



CONSENT CALENDAR, continued

Ms. Tugwell made a motion to approve the Consent Agenda. Ms. Graham seconded the motion which carried unanimously.

5. **PRESIDENT’S REPORT:** President Art Sutton, reported:

- a. Report of discussion in Executive Session and any items requiring Board action:
  - The opening in the Grounds Department was filled.
  - The Board directed the General Manager to contact the attorney regarding indemnification and draft of a doctor’s office agreement.
  - The Board further directed the General Manager to contact legal counsel to submit the corrected copy of our legal description for filing.
  - The Board discussed resident issues, personnel, and purchase of the flood and bridge policies.
- b. Review of Member comments from September Board meeting. Refer to the Minutes from the 9/28/23 meeting:
  - There was one comment in the first comment period and six comments in the second comment period.
  - Three residents had input into the implementation of the landscape plan. We will take those comments into consideration as we move forward. At a joint meeting of ARC & FRAM the committees decided to have the General Manager come up with an implementation plan, with input from the Grounds Supervisor. The plan will be submitted to the Board for approval.
  - One resident asked about insurance evidence. The Board has the prerogative to ask for proof of insurance – it would be in the form of a certificate of insurance from your agent.
  - One resident spoke about the need for residents to serve on committees. If anyone wishes to serve, please let the Board know.
- c. Correspondence from or to Residents or others. The Board received two letters from Residents.
  - One letter concerned accessory furnishings in the Lobby – was answered by a Board member on behalf of the Board.
  - The second letter concerned the Library/Bookshop – it too will be answered by a Board member on behalf of the Board.

6. **GENERAL MANAGER’S REPORT:**

- **Status of Projects:** Mr. Hedberg reported that as of last Thursday, the van was still sitting on a lot in Kansas City, waiting to be put on a train. As far as the allotment of utility carts for the current fiscal year, we are hoping for delivery of the new utility carts in February.

**GENERAL MANAGER’S REPORT, Status of Projects, continued**

The boiler replacement has been completed and the Board has been provided with a project report. There were two invoices from Della Mora Heating, one for \$53,949, and an additional invoice for \$1,680 because they ended up having to replace the strainers on the incoming water supply. The total of both invoices was \$55,646.79. The new boiler should be much more efficient than the old one.

Rooms 308 & 309 in the Guest House have been completed, except for the mattresses. Rooms 310 & 311 will be done next week, and the crew will work on Room 307 (the apartment) when we can fit it into the schedule.

The new electrical panels for the main buildings are on order.

The General Manager and member Ken Rothstein met with a contractor from Fresno last week to look at and discuss the pool refurbishment. We are waiting on the numbers he will put together for us.

As mentioned in the President’s report, we will be working with counsel to file the corrections to the Legal Description.

**Request for Tree Trimming:** Mr. Hedberg explained that there is a large Pin Oak between units 182-186. The owner of unit 182 obtained a quote from Davey Tree Service to trim the tree and is willing to pay for the trimming, as was done two years ago. The cost is to be paid for by the owner of unit 182. Mr. Kelly made a motion to allow the owner of unit 182 to hire a professional tree service to trim the oak tree at his expense. Ms. Tugwell seconded the motion which carried unanimously.

**New President e-mail Account:** The IT specialist has rescheduled for November 11<sup>th</sup>.

**Green Waste Pile Mastication:** The General Manager informed the Board that David Mora has requested the green waste pile be masticated so they have room for more green waste. We have in the past used a tractor service at \$3,000 per day, but Golz Construction has bid \$2,500 per day. Discussion ensued as to whether or not the mastication would be eligible to be part of the Cal Fire grant for this year. Ms. Graham made a motion to approve two days of mastication, not to exceed \$5,000 from the Reserve Fund, with the caveat of getting approval from Cal-Fire. Mr. Kelly seconded the motion which carried unanimously.

**Hydro Jet Purchase:** Mr. Hedberg reported that he and Jean Paul Mazaud went over the frequency of bringing in an outside plumbing company to perform a hydro jet on the plumbing lines. The frequency has been once or more a month for several years now. JD Plumbing charges upwards of \$700 every time they come out. Mr. Hedberg recommended the Association purchase a 4000 psi Hydro Jet machine for \$2,199. Ms. Harnish made a motion to purchase a Hydro Jet machine for \$2,199 from the Operating Fund. Ms. Tugwell seconded the motion which carried unanimously.

**Window Repair:** One of the upper windows in the Dining Room was cracked by a possible bird strike. The General Manager got two bids to replace it, the lower of which is Watts Valley Glass for \$1,060.

