

**The Glen of Pacific Grove Homeowners Association  
Board of Directors Meeting Minutes  
November 16, 2016**

**Board Members**

Al Munoz-Flores	President
Terry Field	Vice President/Treasurer
Stephanie Lee	Secretary
Candy Pollock	Director
Lindsay Munoz	Director

**Others Present**

Tanya Morgan            Access Association Services Inc.  
Two Homeowners

**Item I            Call to Order**

The Board of Directors Meeting was called to order at 4:00 PM by President Al Munoz-Flores.

**Item II            Consent Agenda**

A motion was made, seconded and unanimously approved to accept the Consent Agenda as follows:

- A. Minutes of the October 19, 2016 Board Meeting
- B. Work Order Summary & Correspondence Summary

**Item III            Action Items**

- A. Board Member Resignation – The board will discuss the reorganization of the board following the Annual Meeting in December.
- B. Maximum Number of Rental Units – The board discussed the increase of rental units in the association. Tabled to the December Meeting for discussion of the existing rules and possible rule change.
- C. Old/Other Business
  - CCOI Gate Repair Proposal – A motion was made, seconded and carried to approve.
  - Drainage Issue at 86 Glen Lake Drive – The board reviewed the request from the homeowner of 86 Glen Lake Drive concerning the drainage of the downspouts in the front of the unit as well as a drainage pipe in the rear of the unit. Jason will inspect and make recommendations. Members of the board will view the pipe at the rear of the unit; to be discussed at a future time.
  - Commercial Gutter Update – Management reported a service date to begin January 9, 2017. Management is also working with Commercial Gutter for an earlier date should something open up in their schedule.
  - Tree Replacement Update – Management reported that following a conversation with a representative of the City; no violations were noted.

**Item IV            Committee Reports**

- A. President's Report – Al Munoz-Flores reported that his last meeting as President will be the December 2016 meeting.
- B. Financial Report – The financials for period ending October 31, 2016
  - Terry reported a surplus in the Operating Account of \$5,712 on October 31, 2016. It is anticipated that there will be a small surplus balance in the operating account at the end of the year.
- C. Maintenance Report – See Action Items: Old/Other Business
- D. Lake Report – Stephanie

- Management will continue to make contact with Bob from Aloha Pool regarding the question of the two remaining fountains being adjusted to the same height and the costs involved.
- E. Architectural Report – The board viewed and discussed alternatives for exterior lighting replacement. Tabled to the December meeting.
- F. Website – Neil Shea – No report.
- G. New Resident Report – Received via email; Betty reported meeting the new renters at 46 Glen Lake.
- H. Community Committee – Patti reported that people are using the Book Nook. It will be restocked in January. Decorating for the holidays will begin on December 5, 2016.
- I. Landscape & Trees Committee – Stephanie
  - Management reported discussing the trees that were planted with the City. No violations were noted. The board stated that they do not wish to have Monterey Pines planted in the future.
  - The board discussed and approved a holiday gift for the landscapers at \$100 each.

**Item V      Open Forum**

- The board requested that work order follow up be documented on the Work Order Summary and to include work orders recently issued to Williams Roofing. Terry requested that Management review the warranty with Williams Roofing to check if recent work falls under warranty.
- Following a brief discussion, the board decided to move the time for the Annual Meeting in December to 6:00 PM.
- The board discussed holding an Executive Session, following the December meeting, to address complaints from homeowners and the violation follow up procedure in place.

**Item VI      Next Board of Directors Meeting**

The Board of Directors Meeting is scheduled for December 14, 2016 at 6:00 PM following the Annual Meeting at the Forest Grove Clubhouse.

**Item VII      Adjournment**

There being no further business before the board, the meeting adjourned at 5:30 PM.