

**HACIENDA CARMEL COMMUNITY ASSOCIATION  
MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Thursday, February 24, 2022  
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

Twenty-one members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:10 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** Ms. Baca made the following revisions to the agenda. Under the Fire Risk Assessment & Mitigation Committee she added “Revision to the ARC Rules on Skylights,” and “Revision to Policy on Tree Planting.” Under Unfinished Business she added a “Status Report on the Annual Review of the 401k Plan.” Under New Business she added “Annual Disclosures,” and the “2022 goals of the Board of Directors.”
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None
4. **APPROVAL OF MINUTES:** The Board considered the minutes of the January 27, 2022, meeting. Ms. Bessant made a motion to approve the minutes of the Board meeting of January 27<sup>th</sup> as submitted. Ms. Adams seconded the motion which carried unanimously.
5. **PRESIDENT’S REPORT** The Board met in Executive Session at 8:30 a.m. Mr. Sutton reported that the Board discussed new hires in Grounds and Security, a resident issue, and adjustments to salary and benefits for employees. Further detail on employee compensation will be discussed in the open budget sessions, the first of which will be held on Wednesday, March 2<sup>nd</sup> at 2 pm in Casa Fiesta.

Comments at the January meeting included a request for signage in Spanish in the recycling areas & laundry rooms (perhaps a sign as well about flushable wipes), Nikki Tugwell brought up Solar Phase III as well as charging stations for electric cars, David

**PRESIDENT’S REPORT**, continued

Mullally brought up the pool area improvements – his ideas to be submitted to the Architectural Review Committee, and Dale Agron thanked management for better lighting but hoped for more. These items will all be addressed.

Correspondence consisted of a letter from Candy Kelly who thanked a number of employees and stated we are all fortunate to reside at Hacienda Carmel. Anne Clark wrote suggesting that when the pool area is improved we add a double railing on the northeast end of the pool, and the pool steps be redesigned to a lower height.

Mr. Sutton announced that in addition to the budget meeting on March 2<sup>nd</sup>, the Board will hold an additional workshop with the Finance Committee on the following Wednesday, March 9<sup>th</sup> (if needed) at 2 pm in Casa Fiesta.

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

Vincent Catania & Ellyn Romelt      Authorized Occupants, Leasing #178

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

**7. GENERAL MANAGER’S REPORT:**

- **Sales & Rentals:** Mr. Hedberg announced that there are currently three units actively for sale and two of those are in contract, pending sale. The total number of sales year-to-date, since the beginning of the fiscal year, May 1, 2021, is twenty-three sales, so it appears we will probably exceed a normal sales year.

The units rented at this time total forty, out of a potential seventy-five rental spaces.

- **Miscellaneous Projects:** The General Manager reported that Grounds is still working on drainage areas and doing more trimming.
- **Compostable Waste:** Mr. Hedberg reported that he met with Elizabeth Hall from Waste Management. She did a site visit at our request and took a tour of the property. In order to facilitate the new green waste program, we will need to have them supply us with 8 green waste barrels (64 gallons each) to be placed beside the recycle bins. The cost to the Association would be \$414 per month, or \$4,966 per year. They will not be enforcing green waste recycling until the year 2024. Mr. Hedberg also noted that the county will be giving away small buckets with handles to accommodate the compostable items.

**GENERAL MANAGER’S REPORT, continued**

- **Other Matters:** Mr. Hedberg also spoke to Ashley McDonnell of HUB insurance recently. The Property and Liability package policy renews May 15<sup>th</sup> and they are now putting it out to market. At least 10 carriers will be approached. The Fire Mitigation committee prepared a report of projects done, projects being done, and projects planned to mitigate for wildfires, which will accompany our application. HUB feels it will add great value to the requests.

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

**Financial Statements:** Ms. Graham reported the Finance Committee met on February 17<sup>th</sup> and recommended approval of the January 2022 financial statements. Ms. Baca made a motion to approve the January 2022 financial statements. Ms. Adams seconded the motion which carried unanimously.

