

**HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, March 23, 2023
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. Robert Hedberg, General Manager
Ms. Jeanne Mileti, Recording Secretary

ABSENT:

Ms. Sara Harnish, Director
Ms. Elizabeth Husby, Director

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

1. **CALL TO ORDER:** The open meeting was called to order at 10:13 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** Ms. Adams requested the minutes of the Regular Board meeting of February 23, 2023 be removed from the Consent Agenda.
3. **MEMBER COMMENTS ON AGENDA ITEMS:**
 - John Hale, unit 158, asked if the Board considers RVs or motorcycles one of the two vehicles allowed per unit. He asked that they reconsider the number of vehicles per unit as some people have work trucks.
 - John Ryder, unit 148, commented on the new parking rules: He feels stickers are unnecessary, the Board should address parking along the curbs of carports, he disagrees with the one carport space per unit, feels being restricted to a carport prevents him from parking elsewhere on the property temporarily, and objects to the two car limit as it requires guests to walk in.
 - Doug Zane, unit 118, suggested the Association install generators for the units.
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:** Budget Workshop of March 9, 2023.

CONSENT AGENDA, continued

b. Occupancy Applications:

Elizabeth Janes
Lori Silver & Syd Shaber

Authorized Occupant, Purchasing #59
Authorized Occupants, Purchasing #55

c. Sales Activity & Rental Report

6 units currently listed, with 4 of those currently in contract. 16 unit sales since May 1, 2022. The current number of rentals is 42.

d. Financial Report:

- i. Review of Financial Statements for February 2023
- ii. Approval of Reserve Fund Expenditures for Feb. 2023 total \$12,695.77.
- iii. Verification of bank reconciliation & check register review for Feb. 2023.

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

5. **APPROVAL OF MINUTES:** The Board considered the minutes of the Regular Board meeting of February 23, 2023. Ms. Adams added to page 9, following Pat Parrish’s comment about the wood chips at the west end, “Ms. Adams added that this information applies only to the west end, where there are no residential structures.” Mr. Quinn made an addition to page 9 as well, following Pat Parrish’s comment about the wood chips at the west end: Added to his comment that “3 to 4 inches of chips do not cause a fire hazard” should be, “in unimproved and forested areas away from any structures.” Ms. Adams made a motion to approve the minutes with the two additions. Ms. Graham 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 the Board covered a number of items, including legal issues, the Library and Book Shop, made a decision to remove a dead tree by carport 2, and approved a quote for deck inspections for Casa Central and Casa Amigos, as required by law.

Member comments from last month’s meeting included objection to a parking restriction that had already been removed from the draft. Pat Parrish had concerns about the flammability of wood chips on the west end. These are not a concern, as was restated this morning. Mr. Sutton noted that the comments made at the Joint Budget Session meeting will be in the minutes of that meeting.

Letters received by the Board included a letter from Linda and David Mullally thanking Chef Bill and his staff, and Robert and Hacienda’s staff, for providing competent services during the recent power outages.

7. **GENERAL MANAGER’S REPORT:**

- **Lobby Refurbishment:** All furniture has arrived at the warehouse. We will be installing the lighting first, then the furniture.
- **Casa Amigos:** The furniture has arrived. We will be replacing it as the rooms become vacant. The maintenance staff completed room 303 yesterday.
- **Status of Vehicles on Order:** The General Manager reported that there is still no definitive word on delivery of the new shuttle van. The old van continues to be problematic. We are looking at June as the arrival date of the utility carts. They will come from Georgia.
- **EV Station:** The charging station was scheduled to be installed but a rain check was required. They will re-schedule for next Wednesday.
- **Berm Resurfacing:** Golz Construction will start resurfacing the berm as soon as the weather allows.
- **Site Map Revision Update:** Bestor Engineers continues to work with the Fire Risk Assessment and Mitigation Committee on the new Hacienda Carmel site map, which will include the west and east-end properties.
- **Status of Landscaping at Unit 243:** The General Manager reported that the plan for landscaping the area by unit 243 is being finalized with Rana, and should be installed within 2 to 3 weeks.
- **Additional Information Items:** There is a new treadmill in the Fitness Room. It cost \$1,800 and was purchased through the Reserve Fund. The large cedar tree by carport 2 is dead and will be removed within the next week by our grounds crew. Eliel Aquino is no longer with us and we have a new Grounds employee, Edgardo Morales.

