

**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 March 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

Members Present:

Patti Munoz

**Officer Reports**

**President Report – Stephanie Lee, President**

Stephanie reported no specific issues after the rains.

**Secretary Report – Lindsay Munoz, Secretary**

Lindsay Munoz asked for comments on the Board meeting minutes from February 21, 2018. The Board approved the minutes as written.

**Motion:** Candy Pollock moved approval of the minutes from February 21, 2018, as written. Terry Field seconded the motion. Motion carried.

**Treasurer Report – Terry Field, Treasurer**

Terry Field reported P&L surplus for February of \$1526 and a deficit of \$686 for the 2 months ending Feb 28, 2018. Individual expenses for landscaping, water, and maintenance supervision were discussed. The 3-year contract for Association Reserves of \$2700 covering our annual Reserve reports was approved. The CPA firm of Levy, Erlanger & Co is working on our year-end financial review and taxes for 2017.

**Motion:** Stephanie Lee moved approved of the Reserve Analysis contract in the amount of \$2,700. Candy Pollack seconded the motion. Motion carried.

**Property Report**

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

Storm Drains – Regency checked the storm drains during the last winter storm, all drains were flowing without issue. RK Wilson had completed the hydro-jetting prior to the last storm. Regency recommends annual hydro-jetting of the smaller drains and every three (3) years on the larger drains.

Gutters - Regency did clear several gutters in the complex due to pine needles and the gutter at unit #17 hasn't been repaired, but there were no issues during the storm.

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Tree Project – The tree project is in process. Regency met with the City of Pacific Grove for the permit. Canyon Tree Service should have the project completed before the next meeting.

Tennis Court Fence – Regency met with PSG Fencing to review the tennis court fence. It was determined the cyclone fencing could be reused, but new posts and railings would be needed. PSG Fencing provided an estimate of \$2,900 plus the cost of excavation, which would need to be provided by another contractor. The Board tabled this issue and it may be discussed again in the future.

Signage – The Board asked Regency to order the proper signage for the entrance gate regarding entering the property at the driver's own risk. The signage has been ordered and should be available soon.

Concrete #7 & #32 – Regency investigated the reported sidewalk issues at or near #7 and #32 and provided a bid to replace the lifting concrete in these areas and burn the tree roots to prevent future problems. The Board approved this project at the last meeting and the contractor has completed the replacement.

**New Business**

None

**Committee Reports**

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

Architectural Change Applications:

#88– Garage Repair – The owner has contacted Hastings Construction for the repair of the garage, however the work hasn't been scheduled.

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

**Board Member Comments**

The Board has spoken to several residents about parking violations. The Board will be cleaning out the shed by the tennis court; disposing of old boxes, etc.

**Open Session for Members**

The members present express their satisfaction with the new meeting location.

The next Board meeting will be held on April 18, 2018 at 4:00 pm.

Stephanie Lee adjourned the meeting at 4:40 pm.

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Recorder

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Date