

**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 October 17, 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  
Jackson Chih  
Lindsay Munoz  
Terry Field  
Janine O'Brien

Regency Management Group:

Carolyn Donaway  
Jeff DeMers  
Liane Cunningham  
Aaron Button

Members Present:

Diane Hardcastle  
Patti Munoz  
Al & Sheila Munoz-Flores

**Officer Reports**

**President Report – Stephanie Lee, President**

None

**Secretary Report – Lindsay Munoz, Secretary**

Lindsay Munoz asked for comments on the Board meeting minutes from September 19, 2018. The Board approved the minutes as written.

**Motion:** Terry Field moved approval of the minutes from September 19, 2018, as written. Janine O'Brien seconded the motion. Motion carried.

**Treasurer Report – Terry Field, Treasurer**

Terry Field reported a deficit of \$298 for the month of September and a Surplus of \$4,157 for the 9 months ending 9/30/2018.

**Property Report**

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

Tree Removal – Regency obtained an estimate from Canyon Tree Service Inc. to remove twenty-four (24) trees and trim two (2) trees. Canyon Tree would like to shred the trees on site and leave the chips from the park area. Regency will start the permit process as soon as possible.

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**Motion:** Terry Field moved approval of the proposal from Canyon Tree Service Inc not to exceed \$13,850. Janine O'Brien seconded the motion. Motion carried.

Termite Swarm – Regency inspected two (2) tree stumps behind unit 13. The stumps were rotted out and have become the habitat for termites. Regency recommends having the termite company come out and spray. The Board agreed.

Gutter Cleaning – Regency has scheduled the annual gutter cleaning on Wednesday, October 31, 2018. The second gutter cleaning will be scheduled in March 2019.

Drainage – Regency will schedule the cleaning of the drain lines. A notice will be sent to all homeowners.

Hydro Jetting – The annual hydro jetting to clear the drain pipes will be scheduled with RK Wilson. A notice will be sent to homeowners.

Algae Removal – Regency informed the Board that Smith & Enright is scheduled for Thursday, October 25, 2018 for the removal for the algae.

**Unfinished Business**

Termite Reports – Regency informed the Board that the treatment and repairs have been completed for units 80 and 61.

**New Business**

Repair of Rotten Siding – Unit 61 – The Board ratified the decision for repairs to the rotten siding at unit #61 not to exceed \$475.

**Motion:** Jackson Chih moved approval of the rotten siding repairs at a cost not to exceed \$475. Janine O'Brien seconded the motion. Motion carried.

Moss of Roofs – Unit 28 & 30 – The Board discussed the need to clean the roofs to remove moss. The Board has decided to take no action at this time and will address the situation at a later date.

Security Gate Upgrade – The Board discussed the need to upgrade the security gate operating system in an effort to provide better security at the property. The Board reviewed the bids that were provided by Regency to replace the current gate operating system. After a lengthy discussion, the Board approved the Doorking system.

**Motion:** Lindsey Munoz moved approval of the security gate upgrade at an estimated cost of \$8,000. Janine O'Brien seconded the motion. Motion carried 4-1, Terry Field Opposed.

2019 Budget – The Board discussed the proposed budget for 2019.

**Motion:** Terry Field moved approval of the 2019 budget as presented with no dues increase. Lindsey Munoz seconded the motion. Motion carried.

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**Committee Reports**

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

Architectural Change Applications:

#21 – Paver & Patio Tile – The Board requires additional information for this application. Stephanie Lee will meet with the owner of unit #21 for further clarification.

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

**Board Member Comments**

None.

**Open Session for Members**

The members present wanted to thank the Board and Regency for all their hard work. The members also suggested adding a smoking prohibition to the rules and had questions regarding rental restrictions.

Items for the Next Meeting

Gate System Upgrade – Update

ARC - #21

The next Board and Annual Informational meeting will be held on November 14, 2018 at 4:00 pm.

Stephanie Lee adjourned the meeting at 5:05 pm.

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Recorder

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Date