

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, August 26, 2021
Casa Fiesta

PRESENT:

Mr. Art Sutton, President & Director
Ms. Fran Baca, Vice President & Director
Ms. Jackie Graham, Treasurer & Director
Mr. David Delwiche, Corporate Secretary & Director
Ms. Mary Pat Adams, Director
Ms. Donna Bessant, Director
Ms. Elizabeth Husby, Director
Mr. Bill Quinn, Director
Mr. Sam Womer, Director
Mr. Robert Hedberg, General Manager
Ms. Jeanne Mileti, Recording Secretary

28 members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:12 a.m. by Art Sutton, President.

2. **MEMBER COMMENTS ON AGENDA ITEMS:** Ms. Baca requested that two items be placed on next month's agenda – the Civil Code allows a director to do so. Under Old Business: Resume matter of the Executive Committee convened last year to evaluate the employee benefits package, revise the employee handbook, and to look at job descriptions. (Still to be completed are the second and third tasks.) Under New Business she would like the Board to consider our COVID protocols. (Does the membership wish to do more than is currently mandated?) Mr. Sutton noted he will add these two items to next month's agenda.

3. **APPROVAL OF MINUTES:** The Board considered the minutes of the July 22, 2021, meeting. Ms. Husby had a correction to Page 9, 4th paragraph. Rex Young was not on the Ad Hoc committee last year, Connie Winners was. Ms. Baca stated on Page 1, last paragraph, the meeting with Clint Biddle was subsequently updated to August 18th. Ms. Husby had a clarification for the Events and Entertainment report, Page 6. She would like residents to refer to the area by the Bocce Ball courts with a consistent name. Ms. Husby made a motion to approve the minutes of June 24, 2021, with the changes as stated. Ms. Graham seconded the motion which carried unanimously.

4. **PRESIDENT'S REPORT** The Board met in Executive Session at 8:30 a.m. Mr. Sutton reported that the Board discussed upcoming contracts and individual unit issues. The Board discussed a presentation on Solar Phase III and will report on it at a future meeting.

PRESIDENT’S REPORT, continued

Correspondence consisted of a letter from Alexandra James about the RV parking area on the West end. She wants to know if we are licensed as an RV Park, who pays the bills, and she makes the assumption that there is someone living there. Mr. Sutton thanked her for her letter and for looking out for that area but noted that her allegations are unfounded.

A letter from Diane Freier expressed her concern for the Buildings and Grounds recommendation to install speed bumps on the access to carport 6. Likewise, a letter from Norm Nelson expressed the same concern and suggested speed bumps be confined to the outer circle only. Mr. Sutton stated he appreciates their concern and noted the item will be discussed today.

The last letter is from Linda Mullally, regarding a non-compliant metal arbor on the patio of unit 186. She requests removal of the structure prior to sale of the unit. Mr. Sutton noted the Board appreciates the letter and will be discussing the item later.

The next item is the affirmation of Inspector of Elections for the upcoming Governing Documents vote. In the last election Joanne Boehmer served in that capacity, and Mr. Sutton asked the Board to confirm she carry on as Inspector of the ongoing election. Ms. Adams made a motion to confirm Joanne Boehmer as Inspector of Elections. Mr. Womer seconded the motion which carried unanimously.

5. OCCUPANCY APPLICATIONS: The General Manager presented the following applicants for occupancy:

Paul & Mary Filice	Authorized Occupants, Purchasing #240
George & Irene Gill	Authorized Occupant, Purchasing #237
Teresa Wagner	Authorized Occupant, Purchasing #203
Suzette McCloskey	Authorized Occupant (Caregiver) - #5
Linda Creecy	Authorized Occupant (Caregiver) - 183

The General Manager has spoken with all applicants and verified their qualifications for occupancy. Ms. Adams made a motion to approve the applicants for occupancy. Ms. Bessant seconded the motion which carried unanimously.

6. GENERAL MANAGER’S REPORT:

- **Sales & Rentals:** Mr. Hedberg announced that there are currently 4 listings, all of which are in contract pending sale. (This includes a studio, a 1B1B, a 2B2B, and a King.) There has been a total of six sales year-to-date, for the fiscal year beginning May 1, 2021.

