

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

Board Members

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

Others Present

Tanya Morgan Access Association Services Inc.
3 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 February 15, 2017 Board Meeting, with one correction.
- B. Correspondence & Work Order Summaries

Item III Action Items

- A. Insurance Renewal – A motion was made, seconded and carried to approve the insurance renewal presented by KBK Insurance. Management reported that a representative from KBK was not available to attend the meeting on this date, but will be available for questions at the April meeting.
- B. Security Camera – A proposal from On View Security for cameras outside of the entry gate were reviewed and tabled.
- C. Keys – The location of keys for the key box and shed was discussed. The exterior location of the lock box was noted. Stephanie will speak with former Board President Al Munoz-Flores regarding the location of the box containing the board set of keys.
- D. Retaining Wall 42/44 – The recent mudslide behind Unit 42 and 44 garages were discussed. Management will contact the landscape company regarding digging a trench behind the units similar to the one located behind garage units on the other side of the lake.
- E. Light Touch up Painting – Touch up painting around the new exterior light installation was discussed. Jason is available, as needed, for touch up work at his normal hourly rate.
- F. Old/Other Business
 - IQV proposal for the repair of the fence at the tennis court was reviewed and tabled. Candy will contact an alternative local vendor for a proposal.
 - A motion was made, seconded and carried to approve the IQV proposal for repairs to Unit 11 caused by storm damage.

Item IV Committee Reports

- A. President's Report – No report.
- B. Financial Report – Terry reported a surplus of \$2,600 for the first two months of 2017. It is anticipated that the 2016 taxes will be received next month.
- C. Maintenance Report
 - Management reported that the drain at Unit 48 has been USA'd and A&R Plumbing will schedule completion of the project as soon as possible.
 - Candy will research local companies that will clean the pole lamp glass and cobwebs.

- Management will follow up with vendor for completion of the exterior light installation at Unit 16.
 - Changing the gate code was discussed. The use of temporary gate codes for vendors was also discussed. Management will contact CCOI to discuss options.
- D. Lake Report – Stephanie reported that Ben has inspected the lake and will propose the process for the treatment of the algae bloom. A motion was made, seconded and carried to approve by email if received prior to the next meeting.
- E. Architectural Report – No report.
- F. Website – Neil Shea – Neil invited the board to send updates of the content of the website. Adding the history of The Glen and increasing the photo library was discussed.
- G. New Resident Report – Betty – Received via email. Two new residents were welcomed to the community.
- H. Community Committee – Patti – Patti reported that the Community Garage Sale being considered for May 20, 2017 has been cancelled. A new date will be determined, possibly during the summer.
- I. Landscape Report – Candy – No report.

Item V Open Forum

- Management answered questions regarding best ways to reach Access Association Services by contacting Customer Service at 408-782-1222 for architectural request forms and service order requests.

Item VI Next Meeting Date

Wednesday, April 19, 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 5:30 PM.