- **Reserve Fund Expenditures:** Ms. Graham reviewed the Reserve Fund expenditures for the month of January 2022. The expenditures included \$402.25 paid to M.J. Murphy for fence replacement materials, \$359.90 paid to EHEAT for a furnace replacement (replaced with 2 Envi heaters), \$435.91 paid to Ace Hardware for 1 E-GO backpack leaf blower, \$2,110.00 paid to Association Reserves for the second payment on the Reserve Study, and \$4,518.92 paid to Sattya Nand for kitchen repairs. Total Reserve expenditures for the month of January were \$7,826.98. Ms. Husby made a motion to approve the January 2021 Reserve Fund expenditures for a total of \$7,826.98. Mr. Quinn seconded the motion which carried unanimously.
- **Documents Review:** The Treasurer reported that both she and the Board President reviewed the bank reconciliations, payables, general ledger, and aged trial balance for the month ended January 31, 2022 and found all to be in good order. Mr. Quinn made a motion to ratify the review of January’s paperwork. Ms. Adams seconded the motion which carried unanimously.
- **Purchase of Investment:** A quorum of members from the Investment Committee who attended today’s Executive Session considered the cash balance in the Reserve Fund, which is anticipated to exceed the FDIC insured amount. They agreed to recommend purchase of another 6-month T-Bill for \$100,000. The Board concurred and Ms. Graham made a motion to approve purchase of a 6-month T-Bill in the amount of \$100,000. Ms. Baca seconded the motion which carried unanimously.

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

- **Architectural Review:** Jeanne Wooldridge reported: “The Architectural Review Committee met on Wednesday, February 9, 2022.

“On the Agenda were seven *Requests for Change or Addition to a Unit*. Five of the requests – from units 200, 233, 96, 162, and 243 – fall within the HC Architectural Rules that are administered by the A/R Committee. The Committee approved each of the proposed changes or additions, including the 4X4 concrete pad outside the gate of unit 96, but did not approve the specific embedded decorative stepping stones.

COMMITTEE REPORTS, Architectural Review, continued

“The Committee recommended the approval of a variance requested by the owners of unit 182 to extend the master bathroom wall out three feet to accommodate a larger shower.” The Board discussed the variance and Ms. Bessant made a motion to approve the variance requested by unit 182. Ms. Husby seconded the motion which carried unanimously.

“The subject of recycling was once again on the agenda under Old Business. Committee members shared their recycling experiences and emphasized their belief that signage in Spanish, in addition to English, will help us comply with the guidelines. Members also expressed their opinion that signs in Spanish are needed in the laundry rooms.” Ms. Baca made a motion to approve the recommendation by the Architectural Review Committee to place signage in Spanish in the Recycling Area and well as in the Laundry Rooms. Ms. Husby seconded the motion which carried unanimously.

“Under New Business, Mr. Hedberg provided information and pictures of possible dining tables, chairs, and chaise lounges for the pool area. The Committee members favor the durable, low-maintenance Polywood brand. Mr. Hedberg will bring more detailed information and pricing to the next meeting.

“Mr. Hedberg also reviewed the purpose of installing hot water recirculation pumps in homes so that any faucet or shower will provide hot water instantly upon demand. There was a brief discussion of the benefits of the pumps. Mr. Hedberg will contact JD Plumbing for more information and report back at the next meeting.

“Next, the Committee discussed the solicitation of bids for the updating of the Casa Central furnishings in addition to the proposal submitted by Reate Design. Multiple names of designers were suggested, and Mr. Hedberg will follow up on the suggestions.

“Board member Sam Womer spoke during the open comment period about the need to get moving on the replacement of the flooring in Casa Fiesta.”

- **Fire-risk Assessment & Mitigation:** Mr. Quinn reported: “The Fire-Risk Assessment and Mitigation Committee met on February 8, 2022, with a full agenda, following a break over the holidays. That agenda included a discussion of the 22-page Report of January 11, 2022, on the fire risk assessment and mitigation strategies for Hacienda Carmel by Irene Damksy, a specialist employed by HUB International. It was agreed by most Committee members that Ms. Damsky’s Report was favorable overall to the HCCA’s interests, since many of its conclusions and recommendations closely aligned with the Committee’s own Report to the Board of December 21, 2021 and will be useful going forward in following its suggestions and recommendations for fire-risk mitigation that are complementary to our own.

