

**The Glen of Pacific Grove Homeowners Association
Board of Directors Meeting Minutes
February 15, 2017**

Board Members

Stephanie Lee	President
Candace Pollock	Vice President (absent)
Terry Field	Treasurer
Lindsay Munoz	Secretary
Janine O'Brien	Director

Others Present

Tanya Morgan Access Association Services Inc.
4 homeowners

Item I Call to Order

The Board of Directors Meeting was called to order at 4:00 PM by President Stephanie Lee.

Item II Consent Agenda

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

- A. Minutes of the January 18, 2017 Board Meeting
- B. Correspondence & Work Order Summaries

Item III Action Items

- A. Light Installation – Management reported that light installation is in process. Painting of the area surrounding the light replacement was discussed. It was noted that there was not a lot of space between the original light and the replacement light.
- B. Rental Restriction/Rule Change – Management reported contacting Mike Hughes of Hughes Gill Law Firm. An approximate cost to review a rule change to support rental restrictions would run about \$1,000. A discussion followed regarding how a rule change for rental restrictions would affect current and future homeowners. Terry recommended that he will do further research on the topic and prepare an email to the membership. Tabled to a future meeting.

Item IV Committee Reports

- A. President's Report – No report.
- B. Financial Report – Terry reported a surplus at the end of January of \$6,135 prior to the February reserve contribution being made. Taxes and 2016 year end financials are anticipated to be received from the CPA by March 1, 2017.
- C. Maintenance Report
 - Management reported on work order summary of pending items that Jason is working on concerning dry rot, touch up painting, down spout and gutter replacement and repair. Jason and Williams Roofing have made repairs related to storm damage. Commercial Gutter has refused future repair projects at The Glen due to the distance from their location. Management is working to find an alternative vendor for gutter and downspout repairs and rerouting of downspouts at various locations in the association.
 - Management reported that Aloha Pool stated that they cannot replace the fountain head in the lake as originally planned. The pipes are old and brittle and attempting repair them may lead to further damage.
 - A&R Plumbing has worked on clearing the drain at Unit 48. They recommend annual cleaning of all drains. Management is working with Unit 46 regarding storm damage repair.
- D. Lake Report – No report.
- E. Architectural Report – No report.
- F. Website – Neil Shea – No report.

- G. New Resident Report – Betty – Received via email. New tenants at Unit 82 and Unit 52 welcomed to the community.
- H. Community Committee – Patti – Patti reported that the use of the library kiosk is going well. A Spring Garage Sale is being considered for May 20, 2017.
- I. Landscape Report – Janine advised the board that while she will continue on the board, she will not be continuing as the Landscape Committee Chair. Candy will take over the position effective immediately.

Item V Open Forum

- Security issues outside of the gate in the parking area were discussed. The use of security cameras and monitoring was discussed. Management will get a proposal for cameras and monitoring service from On View Security.
- The board discussed the upcoming insurance renewal. Management will invite a representative from KBK Insurance to attend the next meeting during Open Forum.

Item VI Next Meeting Date

Wednesday, March 15, 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 4:55 PM.