

**HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, July 28, 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. Joan Murray, Director
Mr. Bill Quinn, Director
Mr. Rex Young, Director
Mr. Robert Hedberg, General Manager
Ms. Jeanne Mileti, Recording Secretary

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

1. **CALL TO ORDER:** The open meeting was called to order at 10:05 a.m. by Art Sutton, President. Mr. Sutton announced that Mark Sconyers has resigned from the Board for personal reasons. The Board will follow the Bylaws in finding a replacement, and a form to volunteer for the position will be available following this meeting. Also, Donna Bessant has resigned as Architectural Review Committee Chair. The Board will be discussing a replacement under New Business.

2. **REVISION OF AGENDA:** Ms. Baca requested the minutes be removed from the Consent Agenda, pending proposed corrections. Item iv under “Financial Report,” Report of annual financial audit for year ending 4/30/22, should be changed to “Approval of annual financial audit for year ending 4/30/22,” be removed from the Consent Agenda, and added to the Ad Hoc Financial Audit Committee report on Page 2 as item #2. On Page 3, under Unfinished Business, add item C “Written Reports.” Mary Pat Adams noted that item 8 (a) Paul Carriere, acting Chair, will report for the committee. Under item 8 (Committee Reports) (f) (Policies & Procedures) we can remove #2 (Proposed Board procedure for Annual Appointment of Nominating Committee.) Fran Baca asked that under 8 (c), (Financial Audit Committee) add #3 regarding the non-finalized May Financial Statements. Mr. Quinn asked that under 8 (e) (Fire Risk Assessment & Mitigation Committee), given that we are now doing something new with respect to committee reports, he would like to reserve the ability to make a few recommendations, in the form of motions, that came out in the last Fire Risk Mitigation Committee meeting. Mr. Sutton clarified that committees will be asked to make a presentation of their reports and written reports can be turned into the Recording Secretary.

3. **MEMBER COMMENTS ON AGENDA ITEMS:** None.

4. **CONSENT AGENDA:**

a. **Occupancy Applications:**

Jay Zimmer & Rochelle Blank Authorized Occupants Purchasing Unit #63
Bruce & Pearl Harr Authorized Occupants Purchasing Unit #206

b. **Sales Activity & Rental Report**

2 units in contract, pending sale. 4 unit sales since May 1, 2022. Current number of rentals is 42.

c. **Financial Report:**

- i. Review of non-finalized Financial Statement for June 2022
- ii. Approval of Reserve Fund Expenditures for June 2022 total \$37,868.91.
- iii. Verification of bank reconciliation & check register review for June 2022.
- iv. Reinvestment of \$150,000 CD which matured July 7, 2022.

Ms. Adams made a motion to approve the Consent Agenda. Mr. Quinn seconded the motion which carried unanimously.

5. **APPROVAL OF MINUTES:** The Board considered the minutes of the June 23, 2022 Regular Board meeting. Mr. Young noted that on pages 6 & 7 the same committee name was carried over on the headliner and suggested committee names be dropped from such. Ms. Baca stated that on page 2, item 5 (b), it should read “number of rentals. . .” Also, starting on Page 8, Appointment of Committees & ExOfficios, it should be added that we appointed Joanne Sarrica Chair of the Events and Entertainment Committee, and Joan Murray Ex-Officio of the same. And under the same section on Page 9, (Fire Risk Assessment) it should read, “Mr. Sutton asked for a volunteer from the *Architectural Review Committee*. . .”

Ms. Adams made a motion to approve the June 23, 2022 Board Meeting minutes with the changes as stated. Ms. Baca seconded the motion which carried unanimously.

6. **PRESIDENT’S REPORT:** The Board met in Executive Session at 8:30 a.m. Mr. Sutton reported that in Executive Session the Board discussed new hires, which will be reported upon by the General Manager. They discussed two concerns regarding residents. They also approved contracts for two new utility carts and some asphalt work. A proposal for pool furniture from Reate Design was referred to the Architectural Review Committee for further consideration.