The number of rentals actually decreased from 39 to 38. One of the previously rented units is now in contract pending sale. This leaves us with 37 potential rental spaces.

- **Miscellaneous Projects:** The General Manager reported that Grounds has been very busy recently and have been short-staffed for a few weeks. They are doing some on-the-clock tree removal and concrete work for individual units, that will help add to the

GENERAL MANAGER’S REPORT, Misc. Projects, continued

bottom line. Maintenance has been busy with redoing striping, refurbishing crosswalks, and freshening up curbs, etc. There is also a lot of termite repair work due to the number of unit sales.

- **Fire Department Inspection:** On August 4th we had an informal walkthrough with the General Manager, Art Sutton, Ed Lange, and a Fire Captain from Cal Fire, along with two other Cal Fire inspectors. They inspected the entire berm, the west end, and the interior of the complex. They pointed out several areas where they recommend trimming and removal of underbrush and branches. Our Grounds staff will work on these areas, as outlined by the inspectors, beginning next week. Inside the berm they felt we are in good shape, as everything is irrigated and maintained. They pointed out only a few areas where we want to look at “vertical spacing,” the distance between the tops of shrubbery and overhanging tree branches and buildings; and “horizontal spacing,” the distance between shrubs. This doesn’t mean you can’t have plants growing side by side, but you need to remove any dead or dying plants that are contiguous with others. We are looking to get a formal risk management fire hazard survey from an expert and are working with our Insurance Company on that.
- **Upcoming Expenditures:** Under the Finance Report, the committee has made recommendations on the project to finish up the 10-year roofing schedule, which has been extended to eleven years. Carports 5, 6, & 7, the Doctor’s Office, and the Art Room are the only buildings on the property that have not been re-roofed and we should complete those this year.

In addition, we need to look at our annual paving schedule. There will need to be repairs/replacements made in the Carport 7 area. The other bad area is the outdoor parking strip in front of units 173 – 177. We have obtained proposals for both projects and will be discussing them under the Financial Report.

- **Governing Documents Vote:** Ballots have gone out for the Governing Documents vote. Please read the ballot instructions carefully. The ballot gets inserted into the small envelope. That envelope gets put into the larger envelope which needs to be signed by the voting member. When the votes are counted the small envelope is extracted and becomes anonymous in the pile. A draft copy of the new documents is available on our brand new website, under the “Docs” tab. Hard copies are also available upon request.
- **Website:** The Association’s new website is now up and running. You can request a login in the “Member Portal” section. The website address is haciendacarmel.org.
- **Pipeline:** Mr. Hedberg reported that the line now running across our bridge and down the berm is temporary only. The Wastewater Management District is enlarging the pipe from Via Petra to the former Rancho Cañada, and they have run a temporary bypass through our property. Our line, which runs under the bridge, will not be replaced.

GENERAL MANAGER’S REPORT, continued

- **Booster Shots:** The General Manager reported that, yes, he has spoken with VNA about booster shots for COVID, to coincide with the shots that were given here at Hacienda Carmel. We are looking at a date in the month of November and it will be announced as soon as a date is set.

- 7. **FINANCIAL REPORT: Jackie Graham, Treasurer**

- **Financial Statements:** Ms. Graham reported the Finance Committee met on August 19th and recommended approval of the July, 2021 financial statements. Ms. Baca made a motion to approve the financial statements for the month of July 2021, subject to audit. Mr. Quinn seconded the motion which carried unanimously.

- **Reserve Fund Expenditures:** Ms. Graham reviewed the July 2021 Reserve expenses which included \$16,500 to Golz Construction for the remainder of the asphalt work from last year (it was postponed due to weather); \$2,028.74 to Valley Saw for purchase of a mower and hedge trimmers; and \$1,040.09 to M. J. Murphy for fence materials. Total Reserve Fund expenditures for the month of July were \$19,568.83. Ms. Husby made a motion to approve the July 2021 Reserve Fund expenditures in the amount of \$19,568.83. Mr. Delwiche seconded the motion which carried unanimously.

