

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, January 28, 2021
Via ZOOM

PRESENT:

Mr. Rex Young, President & Director
Ms. Linda Mullally, Vice President & Director
Mr. Art Sutton, Treasurer & Director
Mr. Tom Marshall, Corporate Secretary & Director
Ms. Fran Baca, Director
Mr. David Delwiche, Director
Ms. Judi Lehman, Director
Ms. Connie Winners, Director
Mr. Sam Womer, Director
Mr. Robert Hedberg, General Manager
Ms. Jeanne Mileti, Recording Secretary

21 members attended the open meeting via ZOOM.

1. **CALL TO ORDER:** Following five comments from members regarding agenda items, the open meeting was called to order at 10:20 a.m. by Rex Young, President. Mr. Young took roll call and all Board members were in attendance.

2. **APPROVAL OF MINUTES:** The Board considered the minutes of the December 22, 2020 regular Board meeting. Ms. Winners made a motion to approve the minutes as submitted. Ms. Mullally seconded the motion which carried unanimously.

3. **PRESIDENT'S REPORT** The Board met in Executive Session at 8:30 a.m. Mr. Young reported that the Board held discussions regarding issues that are protected under executive session. There were three issues regarding contracts, one legal issue, and one personnel issue.

There were seven letters received from members. Two of them were from Anne Clark; one regarding enforcement of the rule regarding dogs on leash, and one regarding notification of the ZOOM Board meeting. There was a letter from Diane Gray regarding a request for owl boxes for rodent control. There was a letter from Alexandra James regarding an alleged personnel issue, one from Mary Lou Donegan regarding berm etiquette, and one from Jackie Williams regarding owner responsibility for a maintenance issue. There was also a letter from Niki Tugwell requesting installation of surveillance cameras around the property.

Mr. Young reminded residents that the berm is Hacienda Carmel common area, and dogs must be on a leash there, as well as throughout the grounds.

4. **OCCUPANCY APPLICATIONS:** The General Manager recommended approval of the following applicants who meet the requirements for occupancy:

Ken & Barbara Lewis

Authorized Occupants – Purchasing #239

The General Manager has spoken with the applicants and verified their qualifications for occupancy. He noted that the Lewis' were formerly neighbors of ours on Via Mallorca. Ms. Lehman made a motion to approve the applicants for occupancy. Ms. Mullally seconded the motion which carried unanimously.

5. **GENERAL MANAGER'S REPORT: Robert Hedberg, General Manager**

- **Sales/Rental Activity:** Mr. Hedberg reported that there are currently three units listed for sale, and a fourth which is in contract, pending sale. Fiscal year-to-date (since May 1, 2020) there have been 18 sales.

There are currently 39 units being rented at Hacienda Carmel. This leaves 36 rental openings available. As of January 1st, the law requires a minimum 25% rental limit in condominium associations in California. At this point, anyone who wishes to rent out their unit may do so – renters, however, must be approved for occupancy.

Miscellaneous Projects: The General Manager reported that the grounds crew has been doing winter storm prep and in the last few days they have been very busy. A few tree branches have come down, but they are cut and cleared away in short order.

Maintenance has been working on three of the Guest House bathrooms. One of them has been completed, whereas two are still in progress.

The two utility carts approved by the Board have been received and have been put into service. Additionally, we received feedback from Berding and Weil law offices on the most recent changes to the Governing Documents. The Board will be holding a workshop (open meeting) to discuss the feedback from counsel on Thursday, February 4th, at 2 p.m. via ZOOM. (Agendas, to be available in Casa Central, will contain the ZOOM meeting number.)

- **Phone Line Problems:** The underground telephone lines are fairly old and can become corroded due to moisture. We have been experiencing problems in one area and had to have the telephone technicians come in and do repairs to a section of line. This is a Reserve Fund line item.
- **Water Line Repairs:** In the past month, the 8" water line coming in from over the bridge required repairs. Included in this was a repair to the backflow as well. We anticipated a water shut-off while this was being repaired, but the shut-off did not occur.
- **Owl Boxes:** One of the letters to the Board was about the rodenticide in use at Hacienda Carmel. Diane Gray suggested we install owl boxes. Mr. Hedberg recruited one of our Termite Shop users to build a couple of the boxes and they will be installed, one on the east end, and one on the west end.