8. **COMMITTEE REPORTS:** The following committees either presented and/or submitted reports:

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on March 16th and reviewed the February Financial Statements, which are included today in the Consent Agenda.

The committee agreed that \$140,000 of the Solar Savings be moved from Schwab to CIT Bank’s Insured Cash Sweep account so that we can conform with the FDIC insured limit as a single depositor in Schwab. That money may be borrowed in the new fiscal year (to be paid back within 10 months) to fund the package insurance policy which renews in May.

The committee made a recommendation to approve the 2023-2024 Reserve Study, which the Finance Committee worked on for several months, refining several of the components and replacement estimates. Ms. Baca made a motion to approve the 2023-2024 Reserve Study. Ms. Adams seconded the motion which carried unanimously.

COMMITTEE REPORTS, Finance, continued

The committee made a recommendation to approve the budget for fiscal year 2023-2024 (draft #4), which was the same draft presented to the membership at the joint meeting of the committee and the Board on March 9th. Mr. Quinn made a motion to approve the 2023-2024 budget as recommended by the Finance Committee. Ms. Baca seconded the motion which carried unanimously. Ms. Baca acknowledged the work put into the budget by the Finance Committee and the Board, resulting in four drafts, and recognized the work done on the initial draft by the Assistant GM/Accountant, Jeanne Mileti. A copy of the full budget will be posted on the Bulletin Board.

Ms. Adams explained that last year the Board discussed increasing the fees on shared assets each year at the same rate as the budget increase. These include carports, storage, guest house, room rentals, etc. She thought this was to be the policy going forward, but instead discussion of fee increases was turned over to the Finance Committee to consider. This year the Finance Committee decided not to recommend fee increases for these items.

Ms. Adams moved the Board refer the matter of future increases to the rental rates the HCCA charges for its various shared assets, such as Casa Amigos, storage spaces, carports and meeting rooms and spaces used for private events, to the Policy and Procedures Committee. Mr. Quinn seconded. After some discussion the motion passed with four Directors in favor and three opposed.

- **Events & Entertainment:** Michael Zarefsky submitted the following report: “The dinner and a movie event on March 5th was a big success. 36 residents enjoyed an evening of lasagna and the movie “Moonstruck.” E&E will be sponsoring two new events on March 27th. The first being a presentation by Trident Society regarding cremation. The second event will be a cooking/recipe class. If the cooking class goes well we would like to keep it going on a regular basis. As noted in the financial report, we have a net disbursement of \$7,117.91 from the beginning of the fiscal year through 3/21/2023. With the additional \$2,500.00 from the sale of the dance floor the remaining unused funds total \$1,382.09. The unused funds include the \$500.00 raised via the Super Bowl pool.”
- **Architectural Review:** Mr. Carriere, Chair, reported: The committee reviewed two requests for changes to units. Both were approved as they complied with the Architectural Rules.

The committee made a decision on outdoor tables and chairs that provide an affordable alternative to others they looked at. (There is a sample table and one chair outside the dining room doors to the pool area on the left.) The committee recommends the Board approve purchase of five additional tables and 23 chairs for \$4,926, which includes tax and estimated shipping costs. Ms. Adams moved the Board accept the recommendation of the Architectural Review Committee to direct the GM to purchase the proposed outdoor dining tables and chairs to complete six sets at a cost not to exceed \$5,000. Ms. Baca seconded the motion. After some discussion the motion passed.

COMMITTEE REPORTS, Architectural Review, continued

Mr. Carriere thanked the Board for painting the curb on the Hair Salon curve. It has been brought to the committee's attention, however, that since the curb was painted red there have been contractor's trucks and other vehicles parked in front of the Hacienda Carmel sign instead. The committee recommends that the section in front of the sign, from the existing red curb to the parking area to the east, be painted red as well. Ms. Adams moved the Board accept the recommendation of the Architectural Review Committee to paint the curb red in front of the Hacienda Carmel sign at the entrance area (near Hair Salon) to extend the no parking area. Ms. Graham seconded the motion. After some discussion the motion passed.