“This was followed by a discussion to begin focusing on identifying a grant writer or grant writing firm that can assist the HCCA in obtaining funds to implement the various recommendations and wildland fire mitigation measures identified in the two Reports just mentioned. In furtherance of that goal, a meeting was arranged by the General Manager with Cheryl Einsele who is a professional grant writer and who, with her husband, are Members of the HCCA and residents here. This meeting between our GM, Bill Quinn,

**COMMITTEE REPORTS, Fire Risk Assessment & Mitigation** continued

and Cheryl Einsele was held on Thursday, February 17 in the FDR Room, and its purpose was to engage in a general conversation about grant writing and the possibilities of the HCCA applying to various governmental and NGO entities for wildfire-mitigation grants.

“This meeting was highly informative, and grounds for some optimism regarding our fire-mitigation efforts. Ms. Einsele is a competent and consummate professional with an extraordinary command of the protocols of grant writing, to which one can add that she has numerous (and some large) corporate and municipal clients. She is organized and succinct, and the February 17 meeting was truly a learning experience. Among the subjects discussed during the hour-long meeting were the extent of Ms. Einsele’s willingness to contract with HCCA for our goals of obtaining grants, and the matter of fees. She stated that, should the Board elect to ask her to undertake our effort, she would be willing to take on HCCA as a client. Based on the content and quality of the February 17 meeting, it is hard to conceive that HCCA would be able to identify anyone with grant writing talents that exceed those of Ms. Einsele.

“Following that discussion was another directed toward the initiation of the formal process of achieving, as a goal, a Firewise USA certification for HCCA. Such a certification as a Firewise USA site would be invaluable for both wildfire protection and defense, and for putting the HCCA in a much better position to obtain manageable property insurance premiums. The Chair would like to thank Mary Pat Adams for volunteering to usher the process through the application phase. At this point, the Chair yields the floor to Mary Pat to provide an additional update on the status of the Firewise certification effort.”

Ms. Adams reported that the online application has been submitted, and we are under consideration to be named a Firewise USA Site. This designation looks both backward and forward – at things that we’ve done in the past couple of months, and what our intent is going forward. We were able to go back and recognize all the work our staff has been doing since July, to do all of the recommendations of the Fire Captain that visited HCCA around that time. We were able to use that work to capture those hours and show we do qualify as a Firewise site because we have been proactively working for the last several months, and they also recognize the work that the Committee and the Board has done in meeting, planning, learning, and employing the experts that we have come up with to help us come up with the information that we need. All of that has gone into this application which is now sitting in someone’s office waiting to be approved, and when it is approved, we will get signs posted and we will get a plaque designating us as a Firewise Site. Firewise is a program of the National Fire Protection Agency (NFPA). Their website is NFPA.org. If you go on their site, you will discover that one of the most important aspects of Firewise is the educational component, and we will be taking advantage of that. We have ordered some brochures and are hoping to have a presentation at our annual meeting in June at which the Fire Captain responsible for Firewise in our area will speak.

“Finally, at its February 8<sup>th</sup> meeting the Committee then turned its attention to finding other volunteers to begin work on and completing the various “Short Term” risk mitigation and fire-defense tasks. Completion of these relatively low-cost and simple identified tasks, which should not significantly impact the HCCA’s operating budget, would continue to increase our protection against a wildland fire, and would also indicate an on-going forward progress of our community in directly facing the facts and risks of

**COMMITTEE REPORTS, Fire Risk Assessment & Mitigation** continued

our Wildland-Urban Interface locality and dealing with them competently. These remaining tasks include: a) identification of all existing “firebreaks” within the HCCA campus (1) integrated with a site-specific comprehensive evacuation plan in the event of a wildland fire (2); b) removal of vegetation touching or closely adjacent (within 10’) to all PG&E utility poles within HCCA transmitting electricity; c) determining if HCCA’s groundwater could be utilized to fight wildland fires via wellheads by installing adapter fixtures for firefighter hoses; d) fireproofing, to the extent possible, all fuel storage tanks within HCCA campus in order to prevent or preclude ignition and/or explosion during a wildfire; and e) addressing and fortifying the two most critical-risk areas for wildfire intrusion into the campus of the HCCA – the northwest and southwest corners. Good headway was made by the Committee on these fronts, and work on them will continue with commitment as the next fire season approaches.