GENERAL MANAGER’S REPORT, continued

- **Current COVID Restrictions:** The General Manager reported that he received a recent announcement from the state and contacted Monterey County the same day – they referred him to the state mandate. We are in the purple tier – a copy of the mandate is posted on the Bulletin Board with information pertinent to Hacienda Carmel circled on the poster. Under the new mandate the Hair Salon can open with restrictions, as well as outdoor dining in the Dining Room. There are some areas, such as the gym and the lobby, that will remain closed. Gatherings are limited to outdoor gatherings with members of the same household – up to three households.
- **COVID Vaccines:** Many of our members are asking about COVID vaccines. This afternoon, the General Manager will meet with VNA on the logistics of holding a vaccine clinic here at Hacienda Carmel. They will be following the guidelines for eligibility set by the County of Monterey. Information about the clinic will go into mailboxes as soon as we know more about it.
- **Report to District Attorney:** A couple of weeks ago, someone called the Monterey County District Attorney’s office to report Hacienda Carmel was holding large gatherings. Mr. Hedberg was contacted by the deputy District Attorney and he explained that we hold Tai Chi Chih outdoors, with masks and social distancing. The deputy stated that it is perfectly acceptable to hold such a gathering. The General Manager noted that it is unfortunate that a resident reported us to the District Attorney’s office over this.
- **Fines for Recycle Bins:** We have received several warning letters from Waste Management, about contamination of our recycled materials. They will now start fining us \$50 per bin. The truck that picks up the recycle bins takes pictures of the trash and it appears that plastic bags, bubble wrap, etc. is being put into the bins, as well as just plain trash that cannot be recycled. Please, if you have a plastic bag full of recyclable trash, you must dump the recyclable trash into the blue bin and dispose of the plastic bag in a regular trash bin. If you throw the bag of recycle into the blue bin we *will* be fined. These fines could add up to a significant expense for this Association. We will continue to try to educate all residents as to what can and cannot be recycled. Mr. Young added that pizza boxes are not recyclable as they have food debris and grease on them that cannot be removed.
- **Retirement of Dr. Villamaire:** Dr. Villamaire has contacted the General Manager to announce he will be retiring around March 1st and will no longer be seeing patients. Mr. Hedberg asked him if he had talked to other doctors about possibly taking over here, and he noted he has, but nobody he talked to is willing to take it on. He suggested that residents consider the Montage group in the Crossroads. The shuttle van has daily runs there. Dr. Kiker, the podiatrist who saw patients here as well, stopped seeing patients in March of 2020, and will not return unless there are significant changes in the COVID situation.
- **Solar True-up:** We received the bill for the annual true-up on Phase I solar this past week. The total for the year was \$7,050, which indicates to us that the solar is saving the Association a considerable amount on electricity.

6. **TREASURER’S REPORT: Art Sutton, Treasurer**

- **Reserve Fund Expenditures:** Mr. Sutton went over the Reserve Fund expenditures for December. The December Reserve Fund expenditures consisted of \$3,500 paid to Stripe-A-Lot for repainting the street and parking areas; \$507.12 for concrete surfaces – paid to Tri-County Concrete; \$1,769.12 for repairs to the golf carts – paid to Toyota Material Handling; \$1,606.35 was three invoices paid to Home Depot and Monterey Tile and Marble for upgrades to two of the Guest House rooms; \$7,805.00 was paid to A&R Gutter and Sheet Metal for gutters on carports 2, 3, & 4; \$555.55 was paid to Grow Organic.com for ladders; \$879.76 for common area paint was paid to Kelly Moore; and \$2,100.00 was paid to Association Reserves for the first half of the Reserve study for the upcoming fiscal year. Total expenditures in the month of December were \$18,732.90. Ms. Mullally made a motion to approve the Reserve Fund expenditures for December 2020, for a total of \$18,732.90. Ms. Lehman seconded the motion which carried unanimously.
- **Document Review:** The Treasurer reported that, as required by the Civil Code, he and the Board President reviewed the general ledger; payable and receivable ledgers; bank reconciliations, and unopened bank statements for the month of December 2020. They found everything in good order. Ms. Winners made a motion to ratify the inspection. Ms. Lehman seconded the motion which carried unanimously.

7. **COMMITTEE REPORTS:** The following committees had reports:

- **Finance Committee:** Jackie Graham, Committee Chair, reported that the committee met on January 21 via ZOOM. They recommend approval of the financial statements for December 2020. Ms. Winners made a motion to approve the December 2020 statements subject to audit. Ms. Baca seconded the motion which carried unanimously.

There were no requests for expenditures brought before the committee.

- **Buildings and Grounds:** Donna Bessant, Committee Chair, reported that at the January committee meeting they started a discussion about a policy for tree removal at Hacienda Carmel. She invited any members who have ideas regarding such a policy to call her at 7714, or e-mail. They hope to have a first draft of the policy by March.

