

**HACIENDA CARMEL COMMUNITY ASSOCIATION  
MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Thursday, September 22, 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. Sara Harnish, Director  
Ms. Joan Murray, Director  
Mr. Bill Quinn, Director  
Mr. Rex Young, Director  
Mr. Robert Hedberg, General Manager  
Ms. Jeanne Mileti, Recording Secretary

**ABSENT:**

Ms. Mary Pat Adams, Director

Nineteen members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:12 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** Mr. Hedberg requested the Occupancy Applications be considered outside of the Consent Agenda.
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None
4. **CONSENT AGENDA:**
  - a. **Approval of Minutes:**  
Regular Board meeting of August 25, 2022
  - b. **Sales Activity & Rental Report:**  
3 units currently listed for sale. 6 unit sales since May 1, 2022. Current number of rentals is 42.
  - c. **Financial Report:**
    - i. Review of non-finalized Financial Statement for August 2022
    - ii. Approval of Reserve Fund Expenditures for August 2022; total \$34,963.11.
    - iii. Verification of bank reconciliation & check register review for August 2022.

Ms. Graham made a motion to approve the Consent Agenda. Ms. Baca 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 in Executive Session the Board discussed Reserve components, a few legal matters, a few contractual matters, and the difference between Liaisons to committees and Ex-officios, and which Board members fulfill those functions.

Member comments at the last Board meeting included a suggestion from Judith Woodruff on Botts dots to signify the location of standpipes – Mr. Sutton noted that the standpipes are not located on a paved road. Pat Ostrom made a suggestion about the beekeeping proposal by the Garden Club – that item has been tabled for now. Pat Parrish thanked the Board for consideration of the standpipe visibility – this was discussed in Executive Session today. John Hale commented on storage in the RV park – this will be discussed under Architectural Review. Imogene Speiser thanked the Board for providing hearing devices for the meetings. Valerie Fern spoke about the standpipes as well. Linda Smith reported overwatering in the common area – steps are being taken to correct this. And Dale Agron expressed her concern about fire danger due to lint in the dryers. She also thanked Pat Little Augustine for her work in the Book Shoppe.

Correspondence consisted of a letter from the Association to a resident regarding bird seed. A letter from Pat Parrish requesting podiatrist services on site – the General Manager will report. And a letter from Elizabeth Tarozzi regarding running water and gardening in the common area. Mr. Sutton asked that issues of this nature be reported to the Front Desk.

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

Alex Bosche & Dan McDonnal      Authorized Occupants, Leasing #162

The General Manager has spoken with both applicants, who have lived here before, and verified their qualifications for occupancy. Mr. Young made a motion to approve the applicants for occupancy. Ms. Murray seconded the motion which carried unanimously.

7. **GENERAL MANAGER’S REPORT:**

- **Miscellaneous Projects:** The General Manager reported that a week from today the Board will meet in Executive Session to discuss the lobby refurbishment design contract with the designer.

Guest House rooms 301 & 302 have both had new floors installed. We are waiting on the furniture delivery for room 301 and expect it will arrive in October. The bedding in all rooms has been changed out to the triple sheeting method, which has been met with positive comments.

The asphalt seal coating was finished up yesterday – this was carried over from the repaving project done last year. The striping has also been completed.

**GENERAL MANAGER’S REPORT,** continued

The hose stations attached to the standpipes were discussed in Executive Session. The station by unit 42 was determined to be inoperable and will be moved and reconnected 25 feet to the west, behind carport 2. The station by unit 205, where the flush-out valve for the system is located, will be installed 25 feet to the east.

The 2023 Ford shuttle van is on order. It may take four or five months to receive it. Hopefully, it will arrive not too long after the first of the year.

Mark Thomas Company, the company that performed the appraisal on our bridge, has submitted their report. Their estimate for replacement of the structure and associated costs reveals a range of between 3.2 to 3.7 million dollars. We currently have the structure insured for 3.5 million dollars, which indicates we are appropriately covered.

The utility carts that we have on order are shipped to Riverside for the final assembly and from there to Santa Clara. The progress of the carts reveals we are about one month from receiving the first two. The second two will not arrive until well after the first of the year.