GENERAL MANAGER’S REPORT, continued

**Vaccination Clinic Report:** The VNA Vaccination Clinic was a success, with them returning to provide COVID shots to those members who did not receive them during the regular clinic.

7. **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 October 19<sup>th</sup>. Following review of the September, 2023 financial statements, the committee reviewed the expenditures from Reserves for the month of September: We paid \$54,489 to Della Mora Heating for the boiler replacement; \$1,993.60 to Home Depot for replacement of the flooring at the front desk; \$3,393.16 to Automatic Door Systems for repair of the automatic doors in Casa Central; \$2,049.91 to MJ Murphy for fence repairs/replacements; \$10,714 to Zenda Heating for the replacement of a heater in a king sized unit; \$1,327.43 to Martin’s Irrigation & Ewing Irrigation for irrigation repair; \$2,991.76 to Opus Systems for two new computer stations and replacement of the networking hardware in the office; and \$11,050.30 to Turf & Industrial Supply for one-half down payment on the ’23-’24 Utility Cart Replacements. Total expenditures from Reserves for the month of September were \$88,009.16.

The committee recommended renewal of the Bridge Policy through Golden Bear Insurance. The expiring premium is \$62,153, and an increase in this policy was not budgeted. The renewing premium is \$72,055, an increase of \$9,902. Mr. Kelly made a motion to renew the bridge policy with Golden Bear Insurance for a premium of \$72,055. Ms. Harnish seconded the motion which carried unanimously.

The Finance Committee also recommended renewal of the Flood Policy. The renewing policy has 8 layers (multiple providers that insure amounts up to \$70 million). The amount budgeted for the policy this fiscal year was \$537,605. The new premium on the policy is \$784,130.38, an increase of nearly 80%. The renewal date of the policy is November 6<sup>th</sup>. Ms. Harnish made a motion to approve the Flood Insurance renewal for \$784,130.38. Mr. Quinn seconded the motion which carried unanimously.

The Finance Committee considered ways to make up the budget deficit that we have incurred this year in the Property policy, the Liability policy, the Bridge policy, and the Flood policy, all of which exceeded anticipated increases. The committee ended up recommending a special assessment, rather than a mid-year increase in maintenance fees. Likewise, the Board gave much discussion and consideration of the need to make up the budget deficit so that we have some hope of paying off the policies in this current fiscal year. To make up a deficit of over \$357,000 the Board determined that a special assessment of \$235,000, plus an additional two months of suspending the regular transfer into the Reserve Fund would be the most prudent course of action. The assessment per unit will run anywhere from \$509 to \$965. Ms. Harnish made a motion to approve a special assessment in the amount of \$235,000. Mr. Quinn seconded the motion which carried unanimously.

COMMITTEE REPORTS, Finance, continued

Mr. Kelley made a motion to suspend an additional two months (Nov & Dec.) of transfer into the Reserve Fund to make up the rest of the budget deficit. Ms. Graham seconded the motion which carried unanimously.

Ms. Graham reported that Finance Committee Chair Karen Kelly has resigned and asked the Board to appoint Holly Carlin, who is a retired CPA, to the seat. Ms. Harnish made a motion to appoint Holly Carlin as Chair of the Finance Committee. Mr. Kelly seconded the motion which carried unanimously.

- **Architectural Review**: Connie Winners, Chair, reported: “The committee met on October 11th and received ten individual requests for change that were approved in accordance with the Architectural Rules.

“There were three requests for change to the common area constituting a variance that were tabled pending vegetation planting and development standards for utility meter covers.

“The shipment of the new pool furniture will ship out tomorrow, or no later than Monday. We should see the new furniture in place the week of November 6th.

“The committee request the approval to replant and relocate the eight turquoise pots in preparation for the arrival of the new pool furniture.” Ms. Tugwell made a motion to approve replanting and relocation of eight turquoise pots. Mr. Quinn seconded the motion which carried unanimously.

“ARC meeting is an open meeting that meets the second Wednesday of the month, 9:30AM in the Durr room. If you are interested in learning about the work of the committee, please come to one of the meetings. Article 7 of our CC&R’s covers the work of this committee.”

- **Fire-risk Assessment & Mitigation**: Mary Pat Adams gave the following report: “Members of the Fire Risk Assessment and Mitigation Committee (FRAM) and Architectural Review Committee (ARC) met in joint session October 11, 2023 to consider the implementation of FRAM’s Long Range goals in the context of the recently adopted master landscape plan and the recognition that, according to the governing documents of our Association, landscaping matters of the Common Area are under the purview of the ARC.