Member comments from the last Board meeting included a comment from Linda Mullally who requested we consider further use of drought resistant plants, electric leaf blowers, and Casa Amigos bed linens. Mr. Sutton reported that each of those items are being given serious consideration. The next comment was from Mary Lou Donegan. She invited residents to look at the Casa Amigos guest rooms and asked that the Reserve Fund expenditures be printed on the agenda. Mr. Sutton explained that we need to be cautious about looking at the Casa Amigos rooms. This poses an issue with keeping the rooms clean. If you would like to look at the guest rooms, please contact the General Manager. The Reserve Fund expenditures are included each month on the Financial Statement. The final comment last month came from Jeanne Wooldridge who requested plants in front of 260, 261. That has been done.

PRESIDENT’S REPORT, continued

Mr. Sutton reported that correspondence consisted of a letter from Alexandra James about employee participation in the 401k. Mr. Sutton explained that there are errors in her assumptions. All employees participate in the 401k. A second letter from Alexandra James regarded an exchange with the General Manager. This was handled in Executive Session as a personnel matter. There was a letter to a resident from management, regarding an expired auto registration. Mr. Sutton reminded residents that the governing docs require all vehicles parked on the property to have a current registration. (They should also have a Hacienda Carmel sticker) There was a letter from Jane Bowles regarding the plants in front of her unit. That work has been completed. A letter from Hanne Meyers about renaming the Art Studio after June Poe. That will be considered as new business at next month’s meeting. And there was a letter signed by several residents regarding putting adjustable window coverings behind the stage. This will be turned over to a committee and hopefully the Board can address this next month.

There were two letters from Pat Parrish and Wendy Bates & Valerie Fern concerning the new hose stations at the standpipes on the berm, which were recently installed. Both objected to the high visibility of these from their units. Mr. Sutton noted we will be contacting the fire authorities to see if anything can be done, such as lowering the signs, however, these need to be visible to fire crews in a low visibility wildland fire setting.

7. GENERAL MANAGER’S REPORT:

- **Miscellaneous:** The General Manager reported that the floor in the storage room in Casa Fiesta has been completed by our maintenance crew. There were three coats of epoxy applied. They also improved the lighting in that area by installing LEDs.

The lobby refurbishment is progressing. Reate Design is researching and developing the design concept and have requested early approval of the lighting. The proposed lighting carries forward the same design used in the Dining Room. Recommended by both the Architectural Review and Finance committees, it will be presented today under the Financial Report.

The flooring in Guest Room 301 has been replaced by the maintenance staff and looks quite nice. They will be doing the same in the adjoining room, 302. We were able to purchase the flooring for only \$3 per square foot. Mr. Hedberg noted he is awaiting quotes on the platform bed frames and furniture. We have ordered the new bedding for all rooms, which will use the triple-sheet method. We are purchasing anti-microbial down-alternative blankets and bed scarves. Once received all bed linens will be changed out.

As reported by the President, the Board approved this year’s asphalt contract with Golz Construction. The cost is \$28,750 for this year’s scheduled work, which includes replacing the concrete in the outdoor parking area alongside of Carport 1, replacing the valley drain and 18 ft. of the concrete walkway, and sealing and striping an additional parking area. Additionally, they will be sealing and striping the areas that were replaced last year for an additional \$4,240. Total amount of the contract is \$32, 990. Work will be done in August.

GENERAL MANAGER’S REPORT, continued

If you are a berm walker you have noticed the hose installations at the standpipes, the initial installation of which has been completed. Three of those stations have plastic bags over the signage. That is to indicate that those stations are not yet in service. The one at the south west corner does not have a stand pipe, so that will be a separate project.

The General Manager noted we have postponed purchase of a shuttle van for two years, hoping we could purchase an electric model. Unfortunately, Ford is not planning to produce an electric passenger van for some time, therefore, we may need to purchase a gas model. The only comparable electric van model is Mercedes Benz, which is a considerably higher price. Ms. Graham made a motion to ask the General Manager to research gas passenger van models and amended the motion to include quotes from three different dealerships. Ms. Baca seconded the motion which carried unanimously.

We continue to monitor vehicles on the property, both to distribute Hacienda Carmel stickers and for current registrations. Jason Barnes, security, will be following up on his Monday shift.

Grounds has requested replacement of a storage cabinet in the shop area that can be utilized to store parts for sprinklers, etc. They would like a 48” locking cabinet which costs \$1,000 including shipping and tax. Ms. Adams made a motion to approve purchase of a locking cabinet for the Grounds Department in the amount of \$1,000, monies to be expended from the Reserve Fund. Mr. Quinn seconded the motion which carried unanimously.