The lighting in Casa Fiesta was successfully changed to LED lighting. The new fixtures fit the footprint of the old and are on dimmer switches. Work was done by Hacienda Carmel staff, who rented scaffolding for the project. At the same time, they replaced the chandeliers in the West Room and Lobby. The General Manager reported he is trying to contact Habitat for Humanity to take the old chandeliers.

Other miscellaneous projects included cleaning of all solar panels and the spraying of oak trees for moths.

There was a request to invite another podiatrist to share the doctor’s office at Hacienda Carmel. The General Manager contacted Dr. Kiker, who is now retired, and she has offered to try to find someone else who would like to hold office hours here on a regular basis.

VNA, the Visiting Nurses Association, will be holding a booster clinic at Hacienda Carmel on Monday, October 10<sup>th</sup>. They will be providing flu shots or COVID boosters. Residents can get one or the other, or both if they wish. Capacity for the clinic will be limited and the registration is almost full at this time.

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

- **T-Bill Purchase:** Ms. Graham reported that a \$100,000 T-Bill in the Reserve Fund matured on September 1<sup>st</sup> and, at the recommendation of the Investment Committee, was replaced by a one-year \$150,000 T-Bill yielding 3.6%. Mr. Quinn made a motion to approve the purchase of the \$150,000 T-Bill. Ms. Baca seconded the motion which carried unanimously.

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

- **Architectural Review:** Paul Carriere, Chair, reported: The committee has been very busy. Starting with the requests approved under the Architectural Rules, unit 146 requested permission to remove their existing patio pavers and replace with stamped concrete, along with the adjoining walkway. Unit 222 requested removal of a tree on the east end of their patio. The committee approved the request in accordance with the HCCA Tree Policy.

A cypress tree adjacent to unit 268 is a threat to the unit's chimney, foundation, and gas line due to root invasion. The committee approved removal of the tree in accordance with the HCCA Tree Policy.

The committee considered the request by unit 90 to put a storage shed in the west end RV parking area. The committee discussed the request but does not feel Hacienda Carmel should be in the storage shed business, as we cannot provide room enough for more than a handful of units to install storage sheds. They recommend that the association not approve any additional storage sheds in the RV lot, and that the sheds presently there be removed when the owners leave. Mr. Quinn stated that rather than making a separate policy regarding this item, Ground Rule 11 needs to be amended to eliminate storage in the RV parking area. The item was tabled until next month so that the Ground Rule can be amended.

The tree trimming at the west end recently exposed the dump and RV areas to the berm and buildings that border the area. The committee recommended that a redwood fence with lattice be installed in that area to hide the dump area, as well as locking chains be put on the dump area to deter unauthorized dumping at the site. Mr. Young made a motion to approve installation of a fence with lattice, and installation of locking chains for the entrance – work to be done in-house. Ms. Graham seconded the motion which carried unanimously.

The committee continues to work on the pool and outdoor dining furniture. They are getting closer to a recommendation. They are also working on patio gate standards and should have a recommendation for the Board at the next meeting.

Mr. Carriere noted that he is glad the standpipes will be moved. The committee discussed the issue and felt members should be made aware of such changes in advance, as aesthetics are important. The Architectural Review committee has committed to considering safety, cost, and aesthetics before making decisions, and plan to pass this guideline on to future AR committees as well.

- **Events & Entertainment:** The report was submitted in writing: “On September 4 & 11, 2022 famed pianist Gustavo Romero performed pieces by Franz Schubert. Mr. Romero played the music from memory without the aid of sheet music. The event was very well attended by our residents and guests. Our next event will be an outdoor Oktoberfest celebration, The celebration will take place on Saturday October 15, 2022. It will feature German food plus beer and wine for sale. As noted in the financial report, we have a net disbursement of \$2,596.30 through 09/16/2022. Therefore, the remaining unused budget totals \$3,403.70.” (E&E Financial Statements attached to these minutes as Appendix I.)

