

The Glen of Pacific Grove Homeowners Association  
Board of Directors Meeting Minutes  
January 19, 2015

**Board Members**

Al Munoz-Flores	President
Terry Field	Vice President/Treasurer
Stephanie Lee	Secretary
Rick Murai	Director at Large
Connie Shelsatad	Director at Large

**Others Present**

Tim Dillon                      Access Association Services Inc.  
Eight Homeowners

**Item I                      Called to Order**

The Board of Directors meeting was called to order at 6:00 PM by President, Al Munoz-Flores.

**Item II                      Consent Agenda**

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

- A. Minutes of the November 19, 2014 Board Meeting;
- B. Work Order Summary;
- C. Correspondence Summary.

**Item III                      Action Items**

- A. Management provided a bid from A&R Plumbing to hydro jet the rear drain line at a cost of \$1,000. A motion was made, seconded and unanimously approved to proceed.
- B. 938 Sydia – Management reported that Terri Schaefer from the code enforcement department at the City of Pacific Grove had made contact with the owner of 938 Sydia and provided them with the information on securing the hillside. Terri noted that the City will take no further action. The Board requested that management send a letter to the city stating their concerns for the health and safety of the residents below at The Glen.
- C. 2897 Ransford – Correspondence from Diane Hardcastle was provided noting that during the heavy rain drainage from the home above her unit flooded the common area and into her back yard. Diane contacted the homeowner above and requested they clean the back yard drain. Once that was completed the flooding stopped. Management was asked to send a confirmation letter to the homeowner.
- D. Discussion on Fire Access Road – Management provided documentation from the original Glen Heights CC&R referencing the maintenance easement on behalf of the developer for The Glen for maintenance, ingress and egress. No other references to the maintenance easement are in the current documents. Al volunteered to pursue further with the city planning department.
- E. Workers Compensation Insurance – Management reported that the policy was renewed at a cost of \$1,025 for the year.
- F. Video Surveillance Signs – The Board discussed adding a video surveillance sign to the front gate. Al commented that he would prefer working with the local police to conduct a neighborhood watch program and involve the neighborhood.

- G. Concrete Gutter Bids – Management provided two proposals for repairs and replacement of the concrete gutters on the hillsides based on Ken Morley’s site review:

i. Granite Construction	\$6,348
ii. Don Chapin	\$28,325

The Board asked management to have Granite bid on replacement specification submitted by Don Chapin.

#### **Item IV Committee Reports**

1. Presidents Report – Al commented that he did not have a president’s report but will speak on the storm damage in the maintenance report.
2. Financial Report Terry Field  
Terry reported that the year to date surplus for the four months ending in December the association was running at a \$ 1,460 surplus.
  - Condo CPA will complete the four month review for period ending December 31, 2014.
  - The last five monthly financial reports show a surplus.
  - The monthly assessment has remained at \$310 since 2008 and the reserves are over 90% funded.
3. Maintenance – Board President Al Munoz-Flores commented on the after action report resulting from the December rain storm damage in the community. Al thanked Kimberly Pena from Access for her prompt action and response time to all of the damage reports. Al also noted that A&R Plumbing was very responsive to the association during the storms.  
  
Al suggested that preventative maintenance can be scheduled if additional storms are forecast by having the landscape contractor remove leaves and debris from the exterior drains and to have Jason provide reports on problem areas.
4. Lake Report – Rick Murai requested clarification on the landscape contractor responsibility for picking up trash and debris around the lake on a weekly basis. The Board discussed management suggestion to contract for a lake specialist to provide recommendations.
5. Architectural Report – Board of Directors – The request from #7 to install a portable hot tub was reviewed. The Board discussed noise concerns from the neighbors and also need to know where the proposed tub will be installed. A motion was made, seconded and unanimously approved to deny the request pending further review of the neighboring two units on each side as well as the proposed installation location. Jessalee LePatra, volunteered to serve on the committee and will contact the neighboring units about the noise concerns, management will ask the owner for clarification on the location.
6. Website- Ken Morley – Ken requested the 2015 Budget for posting, Terry Field requested that the balance sheets for the period ending December 31, 2014 be posted as well.
7. Betty Lauretson – Betty submitted an email report that she had a meeting with the new owner at #10 and noted that the residents in #69 had moved out.
8. Community Committee – Patti reported that nothing is scheduled until July 4<sup>th</sup>. Patti also thanked Linda Bell for use of her electricity for the Christmas decorations and she reported that she was able to purchase additional decorations on sale for next year.

9. Landscape Committee – Pat reported that she and Dick Nutter have found four pine trees that are dead and require removal; Dick has been helping Pat with suggestions for new trees to replace the ones removed. Pat will mark the trees in question to have the association arborist inspect and make recommendations. Topes will also make recommendations for the tree roots pruning between #102 & 104.

**Item V            Open Forum**

- Andi Carr requested information on clearing the drain lines and was told to contact management if they are blocked.
- Jessalee LePatra reported that the drain in the back yard has never worked and she believes that it does not connect to the storm drain lines. Jason will look and advise.

**Item VI            Next Board of Directors Meeting**

The Board of Directors meeting is scheduled for March 17, 2015 at 4:00 PM at the Forest Grove clubhouse.

**Item VII            Adjournment**

There being no further business before the Board of Directors the meeting adjourned at 5:25 PM.