The General Manager noted he mentioned last month that we no longer had need of the portable dance floor, with the replacement of the flooring in Casa Fiesta. He was able to find a buyer – Chic Party Rental – who purchased it for \$2,500. The money will be deposited into the Operating Fund as miscellaneous income.

We returned the Polywood outdoor dining set for a full refund.

The memorial bench for Agustin Corres is on order and should be received in a couple of weeks.

The food disposal program through Waste Management is to start in the kitchen next week. They assure us that further down the road they will start the residential program of the same for all residences here.

As of next Monday we will be fully staffed again. Nancy Conti started yesterday and will take over the Saturday, Sunday daytime, and Monday, Tuesday evening shifts. Antonio Morales started in Grounds and is doing a fantastic job. And a new employee, Santos Trinidad, will start on Monday.

GENERAL MANAGER’S REPORT, continued

- **New Board Member:** In compliance with the Bylaws, Director Mark Sconyers resigned from the Board in writing as of July 16, 2022. Section 5.17.2 of the Bylaws states the vacancy may be filled by approval of the Board of Directors. There will be a form available in the information center in Casa Central that any member interested in filling the vacancy on the Board may complete and return to the Board of Directors. Additionally, the vacancy will be posted on the Association Bulletin Board. Mr. Sutton asked for a motion to set a time limit for members to apply. Mr. Young made a motion that the Board seek replacement of a director by having members utilize the form provided in the information center, to be submitted to the Board by August 15th. Ms. Graham seconded the motion which carried unanimously. The Board will appoint a new director at the next regular Board meeting, drawing from those members who apply.

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

- **Renewal of Health Insurance:** Ms. Graham reported that at the meeting last Thursday, the Finance Committee was given a full presentation of the health insurance renewal by our broker from HUB International. The policy renews September 1, 2022. The committee recommends that the current policy with United Healthcare be renewed at an increase of 6.6%. The deductible in the policy goes up this year from \$1,750 to 1,950 per individual. She noted most medical policies are renewing at double digit increases and we budgeted 13% this fiscal year. The monthly premium would be \$14,758. Also renewing are the vision, dental & life insurance policies with a \$122/mo. increase on dental only. Ms. Adams made a motion to accept the recommendation of the Finance Committee and to approve renewal of the United Healthcare and auxiliary policies. Ms. Murray seconded the motion which carried unanimously.

- **Renewal of Business Policies:** The commercial policies renewing August 1st are the Golden Bear Liquor Liability policy, which has an increase of \$125 for the year; the Cyber Liability policy, which has an increase of \$621; and the Directors & Officers/Employee Practices Liability, which has no increase. Renewing September 1st is the Crime & Fidelity policy through Travelers which, even though we increased the ERISA Bond from \$150,000 to \$250,000 (to accommodate the 401k), has no increase in premium. Overall increase for all four policies is 6.2%. Total renewal premiums are \$12,747. The committee recommends renewal of all five policies. Ms. Adams made a motion to approve the renewing business policies as recommended by the Finance Committee. Ms. Murray seconded the motion which carried unanimously.

- **Bridge Estimate Proposal:** Ms. Graham explained that we have located a company to give us an updated estimate on the replacement cost of our bridge. This is to assist us in insuring the bridge for a realistic amount. The proposal was made by Mark Thomas company in the amount of \$5,500. The Board discussed the proposal and Ms. Adams made a motion to approve the proposal if we can be assured that the estimate will still be accurate if we had to replace the structure completely. Mr. Delwiche seconded the motion which carried unanimously.

FINANCIAL REPORT, continued

- **Lobby Lighting:** Ms. Graham reported that the committee also recommended purchase of the chandeliers and sconces for the Lobby that will match those installed in the Dining Room. The proposal is through Reate Design and the amount is \$6,654.64. Ms. Adams made a motion to approve purchase of the lighting fixtures for the Lobby in the amount of \$6,654.64, monies to be expended from the Reserve Fund. Mr. Young seconded the motion which carried unanimously.