- **Fire-risk Assessment & Mitigation**: Bill Quinn, Chair, reported: “On Wednesday, March 8, the Fire-risk Assessment & Mitigation Committee held its monthly meeting. The General Manager handed out final drafts of the new site map of Hacienda Carmel prepared by Bestor Engineers, and reported on the updates included. The Committee members reviewed the draft map and made several comments to improve its look and functionality, including narrowing the maps' edges, relocating the North symbol, adding lines to separate all the Units with a number for each Unit, and adding improved features to the West End parcel. The map will be returned to Bestor to make the changes identified.

“The General Manager thereafter reported on the status of removing of the combustible wooden covering and roof around and above the Association's propane tank, which has now been done, and replacing those with a small, non-combustible chain-link fence with aluminum slats as had been approved by the Board in its February 8 meeting. The Committee deliberated further on the issue and decided to “go bigger” and to recommend to the Board that any work on the February 8 motion enacted by the Board be halted in lieu of installation of a chain-link fence around the entirety of the structures grouped in that area, which includes a cistern and pump, a generator, the propane tank, and an electric panel—each separate structures. Such a non-combustible fence would be larger and surround all four of these structures, and like the original plan would be built with the goal of improving the aesthetic quality of the area around the group of structures with smart choices of earth-tone colors for the fence and the slats.

“During the week of February 13, David Mora and the entire HCCA Grounds Crew began work on limbing up to ten feet the taller trees, and 1/3 the height of the shorter trees, east of the dog run and south of garden area, and along the length of the berm to the brick pump house. In addition, they removed two dead trees and a significant amount of underbrush. The Crew also rented a chipper and chipped the smaller vegetative debris, thereby eliminating numerous piles of this debris. The dead trees and larger limbed branches were placed on the old wood pile at the West End, and together with all the existing older branches and logs, have been scheduled for mastication by a company with a large forest masticator.

“In furtherance of woodpile mastication, the Chair and Committee Member Mary Pat Adams met with Mike Bleck of Bleck Fire Protection on January 27, 2023 in order to arrange a date for the mastication of all the existing wood piles in the area which would follow the Grounds Crew's limbing project in the West End. Upon completion of the planned mastication, all the remaining wood chips in that area will be spread to a level of

COMMITTEE REPORTS, Fire Risk Assessment & Mitigation, continued

3 to 4 inches across the same newly limbed wood-pile area where the logs are currently stacked. Under a grant from the Cypress Fire District, that mastication work began on March 13, and continued on March 15, 16 and 17. That work is now completed, and in addition to eliminating a significant wildland fire hazard, the whole area has been newly beautified and has an attractive park-like look.

“The horticultural Master Plan for the Association being developed by Rana Creek was the next significant topic of discussion by the Committee. As a reminder, development of this Master Plan for the future would include overall design with lists of specific plants that meet the requirements of being attractive, indigenous or native, drought-resistant, fire-resistant, and low-maintenance. These lists would be those from which to choose to replace any vegetation requiring removal under current “zero zone” and other State laws. Mary Pat Adams reported that the first of the proposed meetings open to the Association’s membership to allow our Residents’ input and feedback on the draft Master Plan has been set for March 29 at 2:00 pm in Casa Fiesta. In addition, the Committee learned that Rana Creek proposed a planting “test case” in the bare areas around Unit 243. Since that meeting, those designs for Unit 243 have now been developed and will soon be implemented.

“The Chair’s on-going correspondence with the Monterey County Office of Emergency Services has sought to develop a wildfire evacuation plan for the Community in the event of another large wildland fire in the Carmel Valley triggers an evacuation order from CalFire. The correspondence has been with Ms. Luna Mohammad, head of OES’s Resilience program, part of whose function is to advise on emergency plans, including evacuation plans. Originally Ms. Mohammad agreed to compile a list of reputable companies that draft such plans for their clients, and provide us with that list. However, in a final communication to the Chair dated February 8, we were told that the OES was not in a position to assist us. On February 20 the Chair sent a letter of inquiry to a local entity called Peace of Mind Preparedness regarding evacuation plans. On February 21 the Chair received a phone call in response from Ms. Wanda Vollmer, who stated that her organization does not engage in the development of evacuation plans.

