

**The Glen of Pacific Grove Homeowners Association
Board of Directors Meeting Minutes
December 14, 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.
Six Homeowners

Item I Call to Order

The Board of Directors Meeting was called to order at 6:12 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 November 16, 2016 Board Meeting
- B. Correspondence Summary
- C. Work Order Summary

Item III Action Items

- A. Board Appointment / Reorganization of the Board :
A motion was made, seconded and carried to appoint Stephanie Lee as President, Candace Pollock as Vice President, Terry Field as Treasurer, Lindsay Munoz as Secretary and Janine O'Brien as Director. Janine O'Brien will take over the position of Landscape Committee Chair.
- B. Rule Violation Follow Up / Complaint Process – As requested, Management provided the Rule Violation Procedure and Fine Schedule for three other associations of similar size. Following a brief discussion, it was determined that the association rules violation procedure was basically the same throughout all documents reviewed. No changes were proposed to the current policy. The board agreed that no anonymous complaints will be accepted.
- C. Outdoor Lamps – A motion was made, seconded and carried to approve the proposal from The Home Lighter Inc. for the purchase of 140 outdoor lamps model 9707BK. A discussion followed concerning the installation of the lamps once received. Management, Terry Field and Stephanie Lee will follow up with potential vendors for a cost per each installation.
- D. Rental Restriction / Rule Change – Tabled to the January 2017 meeting.
- E. Old/ Other Business
 - Gutter Cleaning – Management confirmed that Commercial Gutter will be onsite the week of January 9, 2017.
 - Fountain Adjustment – A motion was made, seconded and carried to approve the proposal from Aloha Pools for the adjustment of the fountains to equal height as closely as possible.

Item IV Committee Reports

- A. President's Report – Al Munoz-Flores reported that this will be his last meeting as President. He stated that it was an honor to serve the community for the past two and half years. The board, Management and homeowners present thanked Al for his service.
- B. Financial Report – Terry Field reported a surplus at the end of November of \$4,473. The estimated surplus at the end of December is \$6,000. The year end excess is anticipated to be \$10,000. A motion was made, seconded and carried to approve up to \$10,000 be transferred

from the operating account to the reserve account before the end of the year. Terry will direct Management as to the amount and date of the transfer. The board reviewed the Stennes & Sabbath Engagement Letter. A motion was made, seconded and carried to approve.

- C. Maintenance Report – Management reported on the status of work order requests as provided in the Work Order Summary Report detail. Management will work closely with homeowners and vendors to update them on work order status, reporting these items to the board on a regular basis.
- D. Lake Report – Stephanie reported that the algae is clearing and the lake is looking better.
- E. Architectural Report – No report.
- F. Website – Neil Shea – No report.
- G. New Resident Report – Betty – No report.
- H. Community Committee – Patti reported that some adjustments are being made to the Book Nook by the builder. A motion was made, seconded and carried to approve a tip of up to \$20 for this work.
- I. Landscape Report – Janine O'Brien was appointed as the Landscape Committee Chair.

Item V Open Forum

- Two homeowners requested that their email addresses be verified with management database and the periodic emails sent by the association. Management will verify email addresses and work with Neil to update all information according to the Resident List provided by Betty.
- The homeowner of 92 Glen Lake Drive requested that cracks in her patio be inspected. Management will send a work order to Jason to inspect and report findings.

Item VI Next Meeting Date:

Wednesday, January 18, 2017 at 4:00 pm at the Forest Grove HOA Clubhouse.

Item VII Adjournment

There being no further business before the board, the meeting adjourned at 7:04 PM.