9. COMMITTEE REPORTS: The following committees had reports:

- **Architectural Review:** Paul Carriere, Acting Chair, reported – The committee met on July 13th and discussed a number of requests made by members: **Unit #150** – requested approval to replace existing front entry door with a style in accordance with HCCA Architectural Rules. **Unit #123** – requested approval to remove existing concrete patio slab & tile and replace with new concrete pavers. **Unit #220** – requested approval to install additional 98 square feet of concrete to existing patio. **Unit #221** – requested approval to replace existing single-pane windows with new dual-pane windows per HCCA Architectural Rules. **Unit #240** – requested approval of the following: (1) Replace existing single-pane windows with new dual-pane windows per HCCA Architectural Rules. (2) Remove corner wall & pony wall in kitchen. (3) Relocate & replace existing electrical panel. (4) Add gas line in kitchen area by a licensed contractor to accommodate new gas range. **Unit #164** – requested approval to replace existing patio shed with new 28 square foot shed in accordance with the HCCA Architectural Rules. All requests fell under the purview of the committee and were approved.

Additionally, **Unit #104** – requested approval to remove an existing tree within the patio area in accordance with the Tree Policy. The committee approved the request to have the tree removed and to have the cost split between the unit owner and Hacienda Carmel.

Unit #42 – requested approval to have a large shrub planted to hide the view from her patio of new fire hose station adjacent to the berm. The request was denied by the committee and an appeal was made to the Board. Mr. Quinn made a motion to affirm the decision by the Architectural Review committee to deny planting of the shrub. Ms. Adams seconded the motion which carried unanimously.

Unit #182 – requested approval of a variance to paint the exterior surface of their patio gate charcoal gray. Mr. Carriere noted he walked throughout the property and found over two dozen gates painted various colors. The committee recommends approval. Ms. Adams made a motion to approve the exterior gate color for unit 182. Ms. Baca seconded the motion which carried unanimously.

Ms. Graham made a motion to direct Architectural Review to develop a gate policy in the Architectural Rules, similar to the policy on front doors. Ms. Baca seconded the motion which carried unanimously.

Mr. Carriere reported that the committee additionally discussed the vaulted ceiling that was sent back to the committee and found no reason to deny the request. He elaborated that determining the reason for poor air quality is tricky. One cannot pinpoint the precise culprit, The committee researched the building codes and determined that there

COMMITTEE REPORTS, Architectural Review, continued

must be one square foot venting for 150 square feet of attic. In these buildings there are four vents on each unit, and a side vent, which complies with the building code. Ms. Adams made a motion to approve the original request from unit 220 to remove the existing ceiling and create a vaulted ceiling in the kitchen and living room. Ms. Baca seconded the motion and it carried with six directors voting in favor, two opposed.

- **Events & Entertainment**: Joanne Sarrica, Chair, reported: “The Events and Entertainment Committee’s financial report for the period May 1 through July 26, 2022, is as follows:

“We started the year with a budget of \$6,000. We have received contributions in the amount of \$310.00. Our year-to-date expenses included \$476.51 for the Memorial Day Event, \$19.99 for Netflix, and \$63.07 for the Art Group reception. Total expenses were \$559.57. Which left us an ending budget balance of \$5750.43. (The expenses for the Fourth of July event have yet to be compiled and will be reported to the Board of Directors in August).

“The HC 60th birthday party is August 13th. We promise you a grand celebration and a wonderful time. Save the date. Details will be posted soon. There will be a wonderful display of HC photos from over the past 60 years in the foyer prior to the 13th

“Check the biweekly bulletin for more on the 60th birthday and ongoing activities.”

- **Ad-Hoc Audit Committee**: Fran Baca reported: “The board has received the final audit report and financial statements. We have received an unqualified opinion which is the highest level of assurance the auditors can give regarding the fair representation of our financial position and operations for the year ended 4/30/22. I have reviewed the financial statements including all the footnote disclosures and I recommend the membership does the same and lets the board know if there are any questions.”

Ms. Baca made a motion that the Board approve and accept the audited financial statements for the year ended 4/30/22. Ms. Murray seconded the motion which carried unanimously.

1. “In June, the board approved the “non-finalized” May financial statements as part of the consent agenda subject to audit. The year end audit journal entries were recorded effective April 30, 2022 and the books were closed. On May 1st, the balance sheet accounts were brought forward, that is the ending balances on April 30th are the beginning balances on May 1st, and the income statement on May 1st starts from scratch. The income statement is not affected by the audit entries. The balance sheet accounts that were affected by the audit entries are Member Assessments, Prepaid Expense, Prepaid Taxes and Accounts Payable. These four accounts have been reconciled as of June 30, 2022, and it is not deemed necessary to go back and restate the non-finalized, interim May statements.”

