

**HACIENDA CARMEL COMMUNITY ASSOCIATION  
MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Tuesday, November 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

31 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.
2. **MEMBER COMMENTS ON AGENDA ITEMS:** None.
3. **APPROVAL OF MINUTES:** The Board considered the minutes of the October 28, 2021, meeting. Ms. Adams rewrote the paragraph on Leaf Blowers on Page 7, #9. She requested the last two sentences be removed and the following be inserted: “Mr. Hedberg noted that the electric tools are not as effective and still make noise, but there may be a backpack type battery powered blower that would work. Ms. Adams said the previous Board, in July 2020, had asked that suitable electric (battery charged) leaf blowers and trimmers be purchased and put into service as a trial and asked about the delay in this. She mentioned the environmental and health related issues with gas powered grounds equipment and said that while the grounds crew may be resistant to this change, the health and safety of our residents and staff are primary. Ms. Adams also noted a new State of California law, AB 1346, recently signed by Gov. Newsom, which bans the sale of gas-powered landscaping equipment by 2024.”

Ms. Husby rewrote the last sentence in the third paragraph under Policies and Procedures Committee as follows: “Policy on Harassment: The Committee had a discussion on harassment and our harassment policy. Robert provided each committee member with a full copy of the Ground Rules and pointed out the harassment policy. We were also provided with a copy of the notice that was posted November 24, 2015. Robert also stated that our procedures for following through on alleged harassment claims are covered in our governing docs, which reads: *The board shall investigate every instance of alleged harassment, issue its findings and take action (assess fines) as deemed appropriate.* Robert stated that he felt we are doing everything we can regarding harassment. Robert stated that he believes that the policy we have in place is adequate.”

**APPROVAL OF MINUTES, continued**

Ms. Baca made a correction to Page 2, third paragraph, second to last line: The word “lien” should be changed to “fine.” And on Page 6, second paragraph, last line: The date of the next meeting should be “November 23, 2021.”

Mr. Quinn asked that Ms. Husby correct her rewritten paragraph to refer to the “General Manager,” not to “Robert.”

Ms. Baca had a change to Ms. Husby’s rewrite: “The first two times Robert's name is mentioned, change to General Manager: “The GM provided each committee member..... and the GM also stated that our procedures.....”

“Delete the last two sentences [of Ms. Husby’s rewrite] and insert: Based on the General Manager's assessment that our current policy is adequate, the committee determined that further action regarding an update of the harassment policy is not necessary at this time.”

Ms. Adams made a motion to approve the minutes of the October 28, 2021 regular Board meeting minutes, with the rewrites and corrections. Ms. Bessant 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 delinquencies, a modification to the Casa Carmel lease, a hiring policy, and the artwork that was generously donated to the Association at the last meeting. Mr. Sutton noted we have since had an individual within the community request to purchase one of the pieces of artwork and asked the directors if they wished to entertain such a motion. Ms. Husby made a motion to accept sales of the donated art items as offers are received, with proceeds going back to the Association. Ms. Bessant seconded the motion which carried unanimously. Mr. Sutton thanked Jerry Park once again for his generous donation.

Correspondence consisted of a letter from Diane Freier, who is in favor of the appointment of Niki Tugwell to the Buildings and Grounds Committee. A letter from Pat Ostrom who is in support of the Buildings and Grounds denial of the oak trees’ removal. A letter from Norm Nelson on the use of portable generators – he is opposed to a 10 pm curfew due to so many medical needs. He feels noise is not an issue. And a letter from Alexandra James who states the Board of Directors never thanked the residents for their monetary support of this organization over the years. Mr. Sutton responded that this is true, however, as it may have escaped her notice, none of the Board members are spared from paying their dues either, so thanks to all of us.

There was a letter from David and Linda Mullally regarding pool deck furniture, acceptance of gifts, decoration of the common area, outdoor decorative lighting, and generator use at night. Mr. Sutton noted the common area furniture was discussed in executive session today, and there will be more information coming on that in the future. The Board referred the gift policy back to the Policies and Procedures Committee for further consideration. We have not done anything about outdoor decorative lighting yet, but that will come up. And generator use at night will come up under the policy for the use of generators.

