

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 16, 2019 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
Al Munoz-Flores

Regency Management Group:

Jeff DeMers
Liane Cunningham

Members Present:

Patti Munoz
Peter Hashim
Ann Elkin
Neil Shea

Board Member Resignation

The Board accepted Janine O'Brien's resignation from the Board of Directors effective November 24, 2018.

Appoint Board Member

The Board appointed Al Munoz-Flores to fill the remaining term vacated by Janine O'Brien.

Motion: Lindsay Munoz moved approval of the appointment of Albert Munoz-Flores. Terry Field seconded the motion. Motion carried.

Officer Reports

President Report – Stephanie Lee, President

Stephanie hoped everyone had a great holiday.

Secretary Report – Lindsay Munoz, Secretary

Lindsay Munoz asked for comments on the Board meeting minutes from November 14, 2018. The Board approved the minutes as written.

Motion: Terry Field moved approval of the minutes from November 14, 2018, as written. Jackson Chih seconded the motion. Al Munoz-Flores abstained. Motion carried.

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Treasurer Report – Terry Field, Treasurer

Terry Field reported a surplus for December of \$2521 and a surplus for the 2018 year of \$7402. The Budget for 2019 was very consistent with actual expenses for 2018. There were no receivables over 30 days.

2019 Monthly Reserve Transfer – Effective January 1, 2019, a new law regarding the approval for large transfers requires any transfer greater than \$10,000 of 5% of an association's total combine reserve and operating account deposits whichever is lower, shall not be authorized from the association's reserve or operating accounts without prior written board approval.

Motion: Terry Field moved approval of transferring from the Operating Fund to the Reserve Fund \$6,220.00 per month for the next twelve (12) months, representing the reserve transfers approved via the 2019 budget. Lindsay Munoz seconded the motion. Motion carried.

New Law Updates – Jeff DeMers updated the Board of Directors on new Davis Stirling law updates effective January 1, 2019. Each Board member will be required to review the financial statements on a monthly basis and must confirm at the next Board meeting they have reviewed the documents. The Board must record their review in the minutes. Another new Davis Stirling law update requires each Association to add a computer/wire fraud endorsement to the insurance crime policy.

Property Report

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

Tree Removal – Regency informed the Board that all trees have been removed and the permit will be closed out pending the planting of 16-20 trees.

Roof Maintenance – Regency informed the Board that they should look into preventive maintenance to help prolong the lifespan on the roofs.

Hydro Jetting – The annual hydro jetting was completed by Ever-Clear. During that time, the contractor camera the line by unit 110 to determine where the leak was coming from. They could not find a leak in the line but were able to find the leak in another location. At this time nothing can be done, and the situation will be re-evaluated in the Spring.

Dry Rot – Regency responded to a report of dry rot in the trim of unit 16 that needed to be repaired. The Board asked Regency to proceed with the repairs at a cost of \$920.

Motion: Terry Field moved approval of the dry rot repairs in the amount of \$920. Lindsay Munoz seconded the motion. Motion carried.

Exterior Wall Damage – Sharp Engineering and Construction has completed the repairs to the wood siding at unit 23.

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Unfinished Business

Termite Reports – Unit 98 – The Board ratified the decision for the treatment and repairs be made at unit 98 in the amount of \$650.

Motion: Lindsay Munoz moved approval of the treatment and repairs at unit 98 in the amount of \$650. Terry Field seconded the motion. Al Munoz-Flores abstained. Motion carried.

Security Gate Upgrade – Update – Regency sent a notice to the membership regarding the gate upgrade and requested the phone number and personal code they would like programmed to the gate. The membership was also informed that they will be given two (2) gate remotes free of charge and any additional remote will cost \$50. The upgrade is expected to be completed the beginning of March.

New Business

Parking at the Call Box – The Board asked Regency to contact the Code Enforcement department with the City of Pacific Grove regarding painting the curb by the Call Box red to help eliminate cars parking too close to the Call Box making it difficult for residents to enter the property.

Over Use of Guest Parking – The Board asked Regency to obtain sign options and prices for the next meeting regarding Guest Parking.

Congested Wednesdays – The Board discussed reminding residents that the garbage is picked up on Wednesdays and residents should take that into account when parking and/or driving through the complex. This will be included in the next newsletter.

Repairs – Lattice & Dry Rot Repairs – The Board ratified the decision for repairs to the lattice and dry rot at units 5, 7 & 9 not to exceed \$3,705.

Motion: Terry Field moved approval of the lattice and dry rot repairs at a cost not to exceed \$3,705 at units 5, 7 & 9. Al Munoz-Flores seconded the motion. Motion carried.

Repairs – Roofs – Unit 76 – The Board ratified the decision for replacing the trim boards and sill plates on two windows not to exceed \$1,450.

Motion: Terry Field moved approval of replacing the trim boards and sill plates on two windows located at unit #76 at a cost not to exceed \$1,450. Lindsay Munoz seconded the motion. Motion carried.

Repairs – Roofs – The Board will discuss this at a later meeting.

Repairs – Repairs to Exterior Electrical – Unit 88 – The Board discussed the request from unit 88 to make the necessary repairs to their exterior electrical outlet. After much discussion, the Board determined that this was a homeowner's responsibility and the HOA will not be making the repairs.

Property Above Arnett Park – The Board discussed asking the City of Pacific Grove if they would accept the property above Arnett Park as a donation from The Glen. After much discussion, the Board came to no resolution.

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IRS Excess Income Ballot – Regency received ballots from members regarding the excess income resolution. The resolution passed.

Committee Reports

Architectural/Design Review – Board of Directors

Architectural Change Applications:

None

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

Board Member Comments

The Board discussed a CC&R amendment to include smoking restrictions. The Board also asked about the gate operation if the power goes out.

Open Session for Members

The members present had questions regarding rental restrictions.

Items for the Next Meeting:

Financial Statement Review

Rental Restrictions

CC&R Amendment – Smoking Restrictions

Security Gate - Update

The next Board meeting will be held on February 20, 2019 at 4:00 pm.

Stephanie Lee adjourned the meeting to Executive Session at 5:35 pm.

Recorder

Date