COMMITTEE REPORTS, Ad-Hoc Audit, continued

Ms. Graham made a motion that the Board approve the May 2022 statements as previously stated. Mr. Delwiche seconded the motion which carried unanimously.

2. Proposal to retain the current auditors for the year ending 4/30/23.

“While the audit committee was disappointed that Mila Krasnova, the audit partner, was unable to attend the audit committee meeting, nothing came to the attention of the committee during the audit process that would indicate a need to change audit firms.”

Therefore, Ms. Baca made a motion that the Board retain Levy, Erlanger & Company LLP to conduct the audit for the year ending 4/30/23. Ms. Adams seconded the motion which carried unanimously.

- **Employee Benefits & Handbook**: Fran Baca reported:

1. “In June, the most recent revision of the employee handbook was distributed to the board of directors for their input. A copy was also posted on the bulletin board for review by the membership. The committee has received input and recommendations from Bill Quinn, Mary Pat Adams, Rex Young and Jeanne Mileti. To the extent deemed appropriate and applicable by the committee, the suggestions and recommendations have been incorporated into the final draft. The employee handbook is now ready to be forwarded to Guardian HR Services for final review.”

To that end, Ms. Baca made a motion that the Board of Directors approve and adopt the final draft of the employee handbook with an effective date of 9/1/22 pending final review and recommendations from Guardian HR Services. Ms. Graham seconded the motion.

After discussion, Ms. Baca modified her motion as follows:

I move that the Board of Directors submit the most recent draft of the employee handbook with an effective date of 9/1/22 to Guardian HR Services for their review and recommendations, and that when the recommendations are received from Guardian HR Services, the board schedule a workshop to consider said recommendations and review the employee handbook in its entirety prior to final approval. Ms. Graham accepted the modification of the motion as second. The motion carried unanimously.

2. “The subject of tipping has been removed from the employee handbook and is not addressed in our governing documents. It has long been understood that residents are not expected to tip employees for services during the year but are encouraged to contribute to the Employee Holiday Fund. The committee believes that the subject of tipping should be addressed in the Welcome to Hacienda booklet which was approved in November 2020.”

To that end, Fran Baca made a motion that the Board direct the Policies and Procedures Committee to review the Welcome to Hacienda booklet and recommend revisions to said booklet including a section on the subject of tipping. Ms. Adams seconded the motion which carried with seven voting in favor, one abstention.

COMMITTEE REPORTS, Employee Benefits & Handbook, continued

3. “Private work by Association employees, i.e., work employees perform for residents on their own time, is addressed in the employee handbook, and a form is available and required to be signed by both the employee and the resident. However, the responsibilities of the residents are not expressly stated in our governing documents.”

To that end, Fran Baca made a motion that the Board delegate this matter to P&P for development of a Ground Rule. Ms. Adams seconded the motion which carried unanimously.

4. “Mention of the “Bob Balles Employee of the Year Award” was deleted from the Employee Handbook. The award is solely at the discretion of the grantor and there is no guarantee of the award from year to year. However, the committee believes that there should be a procedure for the administration of such funds when they are received, and that the procedure should consider the intentions of the donor.”

To that end, Fran Baca made a motion that the matter of the Employee of the Year Award be delegated to P&P for development of a Board action procedure to administer this award and any other such monies received by the Association. Ms. Graham seconded the motion which carried unanimously.

- **Fire-risk Assessment & Mitigation:** Mr. Quinn reported: “The Committee held its first meeting of 2022, after the annual election of Board Members, on Wednesday, July 13. We were glad to welcome a new Committee member, Jeanne Woolridge, who is also a member of the ARC. The agenda of the meeting was full and touched on many if not most of the issues with which the Committee has dealt since its inception.

“The Committee was given updates by the GM on specific on-going projects, the first of which is the retrofit of the Community’s standpipe system connected to our groundwater wells. Our contractor for this project, California Fire Protection, has now retrofitted six of our nine existing standpipes that are all connected to our two groundwater wells. Two standpipes were found to be non-operational due to existing damage to underground pipes, so the HCCA maintenance crew will be repairing those so the standpipe project can be completed. Another update by the GM concerned the start of work by our contractor Lopez tree company to remove dead trees and other fire fuels on the West End of our property.

