

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, September 23, 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 10:06 a.m. by Art Sutton, President. Joanne Boehmer, Inspector of Elections, certified that a quorum of the members voted in the election for the Governing Documents and counting of the ballots commenced.
2. **MEMBER COMMENTS ON AGENDA ITEMS:** Julie Anongos, unit 271, corrected her statement regarding masks in the August 26, 2021, meeting minutes. She noted the Health Department recommends masking for everyone indoors regardless of vaccination status. She thinks it makes sense to ask that visitors be fully vaccinated.
3. **APPROVAL OF MINUTES:** The Board considered the minutes of the August 26, 2021, meeting. Ms. Baca made a change to Page 6, Item 9. The Policy and Procedures Committee should include Sandy Womack, not Sam Womer. Ms. Bessant made a correction to Page 5, Library & Bookshop: "Judy" should be spelled "Judi." Ms. Bessant made a motion to approve the minutes of August 26, 2021, with the changes as stated. Ms. Husby 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 mostly individual unit concerns. They also discussed the racoon problem which, it has been determined, is due to the availability of food or garbage. Mr. Sutton asked everyone to please not leave food out for animals, including your own pets. If you have a garbage can lid that doesn't seal, let the Front Desk know so it can be fixed. We have also placed bars on the storm drains to deter the racoons from entering.

There is a new employee at the Front Desk, Cynthia Fortrie. We welcome her to Hacienda Carmel. Cecile Starr will be leaving Hacienda Carmel, with the last day she will be cutting hair in the hair salon being this Friday.

PRESIDENT’S REPORT, continued

Mr. Sutton addressed the member comments at the last Board meeting: Linda Mullally had a number of concerns regarding recycling, voting, water use, drought, mulch in the rose garden, and water in the Dining Room by request only. Those will be reviewed as we have time to address them. Julie Anongos had concerns about COVID protocols, and she has expanded on that today. That will be addressed today later in the meeting. Jeanne Wooldridge commented on racoon abatement, and this has been addressed and will be additionally reported on later today. She also asked that we swap tables out of the conference room, and that has been done. Doug Leach spoke against speed bumps in carport 3. That will be discussed later as well. Dale Agron spoke about speed bumps, the fire situation, and native plants going dormant.

Correspondence consisted of several letters. Bill Bowles has restated his concern about speeding around carport 6, and he also had comments about the recommendation from Buildings and Grounds to install speedbumps there and in carport 3. Mr. Sutton noted he has asked Buildings and Grounds to remove this item from their agenda – the reason being it was submitted as a variance, not as a request in writing to the Board.

There was a letter from Linda Mullally with several questions: A concern about excessive lighting on patios; RV parking; pool deck furniture (when?), Casa Fiesta flooring & Lobby furniture (when?). She also requested a review of furniture at the west end (tables and umbrellas that might need replacing). She requested it be done before Octoberfest. Each of her suggestions will be referred to the proper groups for further consideration.

There was a thank you letter from Sally Aberg and Jeffrey Becom for repairs that were made as a result of damage due to a backup in the sewer system. Myrleen Fischer has requested a modification to the Bocce Ball court – she feels the surface of the court needs to be upgraded. She also requested removal of the junipers outside her unit as she feels it is a ground squirrel habitat. The Bocce Ball courts will be referred to Events and Entertainment for their consideration. The removal of junipers will be considered under the fire hazard assessment.

There was a letter from Ross and Ann Quattlebaum thanking Jean Paul for coming out on a Sunday and replacing their garbage disposal. A letter from Bob Kampwerth and Sandra Womack stated their concern about adding more speedbumps. And there was a letter from John Hale regarding the number of vehicles allotted to each household. Mr. Sutton noted he is unclear what Mr. Hale’s concerns actually are – the section quoted under the CC&Rs has not been implemented yet – and if Mr. Hale would like to contact him, he will go over the issue in more detail.

The last letter is a request from Mary Lou Donegan for the formation of a parking committee. That is going to be referred to the Policies and Procedures committee and will be discussed later.

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

OCCUPANCY APPLICATIONS, continued

Sue & Ernest Carriere
Pauline Rydeheard

Authorized Occupants, Purchasing #186
Authorized Occupant, Leasing #109

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. Graham seconded the motion which carried unanimously.

6. **GENERAL MANAGER’S REPORT:**

- **Sales & Rentals:** Mr. Hedberg announced that there are 6 units pending sale in the month of September; 3 have already closed. The total number of sales year-to-date, since the beginning of the fiscal year, May 1, 2021, is 10 sales.

