014**

Board Members

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

Others Present

Tim Dillon Access Association Services Inc.
Seven Homeowners
Two Tenants

Item I Called to Order

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

Item II Consent Agenda

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

- A. Minutes of the August 20, 2014 Board Meeting;
- B. Work Order Summary;
- C. Correspondence Summary.

Item III Action Items

- A. Patio Replacement at number 48 Bids

	Concrete	Landscape	Door
Martin Walker Construction	\$6802	\$2615	\$1430
Bronte's Concrete	\$6565	Jason Estimate	
IQV Construction	Pending		

After a brief review of the bids a motion was made, seconded, and approved the proposal from IQV Construction and to proceed with the replacement of the patio at a cost not to exceed \$6,565.

- B. Specifications and Bid for Lake Dredging- Management reported that the original lake dredging specifications completed by Best Store Engineering had been duplicated and submitted to Granite Construction, Monterey Peninsula Engineering and Don Chapin Company for estimates to dredge the lake. As of the meeting date no bids have been received management will follow up with the vendors and additionally submit the specifications to our current contractor John Jett from Aqua Jett Systems.
- C. Construction at 938 Sydia – Homeowner's reported possible unpermitted construction on the property. Management was asked to report the work to the City of Pacific Grove. The planning department was contacted in regards to the construction.

As of the meeting no confirmation has been received that the city has inspected the property. Management was directed to follow up.

- D. Granite Construction submitted a proposal to reduce the existing seven speed bumps in the complex. Granite offered two options.
- Option #1, would be to increase the width of the current speed bumps at a cost of \$11,662.
 - 2nd Option would be to repave the current speed bumps into speed humps to prevent bottoming out of vehicles at an estimated cost of \$19,000. The Board of Directors tabled this item indefinitely.
- E. Painting Projects- Management provided correspondence from Benjamin Moore in regards to the painting project. Based on the recommendation from the paint manufacturer a walk-through and site inspection with potential contractors will be scheduled for February 2015.

Item IV Committee Reports

1. Presidents Report, Stephanie Lee- Stephanie reminded the Board of Directors and homeowners present that her term as Board President will come to an end at the November Annual meeting. Stephanie announced that she will remain on the Board for the remainder of her term however she will not be serving as the Board President.

Stephanie thanked the Board of Directors for all of their hard work throughout the past year specifically to Lindsay for the large landscape project that was undertaken and also to Diane for working on the tree removals with the ad hoc committee. Additionally Stephanie thanked Terry Field for his financial assistance and working as Treasurer for the Association, and to Connie Shelstad for volunteering to fill the open position last year. Thanks also to Ken Morley for his years on the Architectural committee and the website and to Betty Lourtison and all of the homeowners serving on the committees at the Glen.

2. Financial Report Terry Field- Terry reported that the year end as of August 31st the Association was running with an \$8,000 surplus partially due to the prior management company over budgeting the insurance category. Terry reported that the water bill for August was currently \$1,906 and it could've been much higher if not for the landscape committee replacing the lawn with drip irrigation.

Terry made a motion to reduce the monthly reserve contribution from \$6429 to \$5820 for the fiscal year 2015 which is expected to keep the homeowners monthly assessment at \$310 based on current projections. This was seconded by Lindsay and approved by a vote of 3 in favor and Connie abstaining. Terry will prepare the draft 2015 budget for Board review by the October meeting.

With the change from a fiscal year to a calendar year a motion was made by Terry Field and seconded by Lindsay approved by a vote of three in favor and one abstained to utilize the current monthly budget numbers for the next four months

maintaining the assessment at \$310 per unit per month.

3. Management reported on the status of maintenance work orders noting that a few work orders remain not completed by Jason; however management will follow up on the remaining items.
4. Lake Report- Stephanie reported that John Jett continues to work on algae removal. Less algae is forming due to the lake level dropping, however there are reports of large clumps in the deep section. Stephanie noted that bank renovation may be required and suggested contacting John for his input and recommendations. Offsite silt/sediment removal was put on hold.
5. Architectural Report- Stephanie reported that there were no architectural items outstanding. Stephanie also noted that Albert Munoz-Flores had volunteered and was unanimously appointed to Chair the Architectural Committee. Ken Morley will remain on the committee for the transition.
6. Website- Ken Morley reported that he was investigating moving the website to read shift for a reduction in fees. Management was also asked to provide draft copies of minutes and the agenda in a PDF format for Ken to post on the website.
7. Betty Lauretson reported on the new residents in the community noting that she had welcomed the residents in unit's number 9, 14 and number 52.
8. Community Committee- Lindsay Munoz reported that the garage sale September 6th went well with 11 families participating. Lindsay also commented that there was an upcoming event at the Performing Arts Center for owners interested in attending all seats are \$25.
9. Rules Committee- Lindsay reported on the following items over the past month:
 - August 26th reported dry rot on the bridge
 - August 27th report of a dog waste on walkway
 - August 28th request for the city to investigate construction on a single-family lot above the Glen.
 - August 29th report of dog waste on the sidewalk
 - September 13th reported Glen Heights residents allowing dogs to urinate on the side where there are plants.

Lindsay suggested that rather than notifying the Board and writing letters to homeowners that individuals witnessing the dog issues say something to the dog owner. The Board members agreed and suggested that rather than send correspondence to Glen Heights, the manager should call Nancy Zimmerman and discuss the concerns directly.

10. Landscape Committee- Lindsay reported that the eight replacement trees required by the city should be planted by December 15TH. The first two will be installed this week the following six over the next several months. Management will fill out the form and notify the city upon completion.

Lindsay also commented on the following landscape items:

1. Red Birch trees will be trim on December 1ST.
2. The hedge at number 72 will be removed and replaced.
3. The society garlic plants at number 36 will be moved to number 30.
4. A bid from Greenscape to install drip irrigation for \$1,210 was approved by unanimous vote of the Board.

11. The Board appointed Management as inspector of election to follow up on submission of the nomination forms.

Item V Open Forum

- Betty Lauritsen reported dry rot on her fence.
- Candy Pollock requested the status on the painting of the green valve at the lake.
- Andy Carr suggested video surveillance signs be purchased and installed on the front gate to prohibit kids jumping over.
- A question was directed to the Board regarding an easement for the Glen to use the Glen Heights gate. Andy Carr stated she knew the developer and would follow up.

Item VI Next Board of Directors Meeting

The next Board of Directors meeting is scheduled for October 15, 2014 at 6 PM at the Forest Grove clubhouse.

Item VII Adjournment

There being no further business before the Board of Directors the meeting adjourned at 7:07 PM.