“An update on a Committee project was given by Mary Pat Adams about submission of a grant request to the Cypress District of CalFire for matching grants for wildland fire fuel reduction projects. This effort was undertaken primarily by Mary Pat with generous *pro bono* assistance from our contracted grant writer, Cheryl Einsele. The objective of the current grant is to remove wildland fire fuels from the West End of the campus. The grant application has now been submitted and will be considered by the Cypress District on July 28.

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

“The Committee then directed its attention on the three remaining projects as outlined in the “Short Term Projects” of its December 21, 2021 Report to the Board of Directors. These three projects are development of an accurate and to-scale plat map that shows the entirety of the HCCA property of five separate parcels with their APN numbers fitted together into a single map, with clear boundary lines; an evacuation plan in the event of a wildland fire showing all routes of egress and ingress, utilizing the new plat map of the Community; and a protection and explosion containment wall constructed around the Association’s 250-gallon propane tank in the northwest corner of the property. It was the consensus of the Committee, and its express conclusion, that both the plat map and the evacuation plan will need the skills of a professional in the field, such as a graphic artist or architectural support firm to do the combined plat map, and an emergency services consultant to develop an evacuation plan. Both these would necessarily require some expenditure by the Association to obtain those deliverables. To the extent possible, some Committee members will assist those efforts by their own further research and provision of documentation already collected, which would also apply to identifying a design for the protection and explosion containment wall for the 250-gallon propane tank.

“The Committee then took a retrospective look at the “Short Term” projects in its December 21, 2021 Report, and concluded that the following projects have been mostly if not fully completed: Contracting with a Professional Grant-writer; acquiring a Firewise USA Certification; Revision of HCCA’s “Tree Planting” Section of its “Tree Policy”; Revision of HCCA’s “Architectural Rules” Re: Safe Skylights; Removal of Vegetation Adjacent (within 10' radius) to PG&E Utility Poles; Determination of whether HCCA Groundwater Can Help Fight Wildfires (Standpipes); and Installation of Ember-resistant Vents on Gables of Buildings (on-going). The Committee agreed unanimously that these efforts have been due largely to the Maintenance and Grounds crew of HCCA, together with some significant volunteer work by Committee members.

“The Committee then discussed the “Long Term” projects of its December 21, 2021 Report, and confirmed its belief that these projects will require substantial funding. They include removal of vegetation within the 5-foot perimeter at the ends of all the HCCA buildings and installation of hardscape; removal of all vegetation in violation of the vertical distancing requirements of State law, including climbing of all tree branches within 10' of the ground; and removal of all vegetation in violation of the horizontal distancing requirements of State law where chronic over-planting has led to a potential ease of spread and ignition in the event of a wildland fire. It was further agreed by the Committee that a necessary element of these Long-Term projects would be the development, professionally, of a Master Vegetation and Planting Design Plan—something the HCCA has never had in its 60-year existence—for the reason that we must have a plan ready and in-hand to replace the vegetation to be removed. Part of this plan would be a list of designated plants meeting the requirements of being attractive, indigenous or native, drought-resistant, and fire-resistant to the extent possible. Another feature of the plants would be selecting those that are low maintenance (or not labor-intensive), in order to reduce the labor of the Grounds Crew regarding trimming and routine care. This Master Plan would also require expenditure of funds, so one of our members agreed to devise a list of landscape designers capable of creating such a plan, and to seek to get ballpark estimates of the cost of developing such a Master Plan.

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

“Finally, the Committee agreed upon a list of recommendations, all related to these Short Term and Long Term projects, to submit to the Board of Directors for their approval and adoption as desired goals for the Committee and the Community as a whole. Those recommendations are contained in a separate document for consideration and action by the Board of Directors.

Mr. Quin made a motion that the Board authorize a search by the General Manager and the Committee for a contractor to draw a new plot map of Hacienda Carmel. Ms. Adams seconded the motion which carried unanimously.

Mr. Quinn made a motion to that the Board authorize a search by the General Manager and the Committee for a contractor to develop an Emergency Evacuation Plan for Hacienda Carmel. Ms. Adams seconded the motion which carried unanimously.

