

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

ABSENT:

Ms. Sara Harnish, Director

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

1. **CALL TO ORDER:** The open meeting was called to order at 10:08 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** Ms. Baca added 'Status of Additional Parking' to the General Manager's Report, and 'Recommendation for No Parking Zone on Hair Salon Curve' to Unfinished Business. Mr. Hedberg made a correction to the Sales and Rentals on the Consent Agenda.
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:** Regular Board Meeting of January 26, 2023.
 - b. **Occupancy Applications:**

Meryam Pickard & Patricia Kesslering	Authorized Occupants, Purchasing #80
Susan Wallace	Authorized Occupant, Purchasing #259
Hazel Janoska/Linda Schenk/Kiang Lee	Authorized Occupants, Purchasing #167
Lucy Luke	Authorized Occupant, Purchasing #117
 - c. **Sales Activity & Rental Report**

6 units currently listed, with 5 of those currently in contract. 12 unit sales since May 1, 2022. The current number of rentals is 43.

CONSENT AGENDA, continued

d. Financial Report:

- i. Review of Financial Statements for January 2023
- ii. Approval of Reserve Fund Expenditures for Jan. 2023 total \$24,107.28.
- iii. Verification of bank reconciliation & check register review for Jan. 2023.

Mr. Quinn made a motion to approve the Consent Agenda. Mr. Delwiche seconded the motion which was carried unanimously.

5. **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. They are planning to hold a joint session with the Finance Committee within the next few weeks to discuss the budget. The work session will be open to the membership. The Board additionally discussed a compliance violation involving the color of a door & fence addition, which has now been resolved. Further discussion involved the legal description included in the governing documents, which is being re-done. Other items reported to the Board included the electric vehicle station which is being installed, the lobby furniture, and the resurfacing of the berm which should take place soon.

Member comments from last month's meeting included support by Niki Tugwell of the no parking zone and suggested speed bumps. This is still under consideration. Mary Molle made a similar comment in support of a no parking zone, and agreed residents do need a loading zone there. Jane Bowles commented on the recent forum regarding Ground Rule 14 – she asked for more information on what residents can do, rather than what they cannot do.

Letters received by the Board included a letter from Alexandra James which was taken up in Executive Session, as it involved a personnel issue from last June. There was a letter from former member Pat Clark, who praised Hacienda Carmel in comparison to the place in San Jose where he and his wife moved to be near family. Additionally, there was correspondence from the Association to the resident with the Architectural Rules violation regarding resolution of the issue.

6. **GENERAL MANAGER'S REPORT:**

- **Lobby Refurbishment:** A few pieces of furniture have been delivered but will be picked up by the designer so that delivery and arrangement of the entire lobby can be done at one time. Mr. Reate will be providing a sample color pallet in the near future so residents can see the materials to be incorporated in the design.
- **Casa Amigos:** Flooring has been completed in the ground floor rooms, with the exception of 305 & 306 (which are still being rented out). Furniture should be here within 10 days and the rooms should all be completed and put back in service shortly after that time.

GENERAL MANAGER’S REPORT, continued

- **Status of Vehicles on Order:** The General Manager reported that we are hoping for a March delivery of the van. The old van has had some mechanical issues and has been taken out of service a few times. Currently, however, it is back in service. Two utility carts for Grounds are still on back-order and will hopefully arrive by April.
 - **EV Station:** The electrical connection has been completed for the new EV station at the street-side end of carport #4. The vendor will be sending inspection and installation crews shortly to install the new station. Signs designating the spaces as ‘EV Charging Only’ will be added soon.
 - **Berm Resurfacing:** Golz Construction will start resurfacing the berm two weeks from now. The project will be done ¼ of the berm at a time. While they are working berm walkers will need to take a detour around that section.
 - **Podiatrist Search:** The General Manager received a proposal from the podiatrist group that inspected the premises some weeks ago. They are willing to do Saturday only appointments on-site, but the only service they would provide is nail trimming. The cost of each visit would be \$100 and they do not accept Medicare. Since this is too limiting for our residents, we will continue to search for another podiatrist. Mr. Hedberg will contact Dr. Kiker to ask for additional references.
 - **Bid for Additional Parking Spaces:** The General Manager reported he has asked Golz Construction for a quote on constructing additional parking spaces in front of units 268-271. The quote should be received within a week.
7. **COMMITTEE REPORTS:** The following committees either presented and/or submitted reports: (Mr. Sutton noted that committees only will give reports.)
- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on February 16th and reviewed the January Financial Statements, which are included today in the Consent Agenda.