“Within a few days following the Committee’s meeting, the HCCA was contacted through the General Manager by HUB International, which requested a listing of the Association’s priority fire-mitigation projects together with a prospective timeline in which those projects would be completed. The General Manager referred HUB’s request to the Committee, which then set about to create such a list and timeline following closely the same “Short Term” risk mitigation and fire-defense tasks set forth in our December 21, 2021, Report. A draft document listing these priorities with timelines attached circulated among the Committee members, and once all had concurred as to the contents and time frames, the document was finalized and sent to HUB International through the General Manager. HUB’s stated purpose for requesting this list was to append it to the RFPs that it sends to insurance underwriters to allow them to see first-hand the proactive and ongoing efforts the HCCA is making toward protecting its assets from a catastrophic wildland fire. With any luck this list, which underscores an obvious communal concern about fire-risk issues, might induce either more insurers to offer coverage, or even offer coverage at a minimal increase in premiums. This list will also put the HCCA in a radically improved posture from the situation we faced with insurance underwriters exactly one year ago.”

Mr. Sutton added that there are two policies that have been modified as a result of the Fire Risk Assessment & Mitigation Committee’s work, and those are the Association’s tree policy and the policy on skylights. Ms. Baca noted that the current policy on trees is two-part. Although she would like to move to approve the Tree Planting Policy, she also asks that the Board address the Tree Removal portion of the policy so that the language in both pieces conforms. Mr. Quinn felt that the Board should look at the Tree Removal portion of the policy at another time, and felt it is important to approve the modifications to the Tree Planting portion in a timely manner. Ms. Baca made a motion to approve the recommendation to modify the Hacienda Carmel Tree Policy as regards to tree planting. Ms. Adams seconded the motion which carried unanimously. [The proposed revision to the Tree Planting portion of the policy is attached to these minutes as Appendix I.]

Likewise, the Fire Risk Assessment & Mitigation committee recommended modifying the skylight policy, which is part of the Architectural Rules. Ms. Baca made a motion to approve the Skylight Policy as submitted, as it relates to the Architectural Rules. Ms. Adams seconded the motion which carried unanimously. [The proposed revision to the Skylight policy is attached to these minutes as Appendix II.]

COMMITTEE REPORTS, Fire Risk Assessment & Mitigation continued

- **Policies & Procedures:** Elizabeth Husby, Chair, reported:

The committee received a letter with a request to look at the lighting policy at Hacienda Carmel. They feel it is more appropriately undertaken by the Architectural Review Committee and so handed over the request.

The committee's first draft of a proposed annual Board procedure was read by Ms. Husby: "Monthly Review of Accounts. Each year, at the regular meeting of the Board of Directors in June, the Board shall: 1) Review the requirements of Civil Code Sections 5500 & 5501. 2) Pursuant to Section 9.4 of the bylaws, Special Appointments, determine if assistant officers are required to carry out the financial affairs of the Association. 3) Pursuant to 7.11 (f) of the bylaws, Monthly Review of Accounts, appoint a subcommittee of the Board consisting of the Treasurer and one other Board member to perform the monthly review of accounts." Mr. Sutton felt that the title of the policy is misleading and suggested "Annual Appointment of Directors to Review Financial Accounts." Ms. Husby made a motion to approve the procedure as drafted, with the name change. Ms. Adams seconded the motion which carried unanimously.

Ms. Husby read the second draft of a proposed annual Board procedure: "Annual Evaluation of Independent Auditors. Each year, at the regular Board of Directors meeting in July or August, and in conjunction with the acceptance of the audited financial statements and auditors' report for the previous fiscal year, the Board shall evaluate the performance of the auditors. If, by a majority vote of the Board, the auditors' performance is deemed satisfactory, the minutes shall so state, and the auditors shall be retained for the current year's audit. If a change in auditors is deemed warranted, the Board shall proceed in sending out Requests for Proposal in accordance with the HCCA Policy for Hiring of Outside Contractors for Special Projects." Ms. Husby made a motion to approve the procedure on evaluation of Auditors. Mr. Quinn seconded the motion which carried unanimously.