Mr. Quinn made a motion that the Board increase the annual component in the Reserve Study (Component #1843) for Vegetation Removal and Fire Hazard from an annual \$25,000 to \$75,000 annually. Ms. Adams seconded the motion which carried unanimously.

“Subsequent to the report of the Fire Risk and Mitigation Committee, Ms. Baca made the following motion:

“Recognizing that the Fire Risk and Mitigation Committee has the following Goals adopted by the HCCA Board in December 2021:

1. The creation of an overall or master Landscape Plan for Hacienda Carmel property, and
2. The related fire mitigation work that will require plant pruning and removal and other changes at Hacienda Carmel,

Ms. Baca made a motion that the Board adopt a moratorium on planting at Hacienda Carmel until such time as a new master landscape plan for the Hacienda Carmel property has been adopted, with the exception that the Board may authorize specific planting projects on an ad hoc basis as needed during this time. Ms. Adams seconded the motion which carried with seven voting in favor, one abstaining.

- **Policies & Procedures:** Mary Pat Adams, Chair, reported: “The Committee met on July 14, 2022 with members Fran Baca and Sara Harnish, chair Mary Pat Adams and advisor Robert Hedberg. Member Rex Young was absent.

1. “The Committee briefly recapped the policies and Board procedures that were submitted by this Committee for Board approval through June 2022. They are as follows:

COMMITTEE REPORTS, Policies & Procedures, continued

- a. Employee Holiday Fund Policy (Effective date: 11/1/21))
 - b. Policy Regarding Portable Generators (12/1/21)
 - c. Written Procedures for Annual Board Actions (various times)
 - i. Review of 401(k) Plan
 - ii. Review of Reserve Study Updates
 - iii. Review of Annual Disclosures Document
 - iv. Appointment of Inspector of Elections
 - v. Appointment of Ad Hoc Audit Subcommittee
 - vi. Board Orientation Meeting
 - vii. Appointment of Finance Committee
 - viii. Appointment of Events & Entertainment Committee
 - ix. Monthly Review of Accounts
 - x. Annual Evaluation of Independent Auditors
 - d. Addition to Ground Rules to allow renters to attend monthly and annual open Board meetings. (12/1/21)
 - e. Policy for Formation of Committees (5/1/22)
 - f. Ethics Policy for Directors and Committee Members (5/1/22)
 - g. Tree Policy [in conjunction with ARC and Fire RAM Committee] (6/1/22)
2. “The Committee discussed the previously drafted changes to the Board procedure for obtaining contracted services and voted to approve this draft and submit to the Board for approval.” The Procedure for Obtaining Contracted Services is attached to these minutes as Appendix I. Ms. Adams made a motion to approve the Procedure for Obtaining Contracted Services. Mr. Quinn seconded the motion. Ms. Baca asked that the footnote denoting approval include language that this procedure replaces the procedure for hiring outside contractors for special projects, which the Board approved May 21, 2020. Ms. Adams and Mr. Quinn accepted the modification and the motion carried unanimously.
3. “The Committee discussed the previously drafted Board procedure for the annual appointment and duties of the Nominating Committee and voted to approve this draft and submit to the Board for approval. After further review, it was decided the procedure needed further study and will be reviewed by the Committee at its August meeting.
4. “The Committee discussed a document retention policy and reviewed a draft policy Fran Baca created after research on the topic. The Committee made a number of revisions to the draft and agreed to continue work on the topic by examining the current physical location of the files, gathering input from other Board members on specific uses of the new fire safe file cabinet intended for Board use and further research on the topic.
- 5.

COMMITTEE REPORTS, Policies & Procedures, continued

6. “The Committee agreed to table the discussion on a Board procedure for the annual GM review until the next meeting.
7. “In other matters to come before the Committee Fran Baca said she will propose that if the Board approves the revised Employee Handbook (expected to be discussed at the July 28 Board meeting), that the Board then ask the P & P Committee to take on the task of creating job descriptions for staff.

“The Committee will meet next on Thursday, August 11, from 9:15 to 10:45 a.m. in the Durr Room.”