There were seven requests for improvements: Units 211 & 213 both requested approvals to replace the existing heating unit with two Envi heaters. Unit 290 requested approval to replace the existing bedroom window with a new dual-pane window. Unit 123 requested approval to add lattice to the existing fence. Unit 47 requested approval to install a new screen door. Unit 181 requested approval for a remodel, including two skylights. Unit 66 requested approval to replace the front entry door with a new door, and existing concrete patio with stone tiles. All requests were approved as they conformed with the existing Architectural Rules.

COMMITTEE REPORTS, Buildings and Grounds, continued

Unit 200 requested approval, on behalf of the Pickleball group, to install a 4” x 8” memorial plaque on the bench adjacent to the Casa Fiesta entrance. As the size of the plaque does not meet the current policy, the committee forwarded the variance to the Board. Ms. Winners made a motion to approve the variance. Mr. Delwiche seconded the motion. The Board held an extensive discussion about granting a variance for the recently approved policy on plaques. Mr. Sutton called the question and the Board voted with six directors voting in favor, two opposed, and one abstaining. The motion carries.

Ms. Bessant reported that unit 128 requested permission to place a permanent storage shed in one of the RV parking slots on the west end of the property. The shed would be constructed with a permanent concrete foundation. The committee visited the area and found that there are various types of structures there, not just RVs or large vehicles. The committee recommends that the Board put a moratorium on placing structures in the parking area, and that the proposed structure not be approved to be built. Additionally, the committee recommends that the Board establish a policy regarding the use of the RV parking area. The Board discussed the proposal and Ms. Mullally made a motion to deny the variance requested by 128. Ms. Lehman seconded the motion which, ultimately, carried unanimously. The Board supports a moratorium and directs Buildings and Grounds to draft a policy regarding the west end RV parking area.

- **Library/Book Shoppe:** Mr. Womer gave the report prepared by Anne Clark. “Our Hacienda Carmel Library/Book Shoppe was the recipient of a very generous \$500 donation from Jean Artz, whose husband was one of two who conceptualized and built Hacienda Carmel. Join your fellow ‘Bookies’ in expressing a thank you to Mrs. Artz for her financial donation that will be used to purchase new books for our HCCA Library.

“MIA – missing in action – unfortunately, these new books were not checked out and are considered missing from our library’s inventory. “Melania and Me,” by Stephanie Winston Wolkoff; “The Truths We Hold: An American Journey,” by Kamala Harris; and “My Own Words” by Ruth Bader Ginsberg. Your fellow Hacienda Carmel members are waiting to read and enjoy these new books.

“All Hacienda Carmel library books have a ‘check-out card’ enclosed in a plastic envelope, attached to all our HCCA books. Use this “check-out card” to check out your selected book. Do not use the little blue card, “Waiting List,” unless you are waiting to read a book that is not book shelved.

“Shelter in place – check out a HCCA library book – cuddle up and read! We are fortunate to have so many best sellers available in our own HCCA Library. Be a good neighbor – check out all books – read and enjoy – and return to the Book Bin within 3 weeks.

“The January 2021 issue of “New to Your Hacienda Carmel Library” is available and located at the Book Bin and Information Center for your reading pleasure.

COMMITTEE REPORTS, Library/Book Shoppe, continued

“Check the NEW BOOK SECTION located on the lobby fireplace wall.

“Your HCCA Library “Bookies” recommend that after browsing our library, take some extra time to use hand sanitizers located throughout the Lobby.

“BOOK SHOPPE: Still closed – again! However, book donations are welcomed and accepted. Got Books? Leave at the Lobby Library Book Bin or contact Anne Clark, x7511 to arrange for a book donation pick up.” (Mr. Hedberg noted that under the new County regulations, the Book Shoppe can open with restrictions.)

- **Garden Club:** Ms. Winners reported that the garden club received an anonymous \$500 donation around the time of the Bake Sale and Jam Fest. The club has replaced some of the garden boxes. A shout-out to Tom Marshall, whose company has provided new boxes to replace those that have deteriorated. He has been a great supporter of the west end garden area and patio. We continue to thank him for his generosity.

The garden club members are picking lemons and other citrus now. We continue to have a good crop. The garden club thanks all residents for their support of the club through the Bake Sale and Jam Fest.

- **Events & Entertainment:** Linda Mullally, Liaison, reported that at the Events and Entertainment committee received an anonymous \$300 donation in December, and we thank the generous donor for that gift. A big thank you also to donor Bob Balles, who is ready to fund Bingo again, for the remainder of 2021, once it is safe to gather indoors.