Ms. Husby read the third draft of a proposed annual Board procedure: "Appointment of Ad Hoc Audit Subcommittee. Each year, at the regular Board of Director's meeting in May, the Board shall appoint an Ad Hoc Audit Subcommittee. For purposes of continuity, the subcommittee shall comprise three of the six directors whose terms in office do not expire in June. The subcommittee shall meet with the auditors during fieldwork. The agenda for the meeting with the auditors shall include an overview of the audit process to be presented by the auditors and a discussion of the client representation letter, as well as any other pertinent matters pertaining to the current year under audit." Ms. Husby made a motion to approve the procedure on Appointment of an Ad Hoc Audit Subcommittee. Ms. Graham seconded the motion which carried unanimously.

- **Employee Benefits & Handbook:** Fran Baca reported that the committee is still waiting to hear from the HR services provided through HUB International on a re-write of the employee handbook.
- **Events & Entertainment:** David Mullally, Chair reported: Since the last Board meeting, we have had the Sun Sign luncheon for Aquarius, which was held on February 3<sup>rd</sup>. On February 13<sup>th</sup> we had the Cypressaires, the male harmony chorus. We had 40 people attend this special Valentine's presentation. On February 14<sup>th</sup> we had our Employee Appreciation Luncheon. We had a card prepared by Lori Muender to present

**COMMITTEE REPORTS, Events & Entertainment, continued**

to the employees, that over 100 residents signed, to thank the employees for what they do for us every day. The E&E Committee provided pizza, Connie Winners baked homemade cookies, and Jeanne Wooldridge got two gallons of ice cream to go with the cookies. Also, on February 14<sup>th</sup> we had our first Hacienda Bandstand. It was in the West Room at 4:00 with rock and roll videos and hors d'oeuvres. It was well received, and we plan on doing it again soon.

Bingo occurred again February 17<sup>th</sup>. Going forward in March the cost will be \$5.00 per card to make Bingo self-supporting so we can continue to provide cash prize money for the winners. Also, we had a very wonderful contribution to the E&E Committee of \$500, thanks to the organizational skills of Fran Baca and the Superbowl fans.

Upcoming events include Monday Mingle on February 28<sup>th</sup>, and on March 28<sup>th</sup> Las Vegas comes to Hacienda. We will be having our Casino Night again featuring Roulette, Wheel of Fortune, Texas Holdem, and Blackjack. Then on April 17<sup>th</sup> (Easter) we will be having our Doggie Parade. All those residents who would like to share their dogs with the community should provide information on their pet to David Mullally, and he will be able to present your dog on the day of the parade, to be held on the Bowling Green. Then on Mother's Day we will be having the Patio Tour. We already have a number of residents who have signed up to share their patios with the community. If you would like to do the same, please let David Mullally know as soon as possible.

- **Garden Club:** Pat Ostrom reported: "Garden members are planning for their garden boxes as well as tending them. Meyer lemons are being harvested. The orchard irrigation system is being checked and maintained. A Greenhouse Tutorial occurred last Saturday morning, presented by garden member Norm Nelson. Sunday Gathering participants are being warmed up during the winter hours, 3:30 to 5:30 p.m. by a recently purchased Hacienda Carmel Garden Club patio heater."
- **Library/Book Shoppe:** Dale Agron, Chair reported: Things are going quite well with the Library and Book Shoppe. Our membership is doing quite well returning books promptly and neatly filling out the sign-out cards. Ms. Agron extended her profound thanks to those bookies who have been volunteering extra time reorganizing and reshelving books in the Library and in the Book Shoppe. The Book Shoppe has been reorganized into alphabetical order with new signage, to make it easy to find what you are looking for. Ms. Agron thanked Pat Little Auguston and Liz Banks for reorganizing the Book Shoppe. In the Library, our Liaison Donna Bessant and two of the Library volunteers did an entire workday and did an incredible job of reorganizing and re-labeling the biography section.

There are beautiful new shelves above the book bin, thanks to our General Manager and the Maintenance crew. We had a lunch meeting and will have another lunch meeting sometime in the Spring. Thanks to all of our residents for the nice comments on all of the reorganizing efforts. Many people have commented on how nice it looks.

