

**The Glen of Pacific Grove Homeowners Association
24571 Silver Cloud Court Suite 101
Monterey, CA 93940
(831) 647-2442**

**Minutes
Board of Directors Meeting**

The Board of Directors Meeting was held on January 17, 2018 at 24571 Silver Cloud Court, #101, Monterey, CA. Stephanie Lee, President, called the meeting to order at 4:00 pm and a quorum was established.

The following Board members were present:

Stephanie Lee
Candy Pollock
Lindsay Munoz
Terry Field
Janine O'Brien

Regency Management Group:

Carolyn Donaway
Jeff DeMers
Jennifer Singh

Members Present:

Glen & Marce Grossman
Patti Munoz
Al & Sheila Munoz-Flores
Jerry Loomis
Linda Bell

Election of Officers

President – Stephanie Lee
Vice-President – Candy Pollock
Secretary – Lindsay Munoz
Treasurer – Terry Field
Director at Large – Janine O'Brien

Officer Reports

President Report – Stephanie Lee, President

Stephanie thanked Regency and expressed her gratitude for hosting the Board meeting at the Regency office. The Glen of Pacific Grove Board of Directors meetings will no longer be allowed to meet at Forest Grove HOA. However, the Board will secure a new meeting location prior to the February Board meeting.

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Secretary Report – Lindsay Munoz, Secretary

Lindsay Munoz asked for comments on the Board meeting minutes from November 15, 2017. The Board approved the minutes as amended.

Motion: Terry Field moved approval of the minutes from November 15, 2017, as amended. Lindsay Munoz seconded the motion. Motion carried Candy Pollock abstained.

Treasurer Report – Terry Field, Treasurer

Terry Field reviewed the financial statements provided by Access Services. The Association ended the year with a slight deficit, however adjustments will need to be made to the financial reports which are expected to create a modest surplus.

Manager's Report

Jeff DeMers updated the Board on the items in which he has been involved over the past month.

Gutter Cleaning – Joe's Window Cleaning cleaned all gutters including garages at the beginning of January.

Motion: Lindsay Munoz moved approval to ratify the decision the Board made via email for the gutter cleaning proposal NTE \$2880.00 plus the additional charge of \$280.00 for garages. Terry Field seconded the motion. Motion carried.

Leaking Gutters – Unit # 17 – Regency may be able to caulk and repair this gutter. It's our observation that multiple gutters on the property are leaking at the corners and seams.

Landscaping– Regency met with the owner and the foreman of the landscape company for a walk through of the property.

The Board provided Jeff a list of things needing attention on the property. About half of the items on the list have been completed.

Drainage – The drain pipes on the property are clogged with tree roots – causing a red rusty color water to drain into the parking lot near the lake. Regency determined the area across from units 34- 36 needs the roots cut and hydro jetting to clear the drain pipes. Jeff will review the previous bid from Wilson's Plumbing and Heating to see if the specifications are correct. The Board would like to comparative bids from R.K. Wilson and A & R Plumbing for the necessary repairs.

Sewer Issue #48 – The owner of unit #48 contacted Regency to report a backup in their home. Regency instructed the owner to contact a plumber to clear the line, which was eventually completed. The plumber had an issue locating the clean out for the home. The clean out was located in the bushes. Regency requested the gardeners trim the bushes in that area in particular. The Landscape Committee inspected the area and agreed the bushes need to be trimmed. The source of the backup was tree roots and these roots were located in the street away from the home. The Association is responsible for the costs to clear the line and the homeowner will be reimbursed the charges.

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#65 Dead Tree Removal – The Board had obtained a bid from Canyon Tree Company to remove this tree. Regency would like to ask Cypress Coast Trees, our preferred tree contractor for a bid to remove the tree. The Board will compare the bids at the next meeting.

New Business

Rules and Regulations – Parking/Fine Schedule - The Board discussed amending the Rules & Regulations to include guest parking violations. The Board also discussed amending the fine schedule increasing the fine from \$50.00 per occurrence to \$250.00 per occurrence.

Motion: Terry Field moved approval of amending the Rules & Regulations fine schedule from \$50.00 to \$250.00. Janine O'Brien seconded the motion. Motion carried.

Rules and Regulations – Solar Policy – The Board discussed the proposed solar policy. The Board approved the policy as presented and instructed Regency to mail the new policy to the members for the required minimum thirty (30) day review.

Motion: Candy Pollock moved approval of the solar policy and the mailing of the policy to the members for the required minimum thirty (30) day review. Lindsay Munoz seconded the motion. Motion carried.

Security Gate Upgrade – Stephanie Lee requested a bid for upgrading the security gate operating system in an effort to provide better security at the property. The Board also discussed the current gate operating system, which is outdated. Based on the age of this system and possible lack of replacement parts, repairs to the operating system in the future may become an issue. The Board reviewed the bids provided by Regency to replace the current gate operating system. After a lengthy discussion, the Board decided they would like more information about the two (2) options presented in the bid. The Board will continue this discussion at the next meeting.

Committee Reports

Architectural/Design Review – Board of Directors

Architectural Change Applications:

#48– Screen door added to French doors facing back patio – The Board requires more information regarding the screen door and asked Regency to contact the owner for pictures.

#76 – Solar Panels - Conditionally approved based on the pending solar policy.

Community Committee – Patti Munoz

The door on the lending library structure needs to be repaired.

Finance/Budget – Terry Field

Terry Field updated the members on the association's financial condition.

Lake Report – Stephanie Lee

Jeff DeMers has been applying the bio agent to the lake. Clumps of reeds have been found near the waterfall that extend to the other side of the lake. These will need to be trimmed/removed. The pink flowers are getting out of hand as well and can be trimmed back when the flower is in the dormant state. The Blue/Black dyes are for coloring the lake.

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Landscape Report – Candy Pollock

Jose and Pedro are back from vacation. Routine maintenance, no other projects completed.

New Resident Report – Betty Lauritsen

Units #3, #40, & #98 were welcomed.

Website – Neil Shea

No report

Open Session for Members

The members present requested more frequent gutter cleaning due to the excessive tree debris, issues with the security gate hitting cars and the damage which resulted from that incident and a request for modification to the guest parking rules, allowing for a maximum usage of six (6) times per month.

Board Member Comments

The Board requested Regency check the current towing signage at the property and check the operation of the security gate. The Board also discussed the possibility of camera installations at the security gate or improved lighting in that area.

Business for the next Board Meeting:

Gate System Upgrade

Rules & Regulations – Discussion/Action

The next Board meeting will be held on February 21, 2018.

Stephanie Lee adjourned the meeting at 5:40 pm.

Recorder

Date