

**The Glen of Pacific Grove Homeowners Association
Board of Directors Meeting Minutes
October 18, 2017**

Board Members

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

Item II Consent Agenda

A motion made by Candace and seconded by Terry to unanimously approve to accept the Consent Agenda as follows:

- A. Minutes of the September 20, 2017 Board Meeting Minutes
- B. Correspondence & Work Order Summaries

Item III Action Items

- A. Old/Other Business
 - Cut Lake Cleaning Back to Once a Month – It was noted that the lake is looking great but may not need to be cleaned twice a month in the winter months. Management will confirm with A&D Landscaping what the cost would be to cut back to once per month while the weather is cooler.
 - Reimbursement for Exterior Dry Rot Repairs Unit 141 – Candace made a motion, Terry seconded and carried to approve reimbursing the owner for the repairs. In the future, if a request for window replacement is received, the owner will be notified that if any dry rot repairs are found, a proposal for repair is needed.
 - Gutter Cleaning – Candace made a motion, Terry seconded and carried to approve Commercial Gutter and Cleaning to complete the work for \$750.00, to complete in November.
 - Tree Work at Various Locations – After reviewing three proposals, Terry made a motion, Lindsay seconded and was carried to approve Canyon Tree Service to complete the removal and/or pruning for a total of \$2,300.00.
 - Update on Street Drains at Units 34 & 36 – Management reported that the inspection date has not been confirmed and will contact the board once a date is set.

Item IV Committee Reports

- A. President's Report – Since Stephanie was absent, there was no discussion.
- B. Financial Report for September 2017– Terry reviewed and approved the September financials reporting that we have a surplus of \$8,778.00 for a nine month period and we should have about \$15,000.00 at year end to be moved to the Reserve Account. We will be receiving a \$1,071.00 credit from the water company and an invoice from ASAP Collections was received but the check was voided. Terry reported that he is contacting the agency to confirm what the charges are for as this goes back seven years. Terry will speak with Glen Grossman about the account as he was on the board at that time.
 - 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 – Management will discuss the possibility of cutting back the lake cleaning to once a month for the cooler months of the year.
- E. Architectural Report – Lindsay reported that he had a conversation with the owner of Unit 14 about her architectural request and she reported that she would like to install lattice between her unit and her neighbor's and both units agreed that a lock on the gate is not needed. Lindsay noted that she could do

that but it could not go above the height of her neighbor's window. John in Unit 16 inquired about extending his patio and Lindsay told him that he needed to submit an architectural request.

- F. Website – Neil Shea – To post 2017 & 2018 Reserve Study and the 2016 Financial Review.
- G. New Resident Report – Betty reported the following since the last board meeting: she has welcomed new tenants Angelique and Allen Robinson and daughter Lei'lani, who moved from Seaside and are renting Unit 15. Angelique is expecting another baby soon. They drive a light blue Toyota Camry license plate 6VMX536 and a silver Dodge Dart license plate 7UOP540. Allen also drives a black Kawasaki motorcycle. license plate number unavailable at the time of the welcome. Gary Brown, a local, has purchased Unit 69. He has a beautiful Pomeranian named "Silky" and a parrot named "Ariel". He has a new light grey Prius with no plate yet. Bettina Eichel of San Francisco has purchased Unit 48 but has unfortunately been sick since moving in so Betty has not met her yet; they have only exchanged text messages until she is up to a welcome visit. A man has rented Unit 106 as of last week. Betty went over last night to welcome him and he asked to defer until Friday, October 20, 2017. Eugenie Novak of Los Angeles has purchased Unit 34 and will be moving here November 2, 2017. In the interim, her son Gene of Monterey has been doing work on the unit. The updated directory has been received.
- H. Community Committee – Patti reported that she will be gone the first week of December and may decorate for the holidays before they leave if she has time. She would also like to host a small gather for the board of directors.
- I. Landscape Report – Candy reported that the landscapers are doing their best to clean up erosion and clean up irrigation issues.

Item V **Open Forum**

Lindsay noted that he thinks that we should have a larger sign installed at the gate with regard to the permitted size of moving trucks. Additionally, Unit 58 has taken in a homeless woman that is smoking in the common area, throwing cigarettes in the landscaping. Management directed to send a letter to the unit owner requesting her to smoke in the patio or dispose of the cigarettes in the trash.

Item VI **Next Meeting Date**

Wednesday, November 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 5:26PM.