- **Document Review:** The Treasurer reported that, as required by the Civil Code, she and the President reviewed the general ledger; payable and receivable ledgers; bank reconciliations for all seven accounts; and unopened bank statements for the month of July 2021. They found everything in good order. Ms. Baca made a motion to ratify the inspection. Mr. Quinn seconded the motion which carried unanimously.

- **Roofing Completion:** Ms. Graham reported that the committee considered a recommendation to complete the 10-year roofing project by finishing the roofs on carports 5, 6, & 7, the doctor’s office, and the art studio. The committee recommends approval of the bid by Premo Roofing for \$123,840. Ms. Graham noted the amount comes in under the designated \$130,000 in the Reserve Study. Ms. Baca made a motion to approve the bid from Premo Roofing to roof carports 5, 6, & 7, the doctor’s office, and the art studio; funds to be expended from the Reserve Fund. Ms. Adams seconded the motion which carried unanimously.

- **Paving Work Request:** The Finance Committee further recommends that the annual paving work this year be done on carport 7, which requires extensive work (\$53,000); and the parking area in front of 173-177, to be replaced instead of just patched (\$13,600). The total expenditure comes to \$66,600. Ms. Adams made a motion to approve the contract with Golz Construction to replace the asphalt in Carport 7 and in the parking area in front of 173-177; money to be expended from the Reserve Fund. Ms. Bessant seconded the motion which carried unanimously.

Mr. Hedberg added the Reserve Fund is back up over \$1 million. We had a big hit three years ago for 101 & 102, however as we predicted then, we have built the fund back up.

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

- **Buildings and Grounds:** Ed Lange, Committee Chair, reported that the committee met on August 11th. There were seven requests, five of which fell under the purview of the Architectural Rules: Addition of an electric heater, two new doors, addition of a skylight, and a tree removal on a patio.

The first variance to bring before the Board is a request for 5 MPH signs on the road into, and around, carport 6. The committee thoroughly discussed the request but felt signs would not be sufficient. After deliberating the committee voted 4 to 1 to recommend speedbumps be added to the road into carport 6 and, additionally, the road into carport 3. The Board discussed the recommendation, and the consensus was that because this will affect the people living in those two areas the most, the item be referred back to Buildings and Grounds, and steps be taken to notify the neighbors in those two areas to see how they feel about speed bumps there. Mr. Sutton cited the two letters already received in opposition to adding speedbumps. Ms. Graham made a motion to refer the item back to Buildings and Grounds for further study. Mr. Womer seconded the motion which carried unanimously.

The second variance is a request from unit 163 to add a natural gas fireplace/barbeque on their patio. The requested fireplace would be within the height limit and would be constructed by a contractor. Ms. Adams made a motion to approve the request for a gas fireplace on the patio of unit 163. Ms. Husby seconded the motion which carried unanimously.

Mr. Lange reported that the committee feels the recycling is going well. He thanked the residents for their cooperation. He noted we cannot let up on the problem, however, lest we start being fined again.

The fire mitigation meeting with the Fire Captain was very informative. Plans are already in place to do the advised work.

- **Library/Book Shoppe:** Judy Lehman reported that they have funded a plaque in appreciation of all the hard work and time Anne Clark put into the Library and Book Shoppe. Ms. Lehman gave special thanks to the “Bookies,” Donna Bessant – Board Liaison, and the people who have donated books. The Library/Book Shoppe is always looking for residents who would like to join and help out.
- **Garden Club:** Mary Pat Adams reported for the Garden Club: “Members are harvesting produce from their garden boxes. Plums and apples are being harvested as well from the orchard. Old garden boxes are being replaced. With new members joining, planning for more garden boxes is occurring. Our next HCGC Sunday Gathering on August 29th, 2021, 4 p.m., on Jan’s Patio will include the Ukelele Group. All are invited to attend and to bring their singing voices, as well as a beverage and snack if they wish.”
- **Events & Entertainment:** David Mullally, Chair, reported: Hacienda Carmel is now 59 years old, and to celebrate we celebrated Saturday night with 90 people – a record – with cocktails on the pool deck and dancing.

COMMITTEE REPORTS, Events & Entertainment, continued

The Art Group held their opening yesterday with art expanded to all the walls of Casa Fiesta. The group created artwork inspired by the poems of our own Valerie Fern.