The committee recommended that the 2023-2024 Reserve Study be approved by the Board, with the updates made at the committee level. Ms. Baca made a motion to table approval of the study until the joint meeting with Finance to discuss the budget is accomplished. Ms. Husby seconded the motion which carried unanimously.

The committee made a recommendation for setting prices for the EV Charging Station. It costs the Association 27 cents per kilowatt to provide electricity at that location. The committee recommends we charge 40 cents per kilowatt for residents/members and 50 cents per kilowatt for non-residents. This will give the Association a buffer to help cover the subscription cost and the cost of installation. Ms. Adams made a motion to approve the recommended pricing structure. Mr. Quinn seconded the motion which carried unanimously.

COMMITTEE REPORTS, Finance, continued

Ms. Graham reported that the Investment Committee met following the Finance Committee meeting and recommended that both the \$250,000 Treasury Bill maturing on February 16th, and the \$150,000 CD maturing on March 13th be rolled over, separately, into whichever vehicle (CD or T-Bill) is paying the highest interest rate, each for a period of 12-months. Ms. Baca made a motion to approve the recommendation by the Investment Committee to roll over a T-Bill and a CD for 1 year each. Ms. Adams seconded the motion which carried unanimously.

- **Events & Entertainment:** Joanne Sarrica reported: “The first ever Super Bowl Watch Party worked out very well. Coupled with the Super Bowl football pool sponsored by the E&E committee, it made for an exiting event. We intend to make this an annual event.

“The showing of the movie Temple Grandin on February 19th brought out a very good turnout. As noted in the Hacienda Carmel Bulletin, we will be adjusting the movie viewing schedule. The bingo games on the third Thursday of the month is very popular among the residents.

“As noted in the financial report, we have a net disbursement of \$7,809.31 through 1/31/2023. With the additional \$2,500.00 from the sale of the dance floor the remaining unused funds total \$690.69. Subsequent to the Jan 31st month-end, the E&E committee raised an additional \$500.00 from the Super Bowl football pool.”

- **Architectural Review:** Connie Winners Chaired the February meeting of ARC in the absence of Paul Carriere. She presented the following report: “The committee met on Wednesday, February 8th. We received three requests for change or addition to units that were all in accordance with the Architectural Rules and were approved.

“We received one request from the owner of 243 for addition to the common area. You will note photographs of the area of gravel and rocks, along with an estimate from Granite Rock. The owner has offered to pay for the rock, landscape cloth and delivery to the site with the stipulation that Hacienda grounds crew will install and maintain. This is a very large visible area that has been cleared for some time. If approved this area can provide a standard for future landscape design on the property. The committee has recommended and approved the request as a variance to the Board of Directors.

Ms. Adams made a motion to table the variance request presented by the Architectural Review Committee. Ms. Baca seconded the motion which carried unanimously. Ms. Adams then made a motion to suspend the temporary planting moratorium to accommodate planting of the area by unit 243 and to have the grounds crew replant the area with a Rana design, which will serve as a model for the new landscape plan. The plants to be paid for through the Reserve Fund, not to exceed \$5,000, Ms. Baca seconded the motion which carried with one abstention.

Ms. Winners added that the committee discussed outdoor dining furniture once again, and hope to have a recommendation soon.

COMMITTEE REPORTS, continued

- **Fire-risk Assessment & Mitigation:** Bill Quinn, Chair, reported: “On Wednesday, February 8, the Fire-risk Assessment & Mitigation Committee held its monthly meeting. Among the first actions undertaken at the meeting was that of considering the immediate resignation of Jeanne Woolridge from the Fire Risk Assessment & Mitigation Committee, tendered verbally that afternoon of February 8, 2023. Ms. Woolridge had asked an Association Member, Mr. Brendan P. Kelly, to attend the meeting, who did so as a guest of the Committee. During the deliberation on Ms. Woolridge’s resignation, Mr. Kelly stated that he was willing to fill the vacancy on the Committee created by this resignation. Thereafter, Ms. Woolridge left the meeting. The Chair, without authority to accept resignations or appoint new Committee members, stated that he would prepare a motion for the Board of Directors to effect the acceptance of Ms. Woolridge’s resignation and appoint Brendan P. Kelly as a new fully authorized member of the Committee.