One rental unit sold, and one unit became a rental, so the rentals remain at 39. This leaves us with 36 potential rental spaces.

- **Miscellaneous Projects:** The General Manager reported that roofing work on carports 5, 6 & 7, as well as the doctor’s office and art studio will begin on Wednesday, the 29th. Affected residents will be notified. The pavement work on Carport 7 and the parking in front of 173-177 will begin on October 11th.

The Grounds crew has commenced vegetation clearing on the berm, starting on the NE corner. So far, they have removed six truckloads of debris and have put in 100-man hours. There is a lot of poison oak, so every precaution is being taken.

Flu Shot Clinic: VNA will hold a flu shot clinic at Hacienda Carmel on October 18th in Casa Fiesta. They have also indicated they could hold a clinic here in early November for COVID vaccine boosters. The General Manager asked the Board for direction on this. The Board would like to see one scheduled, and the General Manager will put out a flyer to see what the resident response is to such a clinic.

Governing Documents: The ballots are in the process of being counted today. There were 177 valid ballots. Seven ballots were disqualified because the envelopes were not signed, and four were disqualified because only the small envelope was turned in. If approved today, the governing documents will go back to our legal firm, Berding and Weil, and they will have them recorded. Once recorded they will go into effect.

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

- **Financial Statements:** Ms. Graham reported the Finance Committee met on September 16th and recommended approval of the August 2021 financial statements. Ms. Baca made a motion to approve the financial statements for the month of August 2021, subject to audit. Mr. Quinn seconded the motion which carried unanimously.

FINANCIAL REPORT, continued

- **Reserve Fund Expenditures:** Ms. Graham reviewed the August 2021 Reserve expenses which included \$694.96 to Home Depot for miscellaneous tools: Hedge trimmers, saws, battery packs, etc.; and \$1,032.90 to Kelly Moore for paint. Total Reserve Fund expenditures for the month of August were \$1,727.86. Ms. Husby made a motion to approve the August 2021 Reserve Fund expenditures in the amount of \$1,727.86 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 August 2021. They found everything in good order. Mr. Quinn made a motion to ratify the inspection. Ms. Bessant seconded the motion which carried unanimously.
- **Appreciation Fund:** Ms. Graham reported that the committee recommended the \$341.72 left in the Appreciation Fund be transferred to Events and Entertainment to help with the short budget this year. Ms. Baca made a motion to move the balance of the Appreciation Fund account to Events and Entertainment, and to close the Appreciation Fund account. Ms. Bessant seconded the motion which carried unanimously.
- **Solar Phase III:** The Finance Committee reviewed the proposals for Solar Phase III, presented by Solar Technologies, with a cost analysis prepared by the General Manager. The tax credit structure is about to change, which prompted action at this time, as any system that has applied for approval before the tax credits change will be grandfathered in. The committee members are all supportive of solar but felt the cost of the system at this time does not seem prudent, in light of the insurance increases we are facing on an annual basis. The committee recommended Phase III be put on hold for now.

The Board discussed Solar Phase III. It was noted that industry experts have predicted increases in insurance rates will most likely continue as they have in the past and with these added expenses the Board agrees it would be difficult to support starting a new phase of the solar project at this time. Ms. Adams made a motion to accept the recommendation of the Finance Committee to not pursue Solar Phase III at this time. Ms. Husby seconded the motion which carried unanimously.

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

- **Buildings and Grounds:** Ed Lange, Committee Chair, reported that the committee met on September 8th. There were two requests, one of which fell under the purview of the Architectural Rules and was approved by the committee. Unit 203 requested approval of a laundry hookup in the master bathroom. There was another request for replacing plastic and glass panels on the patio fence, submitted by unit 285. The committee forwarded this to the Board as a variance with the suggestion the owners of 285 replace the material on the upper fence with lattice.

Mr. Sutton allowed the owner of unit 285 to address the Board about the material that is on the upper fence. When a piece was removed, it was determined there were two

COMMITTEE REPORTS, Buildings and Grounds, continued

separate pieces of material in each section; glass and plastic. The owner noted they would like to remove the plastic but leave the glass. Ms. Adams made a motion to suspend the variance request until next month and allow the owner to take the first step, removing the plastic, and then review it again. Ms. Bessant seconded the motion which carried unanimously.