8. NEW BUSINESS:

- **Cluster Mailboxes:** Mr. Young reported that member Marcia Hardy originally suggested we purchase cluster mailboxes, to replace the mail service at the Front Desk, back in June of 2020. She was invited to research the proposal, which she did, and the information on the new mailboxes was delivered to Board members in their packet. Ms. Hardy received quotes for 19 separate 16-box clusters, each with 2 parcel lockers and an outgoing mailbox: as well as a quote for 15 surface mount mailboxes, each with 20 mailboxes, 2 parcel lockers and an outgoing mailbox. The purchase amounts are \$23,891.40 and \$27,891.40, respectively. Installation is not included.

The Board of Directors discussed the proposal. The mailboxes would be filled by a postal worker. If there are more than two packages received, or if someone does not pick up one of those two packages the same day, and the two keys to the lockers are given out, all other residents would be given a slip requiring them to go to the post office to pick up their packages (for all packages mailed through the post office). If a resident loses their key, they will need to go to the post office to order a new one. The mailboxes do not qualify as “repair or replacement of an existing asset with a life of 30-years or less,” and therefore do not qualify to be a Reserve Fund expenditure. The money to purchase and install the boxes would be an Operating Fund expense and added to the budget. If members are absent, whereas now the Association holds their mail for them (and forwards it if requested), individuals would have to go to the post office and make

NEW BUSINESS, Cluster Mailboxes, continued

arrangements with them prior to leaving. The Association would also incur additional expenses in that all notices (water shut offs, First Alarm visits, furnace filter changes, etc.) would have to be mailed out to everyone through the US mail. Monthly statements would also have to be mailed first class. It was also discussed that there would be no roof over the boxes to shield people from getting wet when it rains, and there would be no cut in staffing, as UPS, FED-EX, and DHL packages would still have to be processed.

Ms. Mullally made a motion to table the motion until next month. Ms. Lehman seconded the motion. Following additional discussion which questioned the need to put it off, Ms. Mullally withdrew her motion. Mr. Marshall then made a motion to turn down the request to purchase outdoor cluster mailboxes. Ms. Mullally seconded the motion which carried with eight directors voting in favor, one opposed.

9. COMMENT PERIOD FOR MEMBERS:

- Jane Bowles, unit 260, wants an update on the occupancy forms, update on absent employees, and a town hall meeting to ask questions.

There are 24 missing occupancy forms to-date, and no staff members are absent. All residents are welcome to call, come up, request a staff member to come down, etc. to ask any question any time. There have been numerous forums for questions.

- Bill Bennett, unit 227, noted there are owl boxes with no occupants at the west end. Also, take-out containers without food are recyclable.
- Mary Molle, unit 169, advocated for RVs only in west end parking, and indicated she likes the mail service here.
- Marcia Hardy, unit 47, thanked the Board for their consideration of the mailboxes and noted COVID was the impetus. Thought money could be moved from Reserve Fund for mailboxes. Also thanked staff for keeping residents safe in storms.

The Reserve Fund is a schedule of planned repair and replacements of existing assets. Money cannot be moved from the Reserve Fund to the Operating Fund without it being paid back within one year.

- Mary Lou Donegan, unit 291, thanked people for lemons, Mr. Sutton for his report, and asked about the checking account that only requires Mr. Hedberg's signature. She also wants no increase in maintenance fees.

There is no checking account that only requires one signature. All Association checking accounts require two signatures.

- Judy Lehman, unit 186, would like the Board to have a platform in the bulletin and asked about disabled residents and evacuation procedure.

COMMENT PERIOD FOR MEMBERS, continued

Handicapped decals are available to be placed in the kitchen window to assist those evacuating residents. Door hangers provide follow up. During the evacuation ordered by the County OES a few year ago, there were only 8 requests for transportation.

- Diane Freier, unit 147, thanked Marcia Hardy for her research and noted she feels she is interrupting staff when she asks for her mail.
- Judy Lehman, unit 186, asked if the mailboxes purchase could be put into the Reserve Fund as a component.

No. The item must exist as an asset of the Association first. Then it can be put into the Reserve Fund schedule for repair and replacement at a later date.

- Jean Morrel, unit 171, was going to ask if she could place a political petition in the Lobby but will take it to the Tuck Box instead.

- 10. ADJOURNMENT:** The meeting was adjourned at 12:25 p.m. The next regular meeting of the Board will be held on Tuesday, February 25, at 10:00 a.m. The Board will meet at 8:30 a.m., prior to the open meeting, venue yet to be determined pending COVID restrictions.