“The Committee was given a final report from Dave Delwiche regarding the removal of the combustible wooden covering and roof around and above the Association’s propane tank, and the possibility of replacing those with a small, non-combustible chain-link fence with aluminum slats. The Committee made its final deliberations on the issue and agreed to recommend to the Board the removal of the wooden structure in compliance with the written recommendation of the Association’s insurer, HUB International, and to recommend its replacement with installation of such a chain-link fence. Such a non-combustible fence would be cost-effective, would provide some degree of protection for the tank from intense heat and ember cast in the event of a wildland fire, and could be built with the goal of improving the aesthetic quality of the area around the tank 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 that task, 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 3 to 4 inches across the same newly limbed wood-pile area where the logs are currently stacked. This chip spreading would both create an attractive park-like atmosphere, and would also rid the Association of a large amount of wildfire fuels.

“The horticultural Master Plan for the Association being developed by Ranna 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.

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

Mary Pat Adams reported that proposed meetings open to the Association's membership to allow our Residents' input and feedback on the draft Master Plan are now close at hand. She stated that the company would prefer to have an initial feedback meeting with members of the Board of Directors and both the ARC and FRAM Committees, and thereafter to make adjustments to the Master Plan before presentations are made to the Association's membership. In addition, the Committee learned that Ranna Creek proposed a planting "test case" in the bare areas around Unit 243. Since that meeting, those designs for Unit 243 are now in hand.

"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."

Mr. Quinn made a motion that the Board of Directors, effective as of this date, accept the resignation of Jeanne Woolridge from the Fire Risk Assessment & Mitigation Committee tendered February 8, 2023 and, in order to fill the vacancy created by this resignation, appoint Brendan P. Kelly as a new member of the Committee. Ms. Adams seconded the motion which carried unanimously.

Mr. Quinn made a motion that the Board of Directors, in furtherance of the recommendation of the Fire Risk Assessment & Mitigation Committee, direct the General Manager to remove the combustible wooden structure and roof around and above the Association's propane tank and to authorize the General Manager thereafter to contact local chain-link fence companies to obtain bids to install a 3-sided fence 48" high around the said propane tank to include earthen-colored aluminum slats both for aesthetic reasons and for non-combustible protection for the tank in order to bring the Association in compliance with our insurer's recommendation on this matter. Ms. Adams seconded the motion which carried unanimously.

Mr. Sutton asked about the status of the tree survey. Ms. Adams reported that she has contacted three different arborists, one of whom has declined.

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

COMMITTEE REPORTS, Policies & Procedures, continued

1. “Job descriptions for staff

The committee briefly reviewed Supervisor interviews conducted so far and scheduled some of the remaining interviews. The committee discussed the need for the Board to discuss in Executive Session workers compensation issues related to job descriptions and to provide those Board decisions to the Committee. The Committee will continue to work on this project.

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

The Committee discussed the two Community forums on Jan. 17 and 24, and collected the comments and lists of suggestions for incidental services. The Committee will review the comments from Residents as well as logs of requests to the Front Desk and Office for assistance with services. The Committee agreed to table proposed changes to Ground Rule #14 until the job description project is completed.

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

The Committee reviewed the proposed changes from the Architectural Review Committee and edits and inputs from Board Director Bill Quinn. After discussion the Committee agreed to present a proposal for Ground Rule #10 to the Board at its February 23, 2023 meeting.” Ms. Baca made a motion to release Draft #3 of Ground Rule 10 (Parking Rules) to the membership for a period of 28 days so that members have an opportunity to voice their opinions to the Board. The Board will then consider the proposed changes and final draft at the March meeting. Ms. Husby seconded the motion which carried unanimously.

“After some discussion the Committee asked GM Robert Hedberg to research costs and feasibility for creating additional off street parking spaces in two locations on the northwestern side of the property.