**PRESIDENT’S REPORT**, continued

There was a suggestion that the Board hold a workshop for parking issues. Mr. Sutton entertained a motion to do so. Ms. Baca made a motion to convene a workshop to discuss parking. Ms. Graham seconded the motion which carried unanimously.

Many took advantage of the Booster Shot clinic. We certainly appreciate the efforts by all to remain safe.

Finally, in Executive Session, the Board also approved the filing of a lien on APN 015 347 001 when it reaches the 90-day past due mark next week.

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

Tim & Martha Eaton	Authorized Occupants, Leasing #98
David & Kathleen Mills	Authorized Occupants, Leasing #124

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. Mr. Quinn seconded the motion which carried unanimously.

**6. GENERAL MANAGER’S REPORT:**

- **Sales & Rentals:** Mr. Hedberg announced that there is currently one unit actively for sale and two in contract, pending sale. The total number of sales year-to-date, since the beginning of the fiscal year, May 1, 2021, is 16 sales.

The units rented at this time total 40, out of a potential 75 rental spaces.

- **Miscellaneous Projects:** The General Manager reported that the Grounds crew continues to do vegetation clearing on the perimeter. They are also working on winter storm preparation.

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

- **Financial Statements:** Ms. Graham reported the Finance Committee met on November 18<sup>th</sup> and recommended approval of the October 2021 financial statements, subject to audit. Ms. Baca made a motion to approve the financial statements for the month of October 2021. Mr. Quinn seconded the motion which carried unanimously.

- **Reserve Fund Expenditures:** Ms. Graham reviewed the Reserve Fund expenditures for the month of October: We spent \$4,922.81 on a furnace replacement (paid to member as they paid it up-front); \$436.97 to Home Depot for miscellaneous equipment replacements (a miter saw); \$1,525.61 to Kelly Moore for paint; \$1,546.50 for pressure reducer repairs and \$950.00 for sewer line repairs, both paid to JD Plumbing; and \$699.30 to BID for washer/dryer replacements. Total expenditures for the month of October were \$10,081.19. Mr. Quinn made a motion to approve the October 2021 Reserve expenditures in the amount of \$10,081.19. Mr. Delwiche seconded the motion which carried unanimously.

FINANCIAL REPORT, continued

- **Document Review:** The Treasurer reported that, as required by the Civil Code, she reviewed the accounting documents for October 2021. The President did not have time to review them yet, so the ratification of such will be done next month.

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

- **Buildings and Grounds:** Jeanne Wooldridge reported: “The committee met on Wednesday, November 10<sup>th</sup>. The only request for change or addition to a unit was submitted by the owners of unit 54. They asked for permission to add lattice on top of the fence on the sides of their patio. This request falls within the Architectural Rules and was approved unanimously by the committee.

“Under Old Business, there was a brief discussion about the use and noise level of portable generators that some residents would like to have at their units. This is not an action item of the committee as it has been referred to the Board.

“Under New Business, Ms. Freier said that she has written to the Board recommending appointment of Niki Tugwell to the Buildings and Grounds Committee to fill the open slot left by Ed Lange, who is moving.”

Ms. Bessant made a motion to approve the appointment of Niki Tugwell to the Buildings and Grounds Committee, as recommended. Ms. Baca seconded the motion which carried unanimously.

- **Fire-risk Assessment & Mitigation:** Mr. Quinn reported: “Following the receipt of the fire-risk assessment and mitigation reports of the HCCA’s consultant, Paul Cano, these reports were immediately circulated to the members of the committee for their review. Approximately 10-days following receipt of the last of Mr. Cano’s reports, a meeting of the committee was held on November 3<sup>rd</sup> in which the reviewed reports were discussed in detail by the committee members. After careful deliberation, the committee reached a consensus that portions of Mr. Cano’s report would be useful in support of the committee’s own report, the drafting of which the committee decided to undertake in order to emphasize the HCCA’s specific needs. Delivery of the committee’s final Report to the Board on the HCCA’s most significant fire risk issues is planned for a date prior to the Board’s December 21 regular meeting.

