

GLEN GAZETTE

Volume 1, Issue 3

December 1, 1988

HAVE YOU CLEANED YOUR FURNACE FILTER LATELY?

Did you know that your furnace has a filter that should be cleaned periodically? The filter for one-story homes in the Glen is located in the attic or ceiling near the intake grate for the furnace. If the filter is in the ceiling, it can be removed by lowering the grate. Otherwise, the filter is only accessible by going into the attic. For two-story homes in the Glen, the filter is in the garage at the base of the furnace unit. Not all furnaces are alike in the Glen, but the filter locations are similar between the two styles of homes. Two types of filters are available. First, there is a reusable type that can be washed out with a garden hose. Reusable filters are usually bluish-green in color with very coarse matting. The second type of filter is disposable. Disposable filters are quite inexpensive and usually have a cardboard frame which contains lightweight fiber strands. Disposable filters cannot be washed out and reused. Your furnace filter is very easy to clean or replace and you don't necessarily have to have a professional maintain it for you. Experts recommend that your furnace filter be cleaned once a month while your furnace is in use. A dirty filter restricts the airflow into the furnace, decreasing heating efficiency and increasing the wear on the furnace blower motor. With winter approaching, it is a good time to check your furnace filter. If you have further questions or need help checking your filter, call Rick Reaser, 16 Glen Lake Dr., 647-1096.

OUR PROFESSIONAL MANAGER, JOSEPH CHAFFERS

It's been a little over a year since Management Cost Controls (MCC) became the Professional Manager for our Homeowners Association. Some of you are probably curious about MCC and its owner Joseph Chaffers. Mr. Chaffers has a varied background in all aspects of real estate and construction. After serving in the Air Force, Mr. Chaffers became a mortgage broker in Southern California. After a short stint in the construction business, he went on to become a general contractor, real estate broker, and real estate developer. In 1971 he formed his present company. Management Cost Controls provides primarily accounting and management service for Homeowner Associations like ours. Presently MCC supports 30 Associations with over 2600 residences. The primary data processing facility is in Orange County, where MCC assists 10 Associations. The office that supports us is in San Jose. In all, MCC has about 10 employees. Mr. Chaffers presently lives in Carmel, so he spends a lot of time on the road. Please remember that Mr. Chaffers provides primarily management and financial services for the Board of Directors. Problems, requests, and questions that are not of this nature should be directed to the Board.

Next Month we will highlight Volunteer Workers who live in the Glen. Please let us (375-1876) know what you are doing and what opportunities are available.

NOTES FROM THE NOV. 30, BOARD MEETING

Bob Hardcastle and Virginia Capra were elected to the Board of the Homeowners' Association. See the attached Newcomer's Flyer for a complete listing of Board Members.

THE PRESIDENT'S CORNER

by Doug Nordman

Last week the New Homeowners' Board held its first meeting. During the elections for Board Officers, I was re-elected President and there were no volunteers for the two other Board positions of Vice President or Secretary-Treasurer.

This puts the Board in an awkward position since my wife and I are leaving in the next few months. The Glen will need a new President and without a Vice-President, I'm unable to personally turn over my responsibilities and ensure a smooth transition.

The CC&Rs and Bylaws provide a solution: any homeowner can be invited to join the Board to serve out the term of the departing Board Officer. The Glen needs a volunteer to donate 1-2 hours per week to maintain our property values and our quality of life. It's been said that I do far more than the average Board President. However, the required duties of the President (and other Officers) are minimal, and need no special experience or expertise. Our property manager is very good and is always available to advise any new Board Officer.

The Glen needs a volunteer. Please contact me or any of the Board members if you are interested.

A Going Away Barbeque for our President, Doug Nordman, and his wife, Marge, is being planned for Spring. This will probably be a Bring Your Own Meat and a Side Dish Affair and will be held at the tennis court.

If you have any suggestions or would like to serve on the committee, please call the Welcoming Committee:

**Jenny Artellan (646-8848),
Virginia Capra (372-0302),
or Anna Lorenzen (375-1876).**

Happy Holidays and a Prosperous New Year