COMMITTEE REPORTS, continued

- **Fire-risk Assessment & Mitigation:** Bill Quinn, Chair, reported: “The Fire-risk Assessment & Mitigation Committee held a meeting on Tuesday, September 13. At that meeting, numerous topics were discussed, and several creative facilitating proposals for and solutions to our on-going projects were developed through consensus. Among the items discussed was the status of the Association’s search for, and acquisition of, any fire mitigation grants through our contractor, Cheryl Einsele. The Committee agreed that one alternative to our search for grants, which to date has not yielded what we had hoped, might be to first target and circumscribe those grants, of any type, that may be available to HOA and condominium associations, and focus on those.

“The Committee discussed the status of the underground repairs of two non-functional standpipes on our fire suppression system that encircles our residential property. One of these two standpipes has now been dug up, which revealed a hasty and presumably inexpensive repair to underground damage to the pipes done many years ago, in which the main pipe was simply reconnected without replacing the T fitting that fed the standpipe through a connected lateral pipe, thereby rendering the standpipe incapable of receiving water. The proper repair will be to re-install the T fitting. The other non-functional standpipe has not yet been dug up to determine the nature of the problem, but that task is on the schedule of the Grounds Crew.

“The Committee then discussed the status of the creation of a CAD (computer aided design) comprehensive Hacienda Carmel plat map with layered features, which is intended to replace the existing plat maps we have with a new updated and far more accurate map. The CAD system will allow us going forward to select among the various layers or features of our property to display for purposes of our varying needs, and to use a comprehensive layered map for our basic general-purpose map. We are fortunate to be able to use the services of Bestor Engineers of Monterey, which has done surveying and other land-use work for the Association over the years, resulting in their having much of the surveyed land and parcel information already on hand, which should reduce the cost of this work.

“The Horticultural Master Plan for Hacienda Carmel was the next and significant topic of discussion by the Committee. Thanks to the diligence of Director Mary Pat Adams, the Association has received bids from three landscape designers to develop a Master Vegetation and Planting Design for the future as recommended by the Committee at its August meeting. Part of this plan would include a list of designated plants meeting the requirements of being attractive, indigenous or native, drought-resistant, fire-resistant, and low-maintenance (or not labor-intensive). This list of plants and trees would be that from which to choose to replace any vegetation requiring removal under current State laws. Another element of the plan development is to conduct meetings open to the Association’s membership whose purpose is to allow our Residents’ input and feedback to the selected contractor to create a final Master Plan that will guide the plantation of vegetation at Hacienda Carmel under a specific motif or theme for many years to come. The Committee decided to refer the bids to the Finance Committee for their recommendations for financing the expenditure prior to setting the matter for decision by the Board of Directors.

**COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued**

“Discussion by the Committee then turned to the \$12,000 matching grant from the Cypress Fire District. While some confusion initially occurred surrounding the District’s conditions for payment and remittances in the early stage of the application of those funds, owing to a lack of detail in the instructions provided, the outcome is that the HCCA has now spent approximately \$8,000 in its matching obligation for the grant we received, leaving us with another \$4,000 to disburse. The District’s entire \$12,000 matching grant remains to be awarded to the contractor of our choice, and of which the District approves, to continue our projects to reduce high fire-risk fuel areas on our property.

“Finally, the Committee discussed the funding for and ordering of title reports for two adjacent Quail parcels which may contain reference to an easement giving HCCA Residents a right-of-way for ingress and egress into and out of our property. Since the Committee’s meeting on September 13, information has come to light that establishes existence of four express grants of rights-of-way or easements of record in our grant deeds and land records. Accordingly, the conclusion of the Committee to solicit title reports for two adjacent parcels that might have shown these easements is no longer apposite, though some further research into the survival and/or validity of any of these four easements will still be needed. In any event, the HCCA is now closer to and may at last have a definitive answer to this question. Such rights-of-way, whether multiple or single, and depending on the scope of the written grant of easement, may have a direct effect on a lawful egress in fire-related or even other types of community evacuation or emergency situations.”

- **Policies & Procedures:** Fran Baca reported: “The Committee met on September 8, 2022 with members Fran Baca, Sara Harnish, and Rex Young, chair Mary Pat Adams and advisor Robert Hedberg.