4. “Use of G&G Rooms

The Committee briefly discussed the report from the E&E Committee on the use of Community spaces, including the proposed expansion of the Art Studio patio, and was advised that more information will be available from E&E. The Committee agreed to table this topic until the March meeting.

5. “Discussion of Operating Rules

The Committee discussed the need to follow proper procedures on providing notice to Owners on proposed changes to Operating Rules which include Ground Rules, policies and procedures. Policies and procedures are exempt from the 28-day notice because they are generally administrative in nature and deal with how the Board operates. Proposed changes to Ground Rules generally require the 28-day notice because they deal with the use of the common areas which affect the Membership. The Committee agreed that placing a printed copy of proposed changes requiring the 28-day notice in the mail box of each Resident and mailing the printed copy to those Owners who've requested this method will satisfy the requirement of California Civil Code Section 4360(a). The Committee will recommend that the Board follow this procedure.

COMMITTEE REPORTS, Policies & Procedures, continued

6. **“Discussion of CCR 9**

The Committee tabled this discussion until the March meeting.

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

- **Book Shoppe:** Pat Little-Auguston submitted the following report: “Big steps. Big steps. Baby steps. But always forward. After a strong finish at the end of 2022, we are pushing ahead more slowly on sales; however, donations are really heating up. As a result, our shelves are packed and waiting for readers to come find their literary treasures. Boxes of mysteries left on our doorsteps by an anonymous donor a week ago brought about our “Mystery Mania” sale this past weekend, which attracted lots of visitors to the Shoppe on Saturday and Sunday, enabling us to sell many books. “Mystery Mania” will be extended another week. The Book Shoppe wishes to express a big thank you to our mysterious mystery donor and to all others who brought donations large and small to the Shoppe. More donations have also arrived from the Hacienda Library, with more to come--so many interesting titles among these that I was tempted to buy many of them for myself.

“The Book Shoppe will launch its “Meet Your Local Authors” series on February 27 with John and Jan Straley. And, finally, we now have a resident participating in our “Books on Tape” program for homebound residents and others. We have cassettes and cassette players that you can as a free service from us sign out on loan. We will even deliver and pick up if you wish. A complete list of the available cassettes will be available at the Book Shoppe. That wraps up the programs and promotions we have going. Our sales proceeds go toward buying new books for the Hacienda Library. For the Book Shoppe, Pat Little-Auguston (cell: 831-293-3153).”

8. **UNFINISHED BUSINESS:**

- **Establishment of No Parking Zone:** Last month the Architectural Review Committee made a recommendation to paint the curb at the “Hair Salon Curve” red, to prevent parking there. The Board tabled action so that they could talk to residents in the affected area. None of the residents objected to painting the curb. Ms. Adams made a motion to have the Maintenance Department paint the curb in front of units 280-284 red, in between the two existing red sections. Ms. Husby seconded the motion which carried unanimously.

9. **NEW BUSINESS:**

- **Appointment of Nominating Chair:** Mr. Sutton noted that no one has stepped forward to fill the position for the 2023 election in June. He will work on finding someone and encourages anyone who wishes to serve in this capacity to contact him.
- **Review of Annual Disclosures:** The Board was presented with a copy of the March, 2023 Annual Disclosures, pending the completion of the Reserve Study and the Budget. Ms. Baca made a motion to approve the disclosures pending completion. Ms. Adams seconded the motion which carried unanimously.

10. **COMMENT PERIOD FOR MEMBERS:**

- Rae Ballard, unit 41, objected to the draft on Parking Rules which states part-time residents will lose their carports.

Ms. Baca noted that was changed on Draft #3, which will be distributed to the membership today.

- Pat Parrish commented on the wood chips mentioned in the Fire Mitigation report. She is concerned that they may be a fire hazard.

Mr. Quinn noted that according to Cal Fire, 3 to 4 inches of chips do not cause a fire hazard, in unimproved and forested areas away from any structures. Ms. Adams added that this information applies only to the west end, where there are no residential structures.

11. **ADJOURNMENT:** The meeting adjourned at 11:20 am, with a motion by Ms. Murray. The next regular meeting of the Board will be held on Thursday, March 23, 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.