“Those attending were: ARC members: Connie Winners (chair), Dave Mills, Lynn Knoop, Myrleen Fisher, Mary Pat Adams (also FRAM member) and Paul Carrier (Board Liaison); FRAM members: Mary Molle and Art Sutton; Board Vice President Fran Baca; General Manager Robert Hedberg and Grounds Supervisor David Mora.

“To review, at its September meeting the FRAM Committee discussed how to begin implementation of the Long-Range goals in the context of the newly approved and adopted Landscape Master Plan and agreed to:

- Ask the Board to affirm ARC responsibility for recommending to the Board landscape changes in the Common Area.

COMMITTEE REPORTS, Fire-Risk Assessment & Mitigation, continued

- Ask the GM to work with the Grounds Supervisor to begin implementing within the landscaped parts of the HC property (inside the berm) the vertical spacing required by law (limbing up of tree branches so lowest is 6-8' from ground) and the removal of all dead plant material. (Horizontal spacing was left for another time.)
- Leave open the topic of how ARC might begin to implement the master landscape plan and how FRAM and ARC might work together on proposed changes to the still undefined Zero Zone (0-5' from structures).
- Leave open the topic of the process for accomplishing the work and the involvement of the community and especially those in the near vicinity of proposed work.

**“The following items were discussed at the Joint meeting:**

**1. Current Process for landscaping changes and projects.**

- a. The GM said prior to the planting moratorium he and the Grounds Supervisor would discuss any proposed changes and the staff would then work with a local nursery to select and plant new trees and shrubs as needed. Any proposed removal or pruning of trees was also discussed between the GM and Grounds Supervisor, and if a major project, the GM brought it to the Board for approval prior to work being done.
- a. A licensed arborist has been consulted in the past for a specific issue, but that arborist no longer works in this area. The group discussed the difficulty the Association has had in trying to find a licensed arborist to work with us.
- b. Reserve funds are used for purchasing nursery stock and operating budget funds are used for landscaping maintenance.

**2. How can FRAM and ARC work with staff going forward?**

- a. Grounds Supervisor David Mora said the crew at Hacienda Carmel have the experience to plant and maintain the grounds if a company is hired to design and place the new plantings. He also said he doesn't want to be involved in the design.
- b. The group discussed having the Grounds Supervisor take part in FRAM and ARC meetings for the portions of the meetings having to do with landscaping.
- c. The group discussed ways to establish priorities for landscaping work including those areas recently cleared of plantings and parts of the Common Area considered focal points.
- d. The group discussed the need to document landscaping changes for both Firewise recertification (2024) and the terms of the Cypress FPD grant.
- e. The group discussed balancing priorities of fire mitigation work and ongoing care of the Hacienda Carmel landscape.

**3. Zero Zone**

- a. The group had a brief discussion on this newly created (2020) but still undefined part of California law dealing with the landscape that is 0-5' from a structure.

**4. Vertical and horizontal spacing**

- a. The group had a brief discussion on the requirements for certain spacing of trees and shrubs for Firewise and other fire mitigation standards.

**5. Implementation of 2023 Master Landscape Plan**

- a. After some discussion it was agreed the GM will work with staff to create a plan with priorities and the process of implementation and present it at a November joint meeting of FRAM and ARC. This meeting is tentatively set for 2 p.m. on November 8.”

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

Mr. Quinn made a motion that the Board of Directors waive Association Ground Rule 14 and its Policy entitled “Board Member Interaction with Association Projects” in favor of and in order to authorize the FRAM Committee to deal directly with wildfire mitigation project contractors who would be paid directly by the Cypress Fire Protection District, under the following narrow conditions: that such waiver applies (i) only to the Chair of the FRAM Committee or a fellow Committee-member delegate of the Chair; (ii) only for fire mitigation projects undertaken by outside contractors being funded by the District’s fuel reduction grant; and (iii) only for the duration of the 2023-24 grant year, which ends June 30, 2024. Ms. Harnish seconded the motion which carried with five directors in favor, one opposed.

- **Policies & Procedures:** Sara Harnish, Chair, reported: “The Policy & Procedures Committee met on October 12, 2023 with members Fran Baca, Elizabeth Husby, chair Sara Harnish, and advisors Robert Hedberg and Jeanne Mileti present. Member Niki Tugwell was absent.

1. **“Job descriptions for staff**

The Committee continued to work on the staff job descriptions. The committee finalized three job descriptions: Housekeeping, Shuttle Van Driver/Utility and Security/ Resident Services (formerly Security). The committee revised the following job descriptions: Assistant General Manager/Accountant, Front Desk, Gardening and Maintenance. These revisions have been circulated for review and will be finalized at the next P & P meeting as well as continued work on the remaining job descriptions.