Mr. Lange stated that the only other item of interest from the meeting was a request to have a section of curb adjacent to unit #206 painted as a loading zone. The committee referred this issue back to the Board for consideration as a traffic-control issue. It was determined by the Board that no immediate action was necessary.

- **Fire-risk Assessment & Mitigation:** Mr. Quinn reported that the committee met on September 16th and submitted a memorandum to the Board as follows: “This Memorandum transmits to the Board the recommendations below pertaining to “areas of concern” for fire risk. These were the subject of the Committee’s deliberations in its meeting of September 16. We propose these recommendations be considered in any professional fire-risk assessment as potential risks to HCCA property posed by wildland fires. Accordingly, we further propose, subject to the Board’s approval, that these recommendations be provided to the fire-suppression expert authorized by the Board’s motion approved at the July 22 meeting.

“The Committee formulated these recommendations by considering all conditions and features – natural or man-made – that could ignite, enable, or exacerbate the advance of a wildland fire within our community. We believe these are necessary to develop mitigation measures that can protect our property and should be addressed in the fire-suppression expert’s final report.

- ”Identification of all existing “firebreaks” within HCCA and how to strengthen and improve them (See “General Guidelines for Creating Defensible Space,” 2-8-06, §C-1.)
- Removal of vegetation from all PG&E utility poles within HCCA transmitting electricity (See PRC §4292 as standard of distancing for utility poles (10’ in all directions from pole)).
- Fireproofing, to the extent possible, all fuel storage tanks within HC (propane, diesel, gas) (See 14 California Code of Regulations, §1299.03(c)(1) “10’ clearance to bare soil.”)
- Determining if HCCA’s groundwater could be utilized to fight wildland fires via wellheads. Regarding chronic drought in California and widespread lack of water to fight fires.
- Locating “tree canopy” fire pathways or bridges both into and within HCCA. (See General Guidelines for Creating Defensible Space,” 2-8-06, §C(4b).
- Locating “vertical distancing” risks 1) at ends/overhangs of structures, 2) of all vegetation. (See “General Guidelines for Creating Defensible Space,” §C(4a) “vertical clearance.”)
- Locating “fuel reduction zones” due to over-planting contrary to best horticultural practices. (See “General Guidelines for Creating Defensible Space,” §C(4a) “horizontal distancing,” as especially applicable to juniper and other similarly flammable vegetation.)”

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

Mr. Quinn noted those are the seven specific recommendations the committee is making to the Board of Directors. Should the Board decide to engage a fire suppression expert, these can be forwarded to that individual to be included in their report. Mr. Sutton reported that work is already being done to clear brush along the outside of the berm. We do have a moratorium on new plantings until a conclusion of fire mitigation. And, we have been in contact with an expert to do a fire suppression study. Having such a study done, and following any recommendations, should put Hacienda Carmel in the best position when our policy renewal comes up. The quote given by the expert is \$15,000 for a comprehensive study. Our insurance broker has offered to cover half of that cost. Mr. Quinn made a motion to approve the fire suppression study for an amount not to exceed \$7,500. Mr. Delwiche seconded the motion. The Board held a lengthy discussion on the matter and the motion carried unanimously.

- **Policies & Procedures:** Elizabeth Husby, Chair, reported that the committee has not yet met, but they have come up with some ideas to discuss, which will help the Board know how to work with management. The ideas are as follows:

- Review of 401k plan
- Review of Annual Disclosure
- Reserve annual updates and study
- Employee Christmas Fund
- Enhancement of the Orientation Meeting for the Board
- Committee Formation
- Board Treasurer
- Budget Process
- Harassment
- Board Meetings

It was suggested Parking be added to the list as well. Ms. Husby has asked the Board members to prioritize the list and get all suggestions to her by Monday.

- **Library/Book Shoppe:** Donna Bessant thanked Judi Lehman for taking over previously, and introduced the new leader of the “Bookies,” Dale Agron. Ms. Agron stated she was honored to be unanimously voted in as leader of the “Bookies.” Pat Auguston will be handling the finances. Ms. Agron noted she has been a “bookie” since she was born and has been reading since the age of four. She moved here in 2019 and now has unlimited time to devote to the Library/Book Shoppe. She went over the rules of the Library and the hours of the Book Shoppe (still Saturday from 11:00 to 2:00). Anyone who would like to volunteer in either the Library or the Book Shop, or has questions about either, can call Ms. Agron up until midnight, or after 8 a.m. at 7797.
- **Garden Club:** Pat Ostrom reported for the Garden Club: “Grapefruit is ripening in the orchard for member harvest. A workday is planned for Thursday, October 14, 2021, from 9:30 am - 12:00 pm in the garden/orchard area. The September Quarterly Membership meeting is scheduled for Saturday, September 25, 2021, at 4 pm in Casa Fiesta. The Board is welcome to attend.