“Finally, discussion was had on a recent flyer from the Cypress Fire District concerning the new requirements for weed abatement for fire prevention. This was discussed within the context of the Association paying several thousands of dollars annually to mow the weed areas immediately south of the Association next to the berm when title to that property is vested in the Quail Corporation. The consensus of the Committee was that this does not appear to be fair, and that the Board might wish to take up this topic at a subsequent meeting for resolution.”

- **Policies & Procedures:** Mary Pat Adams, Chair, reported: “The Committee met on March 9, 2023 with members Fran Baca and Elizabeth Husby, chair Mary Pat Adams, guest and Board President Art Sutton and advisors Robert Hedberg and Jeanne Mileti. Committee member Sara Harnish was absent.

COMMITTEE REPORTS, Policies & Procedures, continued

1. Discussion of Board Action Procedure, Appointment of Nominating Committee

“The Committee reviewed Bylaw 5.12 having to do with the elections following the 2021 adoption of the amended Bylaws and agreed that those three Directors elected to one year terms at the 2022 election are not eligible to be nominated for the 2023 election.

2. Proposed changes to Ground Rule #10 Vehicles, Parking and Carports

“The Committee received one written comment to Draft #3 of the proposed changes to Ground Rule #10, which had been posted and sent to each Resident and Owner following the February 23, 2023 Board meeting. The Committee agreed to additional clarification in the Ground Rule and will present Draft #4 for approval by the Board at the March 23, 2023 meeting.”

Ms. Adams moved that the Board approve Draft #5 with one change, in letter l), the yellow highlighted portion should read “full-time and part-time Owners and Lessees.” She also agreed the recommendations from ARC to allow no grandfathering and to give 45 to 60 days to enforce the new rule. Ms Baca seconded the motion. After some discussion the Board voted to approve the motion. It was determined that the new rule would be implemented on June 1st.

“The Committee discussed the cost of adding additional off-street parking stalls to the area in front of Units 268-270, and will continue to work on this. The Committee asked the GM for costs to add parking stalls to the area in front of Units 295-296.

3. Job descriptions for staff

“The committee briefly reviewed Supervisor interviews conducted so far and scheduled some of the remaining interviews. The Committee will continue to work on this project.

4. Use of G&G Rooms

“At its September 22, 2022 meeting, the Board directed the E&E Committee to conduct an inspection, assessment and evaluation of the various community rooms, also known as the G&G rooms, with the goal of developing a written policy and related procedures for the equitable allocation of space for activities and a search for the highest and best use for community spaces.

“At the January 26, 2023 meeting of the Board, E&E submitted its report to the Board titled “E&E Committee Analysis of G&G Rooms Utilization.” The Board moved that this information be referred to the P&P Committee for further evaluation.

“In the meantime, Joanne Sarrica and Elizabeth Husby, chair and secretary of E&E, respectively, continued to work independently on the project, and on February 22, 2023 P&P met with them and discussed a first draft of recommendations. Subsequent to this meeting, Joanne and Elizabeth submitted a second draft of recommendations.

“At its March 9, 2023 meeting, P&P considered the draft recommendations made by Joanne and Elizabeth. These are the findings thus far:

COMMITTEE REPORTS, Policies & Procedures, continued

1. “The doctor’s office is grossly underutilized. The doctor is scheduled to be here one morning a week, but often is here only every other week. The massage therapist sees clients only on Friday mornings. The doctor and massage therapist pay no rent for use of the room.
2. The ping pong table is housed in G&G 14 also known as the Community Room. There have been complaints from residents regarding the loud music and noise made by the ping pong players.
3. The hair salon brings in \$1,200 a year, \$100 a month.
4. There appears to be a growing number of residents interested in art and arts projects and we do not appear to have ample room for all of them.
5. P&P has yet to analyze what to do about G&G 5 and 14, the art studio, the termite shop and the beauty salon.

“There is still a lot of work to be done before the policy for the equitable allocation of space for activities can be drafted. In the meantime, however, the following actions can be taken:

1. “The Board terminates the services of the doctor and the massage therapist by giving them a 30-day notice;
2. The Board directs the General Manger to have the ping pong table moved from the Community Room to the doctor’s office;
3. The Board not renew the lease for the hair salon when it comes due;
4. The Board direct P&P to meet with E&E, the Arts Council and the Fun Arts Group to solicit input regarding the best use of facilities.”