Both the Library and the Book Shoppe desperately need more volunteers. Call Dale Agron (7797) if you would like to volunteer.



9. **UNFINISHED BUSINESS:** The General Manager reported:

- **Update on Electric Leaf Blowers:** David Mora has been using the new electric leaf blower for about a month now. He has reported when it is used on full power (which is needed) the battery lasts about 20 minutes. So, it looks like we will need to purchase several more battery packs. Other crew members will try it as well so that we can get additional feedback
- **Status of Utility Cart:** Mr. Hedberg reported that the purchase order has been executed on the new utility carts, but we may not see the carts until September (supply issues). The Transportation cart should arrive within the next two weeks.
- **Status of Solar Phase III:** Although we have gone ahead with some of the preparations for Solar Phase III (the necessary roofing on the remaining carports), the Board made a decision to hold off on it due to fiscal responsibilities. Ms., Baca suggested it be tabled until the '22-'23 Board year.
- **Casa Fiesta Flooring:** The General Manager met with another vendor yesterday. We are looking at vinyl plank. Hopeful to have the three necessary bids ready for the next Board meeting.
- **Pool Deck Furniture:** The General Manager reported that the Architectural Review Committee considered two different types of dining furniture for the outside seating area. Polywood is high density recycled plastic. It never has to be painted and is UV protected. It has a 3-year commercial warranty but should last for 10-15 years. The cost is \$1,695 per set. The other type of table and chairs is imported acacia wood. It would require annual maintenance and there is some concern about it not being commercial quality. Acacia wood dining sets are \$470 each.
- **Casa Central Lobby Furniture:** Mr. Hedberg reported that we have already received a proposal from Reate Design and the Architectural Review committee was tasked with coming up with two additional designers for the furniture, lighting, and décor in the Lobby. They gave two names and the General Manager contacted both. The first designer was familiar with the remodeled Dining Room and liked it very much and wouldn't feel comfortable coming in on the heels of another designer who had already done flooring and paint. She declined to submit a proposal. The second designer also declined to submit a proposal as she would not be available to take the project on.

Mr. Sutton asked for a motion to take action on the existing proposal. The Board discussed the issue and asked that it be put on the agenda of Wednesday, March 2, 2022.

- **Casa Amigos Room Remodel:** It was a recommendation of the Finance Committee to take one room in Casa Amigos and refurbish it with the aim of increasing occupancy. Mr. Hedberg asked for Board direction on how to proceed. Mr. Sutton felt that it is not a high priority item at this time but was reminded that the Board approved the remodel for an amount not to exceed \$5,000.

UNFINISHED BUSINESS, continued

- **Parking Workshop**: Mr. Sutton asked for the membership's patience as this item works its way to the top of the list.
- **Reserve Study for FY 2022-2023**: At the last meeting the Board was presented with the Reserve Study for fiscal year 2022-2023 but did not approve it. Ms. Adams made a motion to approve the Reserve Study for fiscal year 2022-2023. Ms. Baca seconded the motion which carried unanimously.
- **Annual Review of 401k**: Ms. Baca noted that this will be part of the annual budget process and there will be a comprehensive report on it at one of the upcoming meetings in March.

10. **NEW BUSINESS**:

- **Replace Chair of Architectural Review Committee**: Diane Frier recently resigned as Chair of the Architectural Review Committee. Ms. Baca made a motion to approve appointment of Donna Bessant to fill out the remainder of the committee year, and to appoint Elizabeth Husby Ex-officio to the committee. Ms. Adams seconded the motion which carried unanimously.
- **File Storage for Board Documents**: Mr. Sutton noted that the Board members require a place to keep their Board documents, preferably in a fire-resistant file. This could be part of the office expense in the Reserve Fund.
- **Change of Meeting Times**: The Board discussed possibly changing the times of the Board Meetings. Ms. Graham suggested occasionally holding a meeting at 4 p.m. No conclusions were made, and the item was to be put into Unfinished Business next month.
- **Appointment of Nominating Chair**: It was noted that under the new election rules a Nominating Committee is not required. The Board discussed what the election rules and Bylaws say on the subject and Elizabeth Husby suggested Connie Winners be nominated as Chair of the committee, and to gather other members of the committee as needed. Mr. Sutton noted there is currently nothing in the documents to prevent a renter from serving in that position. Ms. Adams made a motion to appoint Connie Winners as Nominating Committee Chair. Ms. Husby seconded the motion which carried with seven directors voting in favor, one opposed, and one abstaining.
- **Approval of Election Timeline**: The Board considered the proposed 2022 Election Timeline. Friday, February 25<sup>th</sup> the Notice of Election goes out to all members. Monday, March 21 (corrected to March 25<sup>th</sup>) is the deadline for receiving nominations. April 22<sup>nd</sup> will be the Candidate's Forum, and then on April 25<sup>th</sup> the ballot packages go out to eligible members. Friday, June 3<sup>rd</sup> is the deadline for returning the ballots, and Monday, June 6<sup>th</sup> is the Annual Membership meeting and tabulation of the ballots.

