

**The Glen of Pacific Grove Homeowners Association  
Board of Directors Meeting Minutes  
September 20, 2017**

**Board Members**

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

**Others Present**

Dina South                      Access Association Services Inc.

**Item I                      Call to Order**

The Board of Directors Meeting was called to order at 4:02PM by President Stephanie Lee.

**Item II                      Open Forum**

- There was a discussion regarding the size of moving trucks permitted and it was decided that a larger sign needs to be installed to remind everyone of the guidelines. Stephanie noted that she would not be attending the October meeting.

**Item III                      Consent Agenda**

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

- A. Minutes of the August 9, 2017 Board Meetings approved as corrected.
- B. Correspondence & Work Order Summaries

**Item IV                      Action Items**

- A. Old/Other Business
  - 2018 Budget – Motion was made, seconded and carried to approve the budget with a \$10.00 increase from \$310.00 to \$320.00 per month based on the increase of expenses in landscaping and lake maintenance.
  - Tree Pruning Units 59, 102-104 & 110 – Tabled, Management to obtain another bid from Canyon Tree Service.
  - Approval to complete the 2017 Review – Motion was made, seconded and carried to have Stennes & Sabath, Inc. complete the review as proposed for \$1,990.00.
  - Tree Survey – The survey is not needed at this time.
  - Architectural Request Unit 94 – Motion was made, seconded and approved to allow the owner to extend the patio with the condition that the neighbor has no issues and that the portion of fencing facing the lake is not extended.
  - Tree Pruning and/or Removal for Units 26, 50 & 11 – Tabled, Management to obtain a bid from Canyon Tree Service.
  - Request to have Existing Drain Pipe Extended to the Lake Unit 14 – Motion was made, seconded and approved to have Jason Post complete the work.
  - Discussion on Current Landscape Service – Greenscape has proposed an increase effective January 2018. The increase was approved.
  - Architectural Request Unit 14 to Remove Plum Tree and Extend the Patio – Motion was made, seconded and carried to have the Plum tree removed as requested, extend the patio and repair/replace the iron fence. The raised bed portion of the request has been denied, as it needs to be consistent with the neighbors.

**Item V                      Committee Reports**

- A. President's Report – Stephanie thanked the board for all that they do for the community.
- B. Financial Report for August 2017– Terry reviewed and approved the August financials. We currently have a \$10,559.00 surplus and should have \$20,000.00 by year-end.
  - Blanket Authorization to Record Notice of Delinquent Assessments – None at this time.
- C. Maintenance Report – Details of the Work Order & Correspondence Summaries reviewed.
- D. Lake Report – The lake is looking good and A&D Landscaping is doing a good job maintaining it.

- E. Architectural Report – Request were reviewed as noted in Action Items.
- F. Website – Neil Shea – To post 2017 & 2018 Reserve Study and the 2016 Financial Review.
- G. New Resident Report – Betty – A new directory was displayed in the kiosk board.
- H. Community Committee – Patti – Looking for ideas that may enhance the community.
- I. Landscape Report – Candy – In the process of redoing the landscaping in front of Unit 42 to match the landscaping at Unit 44. In addition, many tree roots have had to be removed recently.

**Item VI**                      **Next Meeting Date**

Wednesday, October 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 5:45PM.

**Secretary's Certificate**

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Lindsay Munoz, Secretary

\_\_\_\_\_  
Date