Ms. Adams moved that the Board take the above actions 1-4; Ms. Baca seconded. After some discussion the Board approved the motion, with one Director opposed.

5. **Proposed changes to Ground Rule #14** (use of HCCA Employees for Residents’ Projects)

“Tabled until the job description project is completed.

6. Discussion of CCR 9

“The Committee tabled this discussion until job description project completed and proposed changes to Ground Rule #14 are considered.

“The Committee will meet next on Thursday, April 13, at 9:30 a.m. in the Durr Room.”

9. UNFINISHED BUSINESS:

- **Appointment of Nominating Committee:** Ms. Baca explained that this item was on the agenda last month but no action was taken. She nominated Michael Zarefsky as Chair of the Committee and Bob Kampworth as a committee member. Ms. Adams seconded the nomination. The Board voted unanimously in favor.

UNFINISHED BUSINESS, continued

- **Annual Disclosures:** The Annual Disclosures were approved last month pending addition of the Reserve Study and Budget, which were approved at this meeting. The document will be distributed to all members next week.

10. **NEW BUSINESS:**

- **Appointment of Inspector of Elections:** Ms. Baca nominated Linda Mullally to serve as Inspector of Elections for the election culminating at the Annual Meeting of the Membership in June. Mary Pat Adams seconded the nomination. The Board voted unanimously in favor.
- **Miscellaneous Announcements:** Ms. Baca gave an update on the Rana Creek presentation on the new landscaping. It will be held on Wednesday, March 29th at 2 p.m. in Casa Fiesta. They will have a slide show and copies of the plan available for review. They will want to hear what the members want and don't want. If and when the Board approves the landscape plan the staff will be implementing the installation. She would like a few grounds staff members to attend as well.

Mr. Sutton noted that a week from tomorrow, on March 31st, the nominations for the Board are due. The committee will be in touch with some members to see if they wish to run. If you wish to run you can do so by contacting Michael Zarefsky, Chair of the Nominating Committee.

11. **COMMENT PERIOD FOR MEMBERS:**

- Robin Conlow, unit 48, asked what the increase was on the Budget for 2023-2024.

The increase in maintenance fees is 9.673%, effective May 1, 2023.

- Eleanor Robinson, unit 279, expressed concern that the Board is not representing the older residents who are aging in place here. They are the ones that utilize the doctor, hair salon, and massage therapist, especially if they are handicapped and even negotiating the shuttle van is difficult. She asked if the total number of the doctor's patients, and other users of these services were ascertained.
- John Hale, unit 158, thanked the Board for addressing the parking questions. (The Board explained that people with work trucks may apply for a variance to the rules.) He feels those with RVs, trailers, etc. on the west end should have to apply for a variance.
- Jane Bowles, unit 260, asked that grab bars be added to all Guest House showers. She agrees with Ms. Robinson about the services for seniors. These services make a big difference, especially for those that don't drive. Please consider those residents. She also requested the plants in front of 260 & 261 be changed to plants that match Hacienda Carmel's landscape. She thanked the Board and committees for their hard work.

COMMENT PERIOD FOR MEMBERS, continued

- Denise Danaher, unit 215, stated the doctor is only here once a month, but the adjoining laundry room is not open all the times he is scheduled to be here. This makes it difficult for her to use the laundry room when she needs to. She does not feel the doctor is here enough to provide a needed service.
- Haze Braudrick, unit 268, is in favor of keeping the hair salon. It is important to our residents who don't drive and cannot get out to a salon. Previously, we had a hair salon operator who catered to outsiders and there was a parking problem. She sees much more activity and noise there if it is turned into an art room. She feels discontinuing these services is hastily done and not well thought out.
- Bob Kampworth, unit 200, does not think it is a wise decision to boot the doctor out. A lot of people will have to change doctors now to find a doctor closer to Hacienda Carmel and within the range of the shuttle van.
- Connie Winners, unit 197, wondered if another room could be used for the doctor's office. Montage at the mouth of the Valley does not offer all services, they are a urgent care facility. Also, if you go off property you will pay at least \$80 for a haircut and style. People come here to age in place and they appreciate these great services on site. The younger people that are here now will age as well and will then appreciate the services we have.

11. **ADJOURNMENT**: The meeting adjourned at 12:05 pm, The next regular meeting of the Board will be held on Thursday, April 27, 2023 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.