1. “The Committee approved Draft #6 of the proposed Board procedure for appointment and duties of the Nominating Committee and will present it to the Board in September for approval.”

Ms. Baca read the procedure in full. It is attached to these minutes as Appendix II. Ms. Baca made a motion to approve the procedure as drafted for the Annual Appointment of the Nominating Committee. Mr. Quinn seconded the motion which carried unanimously.

2. “The Committee approved a proposed addition to the Welcome to Hacienda booklet about tipping of HC staff and will present it to the Board in September for approval.”

Ms. Baca read the proposed policy on tipping of employees in full. It is attached to these minutes as Appendix III. Ms. Baca made a motion to approve the addition to the Welcome to Hacienda Carmel booklet regarding tipping. Ms. Graham seconded the motion which carried unanimously.

**COMMITTEE REPORTS, Policies & Procedures, continued**

“The Committee continues to work on a number of proposed policies and procedures as follows:

3. “The Committee discussed a proposed Board procedure for the GM review and continues to work on this.
4. “The Committee discussed adding information about the HCCA Private Work Policy as an additional Ground Rule for Residents and continues to work on this.
5. “The Committee discussed creating a Board Action Procedure for any contributions, donations or restricted funds that HCCA may receive from residents or others and determined a policy is not needed at this time.
6. “The Committee discussed its recent work on a Document retention policy and continues to work on this.
7. “The Committee began the work of creating job descriptions for staff and continues to work on this.
8. “The Committee began work on developing procedures that may be needed for items in the newly approved Employee Handbook and continues to work on this.

“The Committee will meet next on Thursday, October 13, from 9:15 to 10:45 a.m. in the Durr Room.

- **Garden Club:** Mary Murray reported: “The Hacienda Carmel Garden Club does not require any board action. We defer our bee proposal pending the vote of the membership at our September 24th Quarterly Membership Meeting.”
- **Book Shoppe:** Dale Agron reported: “September was a busy month for donations to the Book Shoppe, both large and small. We received a cartload of books retired from the Hacienda Library. Added to that were bags and boxes of books from residents. Several individuals donated one or two books that they had recently enjoyed. A big thank you goes to everyone for your generous support. I would like at this time to acknowledge the work being done by our enthusiastic and dedicated Book Shoppe volunteer, Liz Banks, who puts in hours when the Book Shoppe is closed to get incoming books organized and on the shelves for each Saturday opening. Our sales last month were stellar. With one more Saturday to go, this month promises to be comparable to the last. Remember, what we make in sales goes toward the purchase of new books for the Hacienda Library. As we enter the holiday months, keep an eye out for special mini-events at the Book Shoppe to be announced in the Bulletin. The Book Shoppe is open Saturdays 11 am to 2 pm.”

**10. UNFINISHED BUSINESS:**

- **Formation of Parking Committee:** Mr. Sutton reported that no volunteers stepped forward to serve on the Parking Committee, therefore, the subject will be

**UNFINISHED BUSINESS, Parking Committee, continued**

referred to the Architectural Review Committee. Ms. Baca made a motion that the matter of parking, as outlined in the Special Workshop on Parking, be delegated to the Architectural Review Committee. Ms. Graham seconded the motion which carried unanimously.

**11. NEW BUSINESS:** None.

**12. COMMENT PERIOD FOR MEMBERS:**

- Bill Bennett, unit 227, asked Mr. Quinn to expand on the California State law that applies to plant removal for fire mitigation purposes.

Mr. Quinn noted it is statute 4291 and deals with vertical and horizontal spacing and tree canopy spacing, as well as a 5-foot perimeter around buildings.

- Linda Smith, unit 247, would like something in the Bulletin regarding the recycle area by the Guest House. She would like residents to advise their guests as well.
- Dale Agron, unit 297, would like to see the formation of a Health and Safety Committee.

**13. ADJOURNMENT:** The meeting was adjourned at 11:09 a.m. with a motion by Ms. Murray. The next regular meeting of the Board will be held on Thursday, October 27, 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.