

**The Glen of Pacific Grove homeowners Association
Board of Directors meeting minutes
October 15, 2014**

Board Members

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

Others Present

Tim Dillon	Access Association Services Inc.
Five Homeowners	

Item I Called to Order

The Board of Directors meeting was called to order at 6:00 PM by Manager, Tim Dillon.

Item II Consent Agenda

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

- A. Minutes of the September 17, 2014 Board Meeting;
- B. Work Order Summary;
- C. Correspondence Summary.

Item III Action Items

- A. Management reported on Lake dredging bids that had been submitted to Granite Construction, Don Chapin Engineering, and Monterey Peninsula Engineering. As of this meeting Monterey Peninsula Engineering and Granite Construction have indicated that they are not able to bid the project and management is working with Don Chapin to provide an estimate hopefully by the next meeting. At the Board's request Aqua Jett our current contractor was also ask to bid, John suggested that the project was too large for him to provide an estimate. John will however provide input on reinforcing the bank at the inlet.
- B. Patio Replacement at number 48 Bid-Management reported that the Board of Directors approved bids for replacement of the patio on unit number 48. The cost not to exceed \$6565 based on the two contractors submitting proposals. After the Board meeting the third bidder IQV Construction submitted a proposal for \$4223 for the patio replacement, \$1335 for the homeowner's portion to replace the threshold flashing in the door. Management confirmed with IQV that replacing and lowering the current patio would prevent water from flowing under the door during heavy rain but that IQV will not guarantee that water intrusion may happen if the flashing is not installed. Management also suggested that Jason and/or the landscaper can remove the existing landscape materials away from the siding of the house for a cost not to exceed \$2000. The project is being scheduled within the next two weeks.
- C. Construction at 938 Sydia – The management office has been in contact with the City of Pacific Grove in regards to the construction being performed however we have received no official report that the inspectors have been to the project. Our last communication with the city indicated they were having difficulty finding the location on their maps and had asked for photos of the construction project. Management will continue to work with the city and suggests that homeowners also contact code enforcement or the planning department to make additional reports and perhaps move this along at a faster pace.

- D. Inspector of Elections- The Manager reported that based on the Association rules there are currently two positions open for election and two volunteers running for election. Albert Munoz Floras and Richard Mori are therefore elected to the Board of Directors by acclamation.

Inspector notified the Board that ballots will be sent for residents to vote on acceptance of the minutes and the IRS resolution and unless there are objections the ballots with the approval of the minutes and approval of the IRS regulation will be accepted at the meeting but counted and tabulated at the management office and reported in a mail out to all of the homeowners.

- E. The Glen Heights Community contacted Diane Hardcastle with the request to consider allowing them to trim specific trees on the Glen property to improve the view for the homeowners at Glen Heights. The Glen Board wishing to maintain a good relationship with the neighboring community is basically in favor of allowing the trimming under the following provisions:
- i. The Glen Heights arborist provides a list of trees and details of the suggested pruning.
 - ii. The Glen Heights arborist would mark the trees to enable the Glen Board to identify the location and how many trees are being trimmed.
 - iii. Glen Heights allow ample time for the board to review the proposal prior to the trimming.
 - iv. All homeowners would be notified of the schedule trimming.

Item IV Committee Reports

1. Presidents Report, Stephanie Lee- Stephanie was absent from the meeting no report submitted.
2. Financial Report Terry Field- Terry reported that for the month of September the Association was running at a \$365 surplus. Water for the month of September was \$1765. Terry wanted to thank Lindsay for all of his hard work on removing the grass and installing drip irrigation which resulted in the reduced water bill.
3. Terry Field made a motion to approve the 2015 annual budget beginning 1/1/2015 that is outlined on the pro forma budget dated 9-15-2014 showing annual revenues and expenses of \$224,216.28. Second by Lindsay and approved by a vote of 3 in favor and Connie against.
4. Terry Field made a motion to approve the contract for Condo-CPA for annual review and tax preparation for fiscal year 9/1/2013-8/31/2014 and the 4 month period 9/1/2014 -12/31/2014 for annual review and tax preparation at \$1650 and \$1000 respectively. Second by Lindsay and approved by a vote of 4 in favor.
5. Terry Field motion to approve the estimated repairs for #48 patio to IQV for \$4233 and to Jason for \$2000; to be charged to Reserves component. #103 approved by a vote of 4 in favor.
6. Maintenance - 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.
7. Lake Report – Stephanie was absent, no report submitted.

8. Architectural Report- Al was absent; however the owner of unit #88 was present to discuss denial of the patio extension submitted to the committee. The homeowner stated that she planned to extend the patio to consistent with others in the complex such as 90, 80 & 104. The Board will take the matter under advisement. Installation of a satellite dish on #59 deferred to the close of escrow.
9. Website- Ken Morley reported that he moved the web site to another host at a cost of \$5.95 monthly.
10. Betty Lauretson was absent but provided the following report:
 - Since the last meeting, I have met the new tenants in unit 54. They are Megan and Nick Canning and their infant son Ryder. Nick is originally from PG, and Megan is from Denver. They drive a white Audi SUV and a black Lexus. AG Davi is the unit property manager.
 - Still have not touched base with unit 69 but "hope springs eternal".
 - Attached is an updated directory which reflects not just the addition of the Cannings, but several email addresses and phone numbers have been updated.
11. Community Committee Patti – No report
12. Rules Committee- Lindsay reported on the following items over the past month:
 - a. #36 sprinkler leak reported, repaired by Jose.
 - b. #94 Hedge dying – Gardner reported contractors at the unit disposing of material behind the hedge may have caused them to decline; they will fertilize the hedge to see if it will recover.
13. Landscape Committee- Lindsay reported that two of the replacement trees required by the city were planted at #109 & #110 the remaining trees 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.

Item V Open Forum

- Marcie reported that the tree at #44 is leaning.
- Jeffery reporting that the shrubs at #9 are dying and that the new tenants are not keeping the patio area clear of leaves and debris.
- Homeowner requested gutter cleaning be scheduled due to pine needles blocking the rain gutter. Management will contact A & R Gutter to bid on cleaning again this year.
- To accommodate the new Board Members schedule, management suggested that the Board meetings be changed to the last Monday of each.

Item VI Next Board of Directors Meeting

The next Board of Directors meeting is the annual meeting scheduled for November 19, 2014 at 6:00 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.