

**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 May 19, 2021, via Zoom Video Conference Call. The meeting was called to order at 4:00 pm and a quorum was established.

The following Board members were present:

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

Regency Management Group:

Jeff DeMers  
Liane Cunningham

Members Present:

Patti Munoz	Jesalee LaPatra	Lorraine Giannini
Stephanie Lee	Sheila Munoz-Flores	Al Munoz-Flores

**Officers Reports**

**Presidents Report – Glen Grossman, President**

Glen Grossman reported that the meeting was being recorded for preparation of minutes and will be deleted afterwards and he extended a thank you to Patti Munoz for her hard work on working with the gardeners to get the loose branches cut in preparation for the insurance inspection.

**Secretary Report – Lindsay Munoz, Secretary**

Lindsay Munoz asked for comments on the Board meeting minutes from April 21, 2021, and May 3, 2021.

**Motion:** Glen Grossman moved approval of the Board meeting minutes from April 21, 2021, as written. Lindsay Munoz seconded the motion. Motion carried. Rob Crandell and Janine O'Brien abstained.

**Motion:** Glen Grossman moved approval of the Board meeting minutes from May 3, 2021, as written. Lindsay Munoz seconded the motion. Motion carried.

**Treasurer Report – Jackson Chih, Treasurer**

Liane Cunningham provided a report of the Association's financial condition as of April 30, 2021.

**Operating Fund**

**Balance Sheet - Operating**

- Cash in Bank
  - Alliance Bank - \$17,051.96

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- Account Receivable net amount of \$350.00

**Income Statement - Operating**

- Revenue - Total operating revenue billed for the month was \$14,039.28.
- Expenses – The total operating expenses for the month were \$12,352.42, resulting in a year-to-date operating fund excess of \$27.45.

**Reserve Fund**

**Balance Sheet - Reserve**

- Cash in the Reserve Fund - \$555,942.08
  - Charles Schwab (Reserve) – \$355,942.08
  - Beal Bank CD (Reserve) - \$200,000.00

**Income Statement - Reserve**

- Revenue – Total reserve revenue for the year is \$27,878.61.
- Expenses – Total reserve expenses for the year are \$14,979.19 resulting in a year-to-date excess of \$12,899.42.

Financial Statement Review – Each Board member confirmed that they have reviewed the April 30, 2021 financial statements.

**Unfinished Business**

Property Survey – Polaris Consulting has not completed the survey. However, Regency should be receiving the completed report in about a week.

Tennis Court Fence/Entrance – The Board discussed the two (2) estimates to repair the tennis court fence. After discussion, the Board approved the estimate from Cypress Coast Fence in the amount of \$4,470.00.

**Motion:** Glen Grossman moved approval of the estimate from Cypress Coast Fence in the amount of \$4,470.00. Lindsay Munoz seconded the motion. Motion carried.

Lattice Responsibility – This will be discussed at the next meeting to allow the Association’s attorney additional time to review the Reserve Studies and provide an opinion on who is responsible for the lattices.

**New Business**

Architectural Change Applications:

None

Governing Documents – Update – This will be discussed at the Special Board of Directors meeting.

Landscape Upgrades – The Board discussed the need for some landscape upgrades behind units #10-#26. This upgrade would consist of adding pavers, leveling the ground near #26 and adding additional landscape. The cost for this project will be \$2,800.00.

**Motion:** Glen Grossman moved approval of landscape upgrades behind units #10-#26 at a cost of \$2,800.00. Rob Crandell seconded the motion. Motion carried.

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2022 Reserve Study – The Board reviewed two (2) bids and chose Reserve Analysis Consultants as they were less expensive, had never done a study of the property (so we would get a fresh look), and they do a lot of work for Regency.

**Motion:** Glen Grossman moved approval of the proposal from Reserve Analysis Consultants for a reserve study at a cost of \$2,950.00. Jackson Chih 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.

Landscape – Patti reported extensive clean up in preparation for the inspection by our new insurance company including weed whacking, weed removal, new trees planted thanks to Jeff, Jose has orders for plants, and the gardeners are overwhelmed with the amount of work required to maintain The Glen.

**Board Member Comments**

None

**Open Session**

The members present had questions regarding the insurance inspection and the landscaping on the hillside.

Items for the Next Meeting:

Financial Statement Review

Lattice Repairs

Property Survey

Landscape – Additional Hours

The next Board meeting will be held on June 16, 2021, at 4:00 pm.

Glen Grossman adjourned to Executive Session at 4:57 pm.

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Recorder

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Date