**NEW BUSINESS, Approval of Election Timeline, continued**

The Board discussed the election timeline, and the unique qualities of this year's election. All nine seats are up for election this year. The three candidates receiving the highest number of votes will serve a three-year term. The three candidates receiving the second highest number of votes will serve a two-year term, and the three candidates receiving the third highest number of votes will serve a one-year term.

Instead of the traditional biographies that candidates turned in in the past, there is a form that will be made available. An Inspector of Elections will be appointed in March, and anyone who is interested in serving in that capacity should contact the General Manager.

Mr. Quinn made a motion to approve the Election Timeline, with the only corrections being the March 25<sup>th</sup> deadline for receiving nominations, and addition of Appointment of Inspector of Elections on March 24th. Ms. Baca seconded the motion which carried unanimously.

- **Annual Disclosures:** Under the newly approved procedures, the Annual Disclosures should have been on the agenda for February. In addition to the updated disclosures from last year, there would be two new disclosures added this year. One of them would be long-term commitments, which would go under Outstanding Loans on Page 1. And the other is the disclosure of the Reserve Fund deficit added to the Reserve Disclosure. The disclosures will be reviewed at the next Board meeting.
- **2022 Goals of the Board of Directors:** The Board has been working on a lot of things this year, as is evidenced by the progress of the committees (Fire Mitigation, Policies and Procedures). In summarizing all of this the Board has come up with five goals – a more in-depth discussion of which will occur at the next meeting. Goal#1: Develop a long-term plan for items not on the Reserve Fund. This includes assessing and renovation of the wastewater sewer system, interior landline telephone lines, water use, solar storage panel possibilities, development of a Solar III plan, [and the] ageing smoke/CO2 alarm system. With written goals and a timeline for achieving those goals. Goal#2: Schedule the workshop for Parking, already on the agenda. This would be the development and full revision of Hacienda's carport parking policy including electric vehicle charging stations. Goal #3: Fire mitigation. Develop a timeline for accomplishing the tasks and goals outlined in the report (being the report that was adopted and approved by the Board at the December 21<sup>st</sup> open meeting). Goal #4: Complete the work of the executive committee assigned to the Employee Handbook. Once we get the draft of the employee handbook from HUB it will include review of the draft and making additional changes as needed, prepare job descriptions for all employees, prepare yearly evaluation procedures for all employees, address succession planning for all supervisors, and evaluate the new paid benefit plan. Goal#5: To develop more effective communication between the Board and the General Manager, and between the Board and the membership.

**NEW BUSINESS, Approval of Election Timeline, continued**

**11. COMMENT PERIOD FOR MEMBERS:**

- John Hale, unit 158, would like to see Board meeting held later in the evening and would like hors d'oeuvres and wine served.
- Bill Bennett, unit 227, asked if the fire mitigation work has an impact on our insurance.

Mr. Quinn explained that we will attach our statement with the application going to all underwriters. Our broker suggested it might attract other carriers.

- Dale Agron, unit 297, spoke about the echo in the dining room and about housekeeping needed in the lobby. She has family staying in the Guest House apartment and they are happy with it.

**12. ADJOURNMENT: The meeting was adjourned at 12:42 p.m. The next regular meeting of the Board will be held on Thursday, March 24<sup>th</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.**