

**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 November 18, 2020 via Zoom Video Conference Call. The meeting was called to order at 4:13 pm and a quorum was established.

The following Board members were present:

Jackson Chih  
Lindsay Munoz  
Glen Grossman  
Robin Crandell  
Janine O'Brien

Regency Management Group:

Jeff DeMers  
Carolyn Donaway  
Liane Cunningham

Members Present:

Patti Munoz	Ann Elkin	Stephanie Lee
Jesalee LaPatra	Lorraine Giannini	Marc Schonbrun
Vanessa Toureu	Jeffrie Price	Tony Hoang
Diane Hardcastle	Dianna Cava	Jim Cava

**Election of Officers**

President – Glen Grossman  
Vice President – Janine O'Brien  
Secretary – Lindsay Munoz  
Treasurer – Jackson Chih  
Director at Large – Robin Crandell

**Motion:** Glen Grossman moved approval of the slate of officers. Janine O'Brien seconded the motion. Motion carried.

**Officers Reports**

**Presidents Report – Glen Grossman, President**

Glen Grossman reported that the Board has finished revising the Rules and Regulations. He has also been working on revising the Tips & Helpful document that is found on the website and raising the dues will help keep the association in good shape.

**Secretary Report – Lindsay Munoz, Secretary**

Lindsay Munoz asked for comments on the Annual Informational meeting minutes from November 19, 2019, the Board meeting minutes from October 22, 2020, and the Emergency Board meeting minutes from November 3, 2020.

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**Motion:** Glen Grossman moved approval of the Annual Informational meeting from November 19, 2019, as amended. Janine O'Brien seconded the motion. Motion carried. Glen Grossman, Janine O'Brien and Robin Crandell abstained.

**Motion:** Glen Grossman moved approval of the Board meeting minutes from October 22, 2020, and the Emergency Board meeting minutes from November 3, 2020, as written. Janine O'Brien seconded the motion. Motion carried. Robin Crandell abstained.

Executive Session Update – October 22, 2020 – The Board discussed legal contracts.

Executive Session Update – November 3, 2020 – The Board discussed the lake project contract.

**Treasurer Report – Jackson Chih, Treasurer**

Liane Cunningham provided a report of the Association's financial condition as of October 31, 2020.

**Operating Fund**

**Balance Sheet - Operating**

- Cash in Bank
  - Alliance Bank - \$26,478.80
- Account Receivable net amount of \$1,322.04

**Income Statement - Operating**

- Revenue - Total operating revenue billed for the month was \$12,744.78.
- Expenses – The total operating expenses for the month were \$13,217.17, resulting in a year to date operating fund excess of \$7,857.10.

**Reserve Fund**

**Balance Sheet - Reserve**

- Cash in the Reserve Fund - \$536,496.14
  - Charles Schwab (Reserve) – \$261,496.14
  - Harris Bank CD (Reserve) - \$100,000.00
  - Bank of Tiog CD (Reserve) - \$75,000.00
  - Fidelity Bank CD (Reserve) - \$100,000.00

**Income Statement - Reserve**

- Revenue – Total reserve revenue for the year is \$71,801.69.
- Expenses – Total reserve expenses for the year are \$38,796.95 resulting in a year to date excess of \$33,004.74.

Financial Statement Review – Each Board member present (with the exception of new Board member Robin Crandell) confirmed that they have reviewed the October 31, 2020 financial statements.

**Property Report**

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

Gutter Cleaning – Regency advised the Board that the semi-annual gutter cleaning was completed by Joe's Window on Wednesday, November 4, 2020.

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Mailboxes – Regency responded to a report of a resident’s mailbox key not working. It was determined that the keys and lock were not working properly, and Regency ordered a new set. The new lock has been installed and the resident has been provided with the new keys.

Weathervane – Regency has inspected the weathervane that has been installed on the roof of #59. The weathervane appears to be drilled into the roof and the cost to remove and repair the roof will be \$400.00. After discussion, the Board would like Regency to see if it can be oiled, if not they approved the removal/repairs not to exceed \$500.00.

**Motion:** Glen Grossman moved approval of Regency to remove the weathervane and repair the roof at a price not to exceed \$500.00. Janine O’Brien seconded the motion. Motion carried.

Siding Repairs at #65 – Regency advised the Board that Ekim Painting inspected the siding at #65. The siding that was installed was never primed and they recommended installing a backer rod and caulk it at a price of \$400.00.

**Motion:** Glen Grossman moved approval of Ekim Painting making the siding repairs at #65 at a price of \$400.00. Janine O’Brien seconded the motion. Motion carried.

**Lake**

The Board discussed the recent lake project and options for filling the lake with water. After discussion, the Board agreed to take no action at this time and will wait until it rains to determine if action will be needed.

**Unfinished Business**

Rules & Regulations Revision – Parking/Vehicle & Tennis - The Board discussed the Parking/Vehicle and Tennis rules which has been sent to the members for the required twenty-eight (28) day review. The Board approved the Parking/Vehicle and Tennis rules as written.

**Motion:** Glen Grossman moved approval of the Parking/Vehicle and Tennis Rules. Janine O’Brien seconded the motion. Motion carried.

**New Business**

Architectural Change Applications:

#88 – Toureau – Install Pavers – Approved

#106 – Evans – Extend Patio – Denied

Rock Project – This will be discussed at the next meeting to allow time for the Landscape Committee to obtain prices for this project.

Gifting Property – The Board discussed the desire to gift the hillside and the land behind the baseball park to a reputable charity. After discussion, the Board agreed a survey will need to be completed to determine the The Glen’s property lines.

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Property Survey – The Board discussed the need for a survey and authorized Regency to obtain estimates to be discussed at the next meeting.

Board Policy on Replacing Keys – This will be discussed at the next meeting.

Convex Mirror – The Board discussed installing a convex mirror at the blind curve in the complex. After discussion, the Board approved ordering a 26” convex mirror and for Regency to install the convex mirror pending a meeting with Al Munoz-Flores to determine the best place to install the mirror.

**Motion:** Glen Grossman moved approval of installing a 26” convex mirror at a cost of \$87.99 and Regency to install a mirror at a cost of \$120.00 excluding materials. Janine O’Brien seconded the motion. Motion carried.

Rules & Regulations Revision – Pet Rules– The Board reviewed the revised rules & regulations regarding pets. The rules & regulation document will be sent to the membership for the required twenty-eight (28) review.

**Motion:** Glen Grossman moved approval to send the revised rules and regulations for twenty-eight (28) day review. Janine O’Brien seconded the motion. Motion carried.

**Committee Reports**

The Board accepted all written committee reports from the committee chairs or members. The Landscape Committee and New Resident Committee submitted a written report this month.

**Board Member Comments**

The Board discussed moving the Open Session to the beginning of the meeting.

**Open Session for Members**

The members present had questions regarding the upcoming spraying and landscaping issues.

Items for the Next Meeting:

Financial Statement Review

Lake Maintenance

Property Survey

Rock Project

Board Policy on Replacing Keys

Tennis Court Fence Repairs

The next Board meeting will be held on January 19, 2021 at 4:00 pm.

Glen Grossman adjourned the meeting at 5:45 pm.

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Recorder

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Date