

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, May 25, 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. Sara Harnish, Director
Ms. Joan Murray, Director
Mr. Bill Quinn, Director
Mr. Robert Hedberg, General Manager
Ms. Jeanne Mileti, Recording Secretary

ABSENT:

Ms. Elizabeth Husby, Director

Fifty 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:** Item 7(c) (Fire Risk Assessment & Mitigation Committee), #2 “Consideration of Master Landscape Plan,” was removed from this agenda – to be discussed at the June regular Board meeting. The minutes of the Special Board Meeting of May 15, 2023 were removed from Item 4, Consent Agenda, as they have not yet been completed. And the General Manager corrected the numbers under Item 4(c) “Sales Activity & Rental Report.” There are currently 3 units listed, 2 pending sale, and 3 unit sales year-to-date

3. **MEMBER COMMENTS ON AGENDA ITEMS:**
 - Mary Lou Donegan, unit 291, commented on the upcoming General Manager’s Report, which lists various projects. She noted the Lobby refurbishment was over budget, the Casa Amigos refurbishment was under budget, the EV charging station was not allotted for, and neither was the fence around the propane tank. She feels, in light of the rising insurance premiums, Hacienda has been over spending and asked that a spending moratorium be put in place.

 - Mart Molle, unit 169, noted the Library will be requesting additional shelving for their mystery collection. Out of the 1,000 books checked out last year, 350 of them were mysteries. Of the 3,000 books in the Library, 500 of them are mysteries, with 40 new mysteries added since February. The collection is popular and now overflowing.

MEMBER COMMENTS ON AGENDA ITEMS, continued

- Heather McClaren, unit 88, feels the Landscape and Fire Mitigation projects need to be separated. When the Board is able to reduce our annual increases, we can consider a new landscape. She suggested we double David Mora’s salary and not have the Board too involved.

4. **CONSENT AGENDA:**

a. **Approval of Minutes:** Regular Board meeting of April 27, 2023.

b. **Occupancy Applications:**

Karen Jeffries	Authorized Occupant, Purchasing #6
Susan Henderson & Ed Lange	Authorized Occupants, Purchasing #233
Whitney Gravel	Authorized Occupant, Purchasing #185
Bertha Helfont	Authorized Occupant, Leasing #98

c. **Sales Activity & Rental Report**

3 units currently listed, with 2 of those currently in contract. 3 unit sales since May 1, 2023. The current number of rentals is 42.

d. **Financial Report:**

- Review of Draft Financial Statements for April 2023.
- Approval of Reserve Fund Expenditures for Apr. 2023 total \$61,651.15.
- Verification of bank reconciliation & check register review for Apr. 2023.

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

5. **PRESIDENT’S REPORT:** Mr. Sutton reported that the Board discussed a few personnel and resident issues. Legal issues include the auto accident last July – the claim with our insurance company is now closed; and the guest who injured himself playing pickleball has now retained a personal injury attorney – the claim will be turned over to our insurer. Other items discussed will be covered under the General Manager’s report.

Mr. Sutton explained that there have been comments made that letters are hidden in the back room. This was done in an effort to shorten the meetings. The letters are acknowledged at the Board meeting and posted in the Bulletin Board room each month. But if anyone would like to, they are welcome to read their entire letter at the comment period at the beginning of the Board meeting so that all in attendance can hear it.

Mr. Sutton acknowledged the 15