“To date, the draft report has been completed and circulated to the committee members and suggested revisions to the draft report made by the members have been incorporated into a second and nearly final draft of the collaborative report. The report contains precise and specific recommendations for consideration of the Board, which are narrowly tailored to the on-site characteristics of the HCCA’s grounds, structures, and labor resources. The committee proposes that the Report and its recommendations might be a subject of the Board’s deliberations and discussion at the December 21, 2021 Board meeting.”

COMMITTEE REPORTS, continued

- **Policies & Procedures:** Elizabeth Husby, Chair, reported that the committee met and discussed several policies, either in process or on the docket for future meetings. In reference to the Board workshop on Parking, the committee wants to make sure that people with concerns about carports 3 and 6 express their concerns to the Board at that time.

The Policy and Procedures committee is working on developing committee formations and duties. In the new CC&Rs there is no mention of a Finance Committee meeting, and there is no mention of an E&E Committee. Those policies will be presented to the Board in the future.

As far as renters attending and being part of the Board meetings – the law says Board meetings are open to the members of the Association but doesn't say anything about renters. So, we are looking at making a policy that would be inclusive of all [residents], whether they are renters or owners. Bill Quinn drafted a policy, and it has been handed out to the Board members. It should be put on the agenda for the next Board meeting.

The committee is also looking at a donation and gift policy. There have been a lot of nice donations given to the Association over the years, but there is not always a place or the need to accept them. We are also looking at the club reports at the Board meetings. The E&E committee, the Book Shoppe/Library, and the Garden Club are all written up in the Bulletin that comes out every other week. The Policy and Procedures committee is recommending to the Board that those three oral reports be eliminated at the Board meetings. (The Board discussed.) It was noted that it is appropriate for Events and Entertainment to remain, because it is appointed by the Board and is budgeted by the Association. Ms. Husby noted the Policy and Procedures is looking at all committees and clubs to better define them.

- **Employee Benefits & Handbook:** To-date the committee has not met nor scheduled a meeting. They will need to schedule with the company offered through HUB International Insurance that they have asked to help them with the employee manual. They can start with the online survey that the company asks to be filled out in advance. Hopefully, they will meet sometime next week or the week after.
- **Library/Book Shoppe:** Dale Agron reported: Bob Kampwerth is doing an amazing job of the Sunday Night Movie. The Book Shoppe had their 12<sup>th</sup> anniversary which was attended by about 25 people throughout the day. It was a wonderful event, staffed by the great volunteers, netting the Book Shoppe \$63. There are seven Bookies total, including the Board liaison to the Library, Donna Bessant. Five staffing the Book Shoppe and four in the Library. Ms. Agron noted she cannot even get to the thousands of books that have been donated since September.

The Book Shoppe is open every Saturday, when five to ten people come in to browse and buy, and the Library has had about 600 readers since September. Ms. Agron is enjoying meeting and chatting with residents and giving orientations of the Library. The only income the Library uses to buy books is the income from sales in the Book Shoppe.

COMMITTEE REPORTS, continued

- **Garden Club:** Mary Pat Adams reported that there will be a Bake Sale and Jam Fest from 9 a.m. to 1 p.m. tomorrow in Casa Fiesta. She also reported that they had an exchange with the Del Mesa Garden Club that was very helpful.
- **Events & Entertainment:** David Mullally reported that it's been a busy thirty days since the last Board meeting. A lot of you dressed up in your best costumes for Halloween and attended the scary Dracula movie. Stars and Smores was a hit. We saw the moons of Jupiter, the rings of Saturn, and one other planet was partially in eclipse. The Bay Belles performed and shared their wonderful singing abilities. Boomer Humor was a great success (with the second comedian). Boomer Humor was partly sponsored by Mary Young and Linda Mullally. Yesterday we had Gustavo Romero back again with forty-five people enjoying his incredible piano skills.

Coming up December 11 & 12, Saturday & Sunday, is the Home Crafter's Fair & Market, which will consist of 19 residents with their incredible artistic skills, in this room, showing what they can create and offering some of those items for sale as Christmas gifts – and 10% of what they sell will go back to the Events and Entertainment Committee to help fund future events.

