

**The Glen of Pacific Grove Homeowners Association  
Board of Directors Meeting Minutes  
April 19, 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.
Jason Post	Post Construction
John Kane	KBK Insurance
5 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 Open Forum**

- Jason Post – Post Construction reviewed AR Gutter & Sheet Metal proposals for Units 36, 11 &13, 19, 84 and 86 and answered questions about the work to be done. A motion was made, seconded and carried to approve the work for Unit 36, Option 1, Units 11&13 and Unit 19, 84 & 86. Jason will work with AR Gutter to complete these repairs.
- John Kane from KBK Insurance presented the renewal policy to the board and answered questions concerning coverage and storm damage coverage. It was discussed that specifically excluded/not covered issues are flood, mudflow and water, either by drain or sewer. Also, falling trees were discussed; if a tree falls due to negligence then it would be covered by insurance. If a tree falls due to an "Act of God" then resulting damage is not covered. The FEMA definition of a flood was discussed. It was noted that this year's winter storms have resulted in approximately \$25,000 in storm damage to The Glen.
- It was noted that people are walking to the lake edge, children are playing near the lake and landscape rockery is being thrown into the lake. The membership will be notified by newsletter to refrain from these activities.
- Vendors and contractors parking in visitor parking and in fire lanes was discussed.
- Restarting The Glen newsletter was discussed. Diane Hardcastle will work with the board to begin the publication of the newsletter.

**Item III Consent Agenda**

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

- A. Minutes of the March 15, 2017 Board Meeting
- B. Correspondence & Work Order Summaries

**Item IV Action Items**

- A. Downspout & Gutter Issues – As previously stated, a motion was made, seconded and carried to approve the work by AR Gutter for Unit 36, Option 1, Units 11&13, and Unit 19, 88 and 86. Jason will contact AR Gutter and schedule work to be done.
- B. Security Concerns
  - The board reviewed a proposal that Candy sent via email concerning the lamp posts in the association. The email stated in part; "In looking at ways we can enhance security in The Glen, one way is to improve the lighting from our lamp posts." A proposal from Squeegie Man for the cleaning of the 22 street lamps was attached. "Currently the glass is cloudy with film and cob webs. Current light bulbs are all different types and wattage. These all need to have the same lighting. The bulb should be LED, bright white light. This bulb uses only 12 watts and gives 120 watts equivalent but should last a long time."

A motion was made, seconded and carried to approve the proposal by Squeegee Man for the complete clean out of the 22 lamp posts and replace bulbs with bright white LED bulbs at a "Not to Exceed" approval of \$1000.

- Security cameras were briefly discussed; however, the placement of these cameras would not be association property for coverage of the front gate. Tabled.

C. Old/Other Business

- Storm Damage Issues – Management reported that A&R Plumbing has reported that the water running across the road between Units 36 and 38 is not sewer water but is mineral water. Jetting the line resulted in blockage at a 90 degree angle and no further work can be done from this entry point. A&R recommends draining some water from the lake and entering from the access point at the lake. Jason recommends entry through the asphalt. Tabled to a future meeting pending recommendations from alternate bidders.
- Signage – Replacement parking signs were ordered but did not arrive with the Civil Code section regarding parking in a fire lane. Jason will check with the City of Pacific Grove to see if signs are required to state the Civil Code in order to tow from the fire lane. If it is required, these signs will be returned and replaced with signs referencing the Civil Code section.
- 26 Glen Lake Issue – Reported storm damage at Unit 26 was discussed. A motion was made, seconded and carried to approve the bid from IQV for interior repairs in the event that the homeowner is not able to have the work done by a licensed and insured contractor for less than IQV's proposal amount.

**Item V Committee Reports**

- A. President's Report – No report.
- B. Financial Report – Terry reported a surplus for the first 3 months of 2017 of \$3,442. Reserves are on budget. Storm damage is reported to be between \$20,000 to \$25,000. Terry advised that the Reserves should be 90% funded after all of the storm damage costs are recorded.
- C. Maintenance Report – Details of the Work Order & Correspondence Summaries were reviewed.
- D. Lake Report – Stephanie reported that Ben is testing the lake water today and within 4 weeks should have the recommended treatment report. The question was raised if there are carp in the lake due to the darkness of the water.
- E. Architectural Report – No report.
- F. Website – Neil Shea – No report.
- G. New Resident Report – Betty – No report.
- H. Community Committee – Patti – Patti reported that the flyer for the July 4<sup>th</sup> event will be distributed in early June. The Garage Sale will be scheduled for Labor Day weekend.
- I. Landscape Report – Candy – Via email Candy reported that the weed whacking and storm damage clean up are on track by services zones. Roundup will be sprayed in the coming weeks with 5 days notice; Greg will post notice. Management will request a copy for Neil to post on website.

**Item VI Next Meeting Date**

Wednesday, May 17, 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.