

**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 February 21, 2018 at The Church of God, 1023 David Ave, Pacific Grove, 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  
Gary Brown  
Lorraine Giannini

**Officer Reports**

**President Report – Stephanie Lee, President**

The Board of Directors met with Regency to discuss the basic management contract regarding inclusions and the extra hourly billed charges.

**Secretary Report – Lindsay Munoz, Secretary**

Lindsay Munoz asked for comments on the Board meeting minutes from January 17, 2018. The Board approved the minutes as amended.

**Motion:** Terry Field moved approval of the minutes from January 17, 2018, as amended.  
Candy Pollock seconded the motion. Motion carried.

**Treasurer Report – Terry Field, Treasurer**

Terry Field updated the members on the association's financial condition as of January 31, 2018.

**Manager's Report**

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

Storm Drains – Regency met with RK Wilson Plumbing for a comparative bid to hydro-jet storm drains at the Glen property. The Board provided an additional bid from Wilson's Plumbing and Heating.

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Both vendors provided the following options.

Option #1 – Hydro-jet one 4” storm drain from catch basins to outlets

Wilson’s Plumbing & Heating	\$1,505.54
RK Wilson Plumbing	\$1,225.00

Option #2 – Hydro-jet and video five main line storm drains in specific locations.

Wilson’s Plumbing & Heating	\$3,771.68
RK Wilson Plumbing	\$3,625.00

**Motion:** Terry Field moved approval to accept the RK Wilson Plumbing bid to hydro-jet one (1) 4” storm drain from catch basin to outlets and to hydro-jet and video five (5) main line storm drains in specific locations for a total of \$4,850 plus the additional charge of Regency’s time. Lindsay Munoz seconded the motion. Motion carried.

Tree Project – Regency met with Cypress Coast Trees and Canyon Tree Service for comparative bids for tree removal and tree trimming at the Glen property.

Both contractors recommended the following, all work includes removal of any debris.

- Remove two pine trees at unit #71; remove dead limbs from pine tree behind garage.
  - Cypress Coast Tree \$600.00
  - Canyon Tree Service \$900.00
- Remove two pine trees behind unit #69.
  - Cypress Coast Tree \$1,200.00
  - Canyon Tree Service \$1,200.00
- Remove one pine tree across from unit #56.
  - Cypress Coast Tree \$480.00
  - Canyon Tree Service \$400.00
- Remove one pine tree behind unit #90.
  - Cypress Coast Tree \$1,200.00
  - Canyon Tree Service \$1,200.00

The following additional work was recommended by Canyon Tree Service.

- Remove one pine tree across from unit #78
  - \$200.00
- At unit #71 remove tree dead pine trees in back yard area.
  - \$600.00
- Remove one pine tree near garage at unit #48.
  - \$300.00
- Trim seven trees behind unit #32
  - \$1,400.00
- Remove one pine tree at unit #96 and reduce crown on one black acacia tree.
  - \$1,600.00
- Remove one black acacia tree leaning on the fence at unit #88.
  - \$200.00

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The total cost for tree project:

- Cypress Coast Tree       \$3,480.00
- Canyon Tree Service       \$3,700.00

Additional work recommended by Canyon Tree Service - \$4,300.00

**Motion:** Terry Field moved approval to accept Canyon Tree Service's bid for a total of \$8,000 plus the additional charge of obtaining a permit and Regency's time. Candy Pollock seconded the motion. Motion carried.

Lake Issues – Regency met with Aquatic Environments to discuss recommendations for the lake and obtain chemicals. Weed control was also discussed. Aquatic recommended taking care of the reeds during the summer when the lake level drops. They stressed the importance of removing the sludge with a floating barge during the summer months. Aquatic Environments will submit all recommendations in writing for the Board's review.

Street Stain –The stain on the street and garage across from unit #86 is red clay which lays just under the top soil. This area will need the solid street grate exchanged for a traffic rated grate. The Board asked Regency to exchange this grate with another located on the property in an area which can accommodate the solid grate.

Gardener Shed – During Regency's inspection of the property, it was noted the gardener shed is a potential safety issue due to the unsafe access to the shed. Regency provided the Board with a bid to pour concrete and repair the ground at the shed at a cost of \$1,850. The Board discussed the situation and determined the gardener shed had been in the same condition for many years without incident and they would prefer to discuss the repairs later in the year.

Dingy Boat – The Board asked Regency to dispose of the dingy boat located on top of the gardener shed.

Gutter Repairs #17 – The gutter repair is in process.

#48 Cleanout – The gardeners have cleared the cleanout.

Signage – The Board asked Regency to order the proper signage for the entrance gate regarding entering the property at the driver's own risk.

Garage #88 - The Board asked Regency to prepare and send a letter to the owner of unit #88 regarding the ongoing garage repair.

Concrete #7 & #32 – Regency investigated the reported sidewalk issues at or near #7 and #32. Regency provided a bid to replace the lifting concrete in these areas and burn the tree roots to prevent future problems. The total cost for both location would be \$2,900.

**Motion:** Candy Pollock moved approval of the concrete repairs at unit #7 and #32 at a total cost of \$2,900. Terry Field seconded the motion. Motion carried.

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**New Business**

Rules and Regulations – Parking/Fine Schedule – The Board reviewed the revised Rules & Regulations which had been sent to the members for the required thirty (30) day review. The Board reviewed the written comments received from members and discussed with the members present the rule changes. The Board modified specific sections of the rules based on comments received. The Board asked Regency to update the Guest Parking pass with the new language and post to the website for member use.

**Motion:** Terry Field moved approval of the revised Rules & Regulations as amended. Janine O'Brien seconded the motion. Motion carried.

Rules and Regulations – Solar Policy – The Board reviewed the Solar Policy which had been sent to the members for the required thirty (30) day review.

**Motion:** Terry Field moved approval of the solar policy. Janine O'Brien seconded the motion. Motion carried.

Security Gate Upgrade – Regency discussed the two (2) different proposals presented at last month's meeting. The Board discussed the need to upgrade the gate immediately or wait until later in the year. This item will be discussed further at a Board meeting near the end of the year.

Committee Reporting - Carolyn Donaway updated the Board on specific information regarding how Boards should record and accept committee reports from the committee chairs in the future.

**Committee Reports**

**Architectural/Design Review – Board of Directors**

Architectural Change Applications:

#48– Screen door added to French doors facing back patio – The owner has withdrawn his request for the screen door at this time.

#09 – Garage Door - Conditionally approved.

The Board accepted all written committee reports from the committee chairs or members.

The Board requested the finance and lake committee reports be removed from future agendas.

**Open Session for Members**

The members present had suggestions which included taking down the net at the tennis court in an effort to make the tennis court area more of a community, family friendly area. Members suggested the Board of Directors attend an ECHO Conference. A member inquired about the cost/savings of hiring a full-time gardener for the complex. Members also suggested including a notice in the newsletter regarding the areas of the community which are off limits to residents due to potentially being dangerous or hazardous.

**Board Member Comments**

The Board discussed whether rental restrictions should be a topic of discussion at the next meeting. The Board authorized an Ad Hoc committee for Rental Restrictions and Lindsay Munoz will be the Chair.

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The Board discussed whether the tennis court could be used for other purposes instead of a tennis court. The Board authorized an Ad Hoc Committee for the tennis court usage and Lindsay Munoz and Janine O'Brien will Co-Chair.

The next Board meeting will be held on March 21, 2018 at 4:00 pm.

Stephanie Lee adjourned the meeting at 5:50 pm.

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Recorder

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Date