“The annual Bake/Craft/Plant Sale also known as the Garden Club Thanksgiving Bake Sale will be on Wednesday, November 24, 2021, at Casa Fiesta.”

COMMITTEE REPORTS, continued

- **Events & Entertainment:** Joanne Sarrica reported that she knows they previously reported the successful Birthday Party, and she wanted to make sure a thank you to Connie Winners was extended for the lovely centerpieces. Labor Day they served nearly 80 hot dogs and then ran out, but we promise to have more next year. Thank you to the Hacienda Carmel Line Dancers – they were so good. A special thank you to Charlie Robinson, Michael Zarefsky, and Ed Lange for helping set-up and tear-down. And thanks to Jerry Park for use of his awning.

We had two Gustavo Romero concerts – there were about 76 people attending the second concert he did last Monday. We want you to save the date for Octoberfest – to be announced when the flyer and sign-up come out soon. Following that will be the Halloween Parade. The Comedy Dinner Show details will be coming soon as well. Several enthusiastic residents have been stepping up with donations to fund the E&E events and we really want to thank them for that.

9. **OLD BUSINESS:**

- **Committee Appointments:** Mr. Sutton announced that the Employee Benefits and Handbook Committee, which was active last Board year, has agreed to continue with the same members. Fran Baca will Chair the committee, with committee members David Delwiche, Sam Womer, and Art Sutton. Ms. Adams made a motion to approve the committee members. Ms. Bessant seconded the motion which carried unanimously.
- **Recycling Update:** Mr. Sutton thanked all residents for their efforts with the recycle. We have not received any further penalties as a result.

10. **NEW BUSINESS**

- **COVID-19 Protocols:** Ms. Baca noted that several members have spoken to her about requiring proof of vaccinations for visitors to Hacienda Carmel. She asked if the Board is interested in creating a policy. Ms. Adams made a motion to require proof of vaccination for reservations in the Guest House, going forward – the motion was seconded by Ms. Bessant. Mr. Hedberg noted we have reservations for the Guest House out nearly a year, and guests do not make reservations for the Guest House, the sponsoring resident does. Since they cannot easily get proof from their guests in advance, it would have to be on the honor system. We also have people coming to the restaurant, caregiving, using the berm, etc. Does the Board wish to include them too? Mr. Quinn feels the motion is flawed as it stands. Ms. Adams withdrew her motion.

Following considerable debate over the issue, Ms. Adams made a new motion to ask residents to verify that their guests are fully vaccinated upon making a reservation for them in the Guest House, with all the reservations already made being grandfathered in. Mr. Quinn seconded the motion which carried with five directors in favor, two opposed, and one abstaining.

COMMITTEE REPORTS, continued

Mr. Sutton asked if the Board wishes to make a motion regarding requiring everyone to wear masks indoors. Ms. Adams indicated that we should encourage indoor masking, however, no Board member made a motion to require it at this time.

- **Election Results:** Joanne Boehmer, Inspector of Elections, gave the official election results to the General Manager, who read them:

The Bylaws were passed with 172 yes votes, 5 no votes. The CC&Rs were passed with 165 yes votes, 12 no votes. The results will be forwarded to the legal firm of Berding and Weil for recording.

11. **COMMENT PERIOD FOR MEMBERS:**

- Mary Beth White, unit #59, recommended we ask VNA to come at the end of November to give COVID booster shots, as it is recommended you wait at least 30 days after any other vaccination (flu shots) to get the COVID booster.
- Joan Murray, unit 127, wondered if the areas off of the east berm that are not being cut back by our crew, are areas that are owned by other concerns.
- Pat Ostram, unit #286, thanked the Finance Committee for researching Solar, however, she asked if the Board would establish a timeline for when we will install the third phase, and what about funding that may be available?
- Dale Agron, unit #297, indicated there are people living at Hacienda Carmel that cannot get the vaccine due to medical conditions. She suggested a simple solution to fire suppression is to install rocks and cactus.

12. **ADJOURNMENT:** The meeting was adjourned at 12:15 p.m., with a motion by Ms. Bessant. The next regular meeting of the Board will be held on Thursday, October 28, 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.