2. **“Use of G&G Rooms**

a. G&G room #5:

Fran Baca informed the committee that certain personal items have been removed and that clearing out of personal items continues to be done. Fran Baca and Niki Tugwell assisted in the clean-up. Fran and Niki will meet with another resident in November regarding items stored in #5. Mr. Hedberg was asked to place a notice in the bulletin regarding storage of items, specifically for active projects, for G&G room #5. This has been done. After the clean-up of G&G 5 is complete, the committee will draft a policy for future use of the room.

3. **“Proposed changes to Ground Rule #14** and discussion of CC&R 9 remain tabled until the job description project is completed.
4. **“Service Animals:** Mr. Hedberg will draft a policy regarding service animals and this item will be added to next month’s P & P agenda.”

Fran Baca asked that all residents be reminded we will have another Forum on Monday, November 6<sup>th</sup> from 1 p.m. to 3 p.m. in Casa Fiesta. The topic will be a continuation of the last forum: **Sustainability of the Association, Letters to the Board, and Getting Residents Involved.** If you attended the last forum you are asked to please bring the materials that were handed out. New copies will be available for those that missed the last forum. Mark your calendar and plan to attend.

COMMITTEE REPORTS, continued

- **Events & Entertainment:** Jeanne Wooldridge reported: We had a really exciting month this month. We had a pumpkin carving day, with about 15 people attending, which was really fun. Some people took their pumpkins home, others left them at the front desk, and if you want to go up to see them – they're cute!

We also had an October Fest which was very successfully attended by 53 people. Great food, great entertainment.

Looking forward to next Sunday for the Mullally's trip to Mont Blanc in France and Italy. Watching their last program was really fun, so we are looking forward to this one too.

We have lots of events coming up in November: The Night Sky presentation by the Mullally's, a Piano Recital coming up, and for those of you who are crafters, we are again putting on the Crafter's Fair this year on December 2<sup>nd</sup>. So, start making your crafts to either show or sell.

Last year we sent out a questionnaire to residents asking them what activities they would like to see at Hacienda Carmel. The unanimous request was for a Women's Club. So, we put a notice in the Bulletin and a flyer, asking for people to sign up. So far, we have one person. If you are interested in it, we will be having a luncheon on the 14<sup>th</sup>, so call Jeanne Wooldridge at 7675, otherwise we will have to cancel.

- **Ad Hoc Fire Alarm:** Ken Rothstein reported that at the last committee meeting they met with First Alarm. Items discussed were 1) a more efficient handling of service calls and, 2) keeping the system operable. We found out that the panels are obsolete, and the manufacturer is no longer in business, so we discussed with them how we can replace panels and not the entire system. We also discussed managing service calls and perhaps keeping parts here on site and training our staff to maintain the system.

The alarm company representative told us we are married to the current system without the Fire Marshall's approval. The committee did discuss going out to other contractors, and also discussed other options that might be used. In the meantime, we are trying to learn how to work as efficiently as possible with the system we have.

Mr. Rothstein feels the committee is making good progress and will continue to follow through on replacing panels, training staff, etc.

8. **UNFINISHED BUSINESS:**

- **Proposed Expansion of Art Studio Patio:** This has been tabled with the ball now in the Art Group's court.
- **Review of Moratorium on Planting of New Vegetation:** The General Manager is currently preparing a written process for implementation of the new landscape plan. The draft will be presented at the next joint meeting of ARC and FRAM.

NEW BUSINESS, continued

- **Evidence of HO6 & HO4 Insurance:** Mr. Sutton noted that he has had questions regarding the requirement to obtain evidence of HO6 and HO4 insurance (the Membership is advised to refer to pages 64-66 of the CC&R's, Article 10, sections 10.6, 10.6.2, and 10.7). Last month the Board voted to require proof of insurance (which can be obtained from your insurance agent), and Management was directed to obtain this information each year along with the required Member Contact Information in compliance with Civil Code Section 4041.
9. **NEW BUSINESS:** None.
10. **COMMENT PERIOD FOR MEMBERS:**
- Suzi Crary, unit 170, is glad the Board had the fortitude to vote for a special assessment.
  - Donna Bessant, unit 214, spoke of three things: the one-year anniversary of the Art Group's request for a patio extension, the PA system in Casa Fiesta not being sufficient unless Board members project their voices, and an invitation to visit the new books in the Library.
11. **ADJOURNMENT:** The meeting adjourned at 11:53 a.m. The next regular Board meeting will be held on Tuesday, November 21, at 10 a.m. in Casa Fiesta. The Board will meet at 8:30 a.m. in the Durr Room prior to the open meeting.