- **Garden Club**: Pat Ostrom reported: “Produce is being harvested from the garden boxes and the orchard. Additional planting is in the works for some member boxes. The new Douglas Iris meadow in the native garden is being tended. Weekly irrigation checks and evaluation of needed repairs for older boxes is being done. Preparation for the rescheduled Saturday, August 13th, 10 am - 3 pm HCGC Plant Sale continues. Several members have signed up for the MPRPD Let’s Go Outdoors Family Farm Field Trip in August in order to explore Live Earth’s 150-acre organic farm in Castroville. (There may still be openings. Contact a council member if you are interested.) Sunday Gatherings at 4 pm, in Jan’s Patio, are open to all. Thank you.”
- **Library**: Mart Molle, #169, introduced himself: “I took over responsibility for the library in late June. I’d like to thank Anne Clark for her many years of service. This month the library added 20 donated books to our collection, the names of which are on display at the library checkout counter. Our shelves are now very full, so we need to eliminate some existing books to make room for new ones. I need some volunteers to sit with me for an hour or two to help choose some books for removal – especially from our overly-large History and Biography collections. I have also started collecting circulation data on individual books, so eventually we will see which books are just sitting on shelves.”
- **Book Shoppe**: Patricia Little-Auguston introduced herself: “I have worked at the Book Shoppe since 2014 and started serving as its treasurer on September 1, 2021. In the past 11 months to date, the Book Shoppe has brought in \$644.30 in cash sales and donations, averaging about \$60 per week, with one more sales day still left in July.

“All our shifts are filled now, but the Book Shoppe can still use a few on-call volunteers to fill in occasionally for regularly scheduled volunteers. If you or someone you know are interested, come to the Book Shoppe on Saturdays 11-2 to sign up, or call me at (831) 293-3153.

“Watch for a yellow “free book coupon” in your mail. This coupon will also be distributed by Hacienda’s welcome committee to all new incoming residents.

“Our recent special sales of children’s books and cookbooks have been huge successes. Come to the Book Shoppe to get information on two new upcoming promotions that will interest many of you.

COMMITTEE REPORTS, Book Shoppe, continued

“The Book Shoppe is open Saturdays from 11-2, rain or shine. Bring your book donations to the Shoppe when it is open or call me at (831) 293-3153 to arrange for donation to be picked up or dropped off. Sales of your donations buy new books for the Hacienda Library.”

10. **UNFINISHED BUSINESS:**

- **Formation of Parking Committee:** Ms. Baca made a motion to table this item. Ms. Graham seconded the motion which carried unanimously.
- **Pool Deck & Outdoor Dining Furniture:** Mr. Sutton reported that we received a quote on furniture from Reate Design, but it is for more than we can spend at this time. We have asked for an alternative quote and have referred this item back to the Architectural Review Committee for their recommendation.
- **Written Committee Reports:** Ms. Baca explained that last month the minutes reflected accurately the conversation about this subject, but what was ultimately decided had not been the intent. What the Board would like to do is have residents giving a committee report at the meeting give their reports orally but submit the report to the Recording Secretary after the meeting for inclusion in the minutes. (e-mailing the reports would be best.) Discussion indicated many of the directors feel that for standing and ad hoc committees, the only items that need to be presented at the Board meeting orally are those items that require Board action. The entire report will be printed in the minutes. Ms. Baca made a motion that all residents giving a committee report at the meeting submit their reports to the Recording Secretary following the meeting. Ms. Adams seconded the motion which carried unanimously.

11. **NEW BUSINESS:**

- **Re-appointment of Architectural Review Committee:** Mr. Sutton explained that Donna Bessant, who was appointed Chair of the Architectural Review Committee by the Board last month, has resigned. The committee has recommended that Paul Carriere be appointed as the new Chair. Judith Woodruff has agreed to move from the alternate position to a member of the committee and Nikki Tugwell has agreed to serve as alternate. Ms. Baca made a motion to approve the appointments to the Architectural Review committee as stated. Ms. Adams seconded the motion which carried unanimously.

12. **COMMENT PERIOD FOR MEMBERS:**

- John Hale, unit 158, suggested we install LED lights in the main room of Casa Fiesta as well.

COMMENT PERIOD FOR MEMBERS, continued

- Pat Ostrom, unit 286, asked if it is okay to submit committee reports prior to the Board meeting.

She was assured this is acceptable.

- Jane Bowles, unit 260, suggested the Board appoint a committee to deal with speeding drivers on the property.

- 13. ADJOURNMENT:** The meeting was adjourned at 12:29 p.m. with a motion by Ms. Murray. The next regular meeting of the Board will be held on Thursday, August 25, 2022 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.