Movie Night is being held on Sunday nights at 6 p.m. in the West Room. The event averages around 14 people. Also, other regular activities such as Tai Chi Chih, Ceramics, Sit & be Fit, Conscious Ageing, and the forever popular Bingo are being held at their regularly scheduled times (check the calendar in the information center or on the website). The long-awaited dart board, the purchase of which was funded by a donation, should be up by next week. You can pick up the equipment needed to play at the Front Desk.

On Sunday at 2 p.m. we will have “Name that Movie from that Tune” in Casa Fiesta. And the following Sunday at 2 p.m. pianist Gustavo Romero will perform. On Labor Day (Sept. 6th) there will be hot dogs and games on the Green.

A Home Crafters Fair and Market will be held on December 11th and 12th, in which the Artisans will have the option of showing and/or selling their creations (with E&E kindly asking that each Artisan who chooses to sell items, donate 10% of their sales to E&E in an effort to help continue sponsoring these types of events). If you wish to participate contact Jeanne Wooldridge at 625-7675.

Linda Mullally, E&E Secretary, thanked Elizabeth Husby and Joanne Sarrica for donating new material for the newly energized Sit and be Fit class. Also, we are a little short in our E&E budget because we had a great Memorial Day event that was much needed for the community, so we are doing a bit more sponsorship this year. We will be having a “Boomer Humor” Comedy Night, on Saturday, November 20th, with comedians who are touring the country and will make a stop at Hacienda Carmel. If you would like to sponsor this, or another, event please let Ms. Mullally know.

9. OLD BUSINESS:

- **Committee Appointments:** Mr. Sutton announced two new committees and asked that the Board confirm the appointees to those committees. The first is the Fire Hazard Assessment/Mitigation Committee, which will consist of Bill Quinn, Chair; Mary Pat Adams; David Delwiche; Ed Lange; and Peigi Duvall. Ms. Baca made a motion to approve the appointments to the Fire Hazard Assessment/Mitigation Committee. Ms. Graham seconded the motion which carried unanimously. The second committee is the Policy and Procedures Committee, which will consist of Elizabeth Husby, Chair; Bill Quinn, Fran Baca, Connie Winners, Sandy Womack and Mary Beth White. Ms. Graham made a motion to approve the appointments to the Policy and Procedures Committee. Ms. Adams seconded the motion which carried unanimously.

10. COMMENT PERIOD FOR MEMBERS:

- Linda Mullally, #13, thanked management for placing the garbage cans in the recycle areas. She urged a “yes” vote on the Governing Documents, and thanked Maintenance for the “raccoon blockers” on the trash cans.

COMMENT PERIOD FOR MEMBERS, continued

Additionally, Ms. Mullally spoke about the benefit of putting mulch or woodchips in garden areas to retain moisture.

- Julie Anongos, unit 271, suggested that, in light of the county’s recommendation on masks, she would like to see the servers in the Dining Room wear masks.
 - Jeanne Wooldridge, unit #175, also thanked Maintenance for the “raccoon blocking chips.” She suggested the table in the little conference room be switched to the Durr Room, and she noted she agrees with the masking suggestion and would like us all to mask up indoors.
 - Doug Leach, unit 8, spoke against putting speed bumps on the entrance to carport 3. He noted people park on both sides of the street there and it is impossible to drive fast through that area.
 - Dale Agron, unit 297, noted she has trouble backing out of parking spaces due to people speeding. She requests the Fire Committee consider not removing native plants as they tend to be drought tolerant but may have a dormant period. Also, the Conscious Aging group is now called the ‘Elder Circle’ and they meet on the second and fourth Tuesday of each month in the Durr Room.
 - Judi Lehman, unit 186, encouraged members to attend the Board meetings. She reiterated her desire to use rinse water from the laundry rooms for irrigation, and to surcharge people for additional electrical use.
11. **ADJOURNMENT**: The meeting was adjourned at 11:47 a.m., with a motion by Ms. Husby, seconded by Ms. Bessant. The next regular meeting of the Board will be held on Thursday, September 23, at 10:00 a.m. in Casa Fiesta. The Board will meet at 8:30 a.m. in the Durr Room, prior to the open meeting.