Saturday, December 18<sup>th</sup>, we will have our Christmas Luncheon. Dino Vera, who plays at the Cypress Inn, will be there to share Christmas songs with us. Also, Santa will be there, with his elf. Photo ops will be available (bring your phone/camera). We are also going to be having a sing-along with Christmas carols during the week before Christmas. And, of course, New Year's Eve Dinner/Dance with the Firefly Band.

Mr. Mullally thanked Gabby Walters, who made a generous donation to the E&E Committee to help us put on future events.

9. **UNFINISHED BUSINESS:**

- **Leaf Blowers Update:** Mr. Hedberg reported that the top-of-the-line electric blowers are made by E-Go. They blow 145 mph, 600 cubic ft. per minute, using a 56v lithium-ion battery and have a 7.5-amp hour rating. They are \$500, plus an additional \$419 for the batteries needed to use as replacements. This company also makes a cordless battery powered mower for about \$400. There are also hedge trimmers and weed whackers made by the same company. The General Manager proposed we purchase one backpack blower to start with, for approximately \$1,000. The purchase is covered under the Reserve Study. We will eventually need three total and can replace the gas blowers as they wear out, or we can take them out of service. Ms. Adams made a motion to approve purchase of one E-Go backpack blower + batteries for approximately \$1,000 from the Reserve Fund. Ms. Bessant seconded the motion which carried unanimously.
- **Proposed Portable Generator Policy:** The General Manager reported there was no further modification suggested through Buildings and Grounds. The proposed policy states that no gas generators shall be used. There are several generators available that can run on either gas or propane, so the policy limits use to propane only. The propane

**UNFINISHED BUSINESS, Proposed Generator Policy, continued**

tanks can only be (2) 4.7 gallons. The sound rating needs to not exceed 60 decibels (which is probably equivalent to a dishwasher). As far as the time limit goes, the only time generators would be used is during a power outage so using them at night will not be an ongoing problem.

Ms. Adams made a motion to approve the Portable Generator Policy as outlined by Buildings and Grounds. Ms. Bessant seconded the motion. Ms. Husby suggested line 3(a), overall power rating of not more than 3000 watts, be eliminated, as the 60-decibel limit in 3(b) covers it. Ms. Adams amended her motion to eliminate line 3(a). Ms. Bessant seconded. Following additional discussion by the Board the amended motion carried unanimously.

Ms. Baca asked that the items under New Business last month be moved to Unfinished Business. The General Manager commented on them:

- 1) Replacement of Casa Fiesta flooring: The replacement boils down to hardwood or vinyl plank flooring. The Board wants to hear from the Pickleball group, and the General Manager will report back with their preference and the dollar amounts. Ms. Adams also asked that polished concrete be considered as a floor choice
- 2) Replacement of Lobby & Pool furniture: The Board approved a motion in Executive Session to pursue an outside professional designer to replace the Lobby and Pool furniture (which includes outdoor dining furniture).

**10. COMMENT PERIOD FOR MEMBERS:**

- Joanne Boehmer, unit #54, swims in the mornings and, although the pool temperature is reported to be 83 to 85 degrees, another swimmer determined it to be only 78 degrees.

The General Manager noted that the pool heater in the equipment room has a digital display of 85 degrees. In the winter the pool cools and more chemicals, at an increase in cost, will be needed to keep it warmer.

- Connie Winners, unit 299, spoke about the flooring for Pickleball. Bounce and noise are considerations. But the final decision will need to take everyone's needs into consideration.
- Mark Molle, unit 169, suggested porcelain wood plank flooring for the Casa Fiesta.

**COMMENT PERIOD FOR MEMBERS,** continued

- Dale Agron, unit 297, asked the Board how valuable a human life is for someone on life support during a power outage.

Mr. Sutton noted the policy passed today allows for generators to sustain power during an outage.

- Jane Bowles, unit 260, thanked the Board and staff for all their hard work. She likes hearing the committee reports. And she wished everyone a Happy Thanksgiving.

11. **ADJOURNMENT:** The meeting was adjourned at 11:40 a.m., with a motion by Ms. Bessant. The next regular meeting of the Board will be held on Tuesday, December 21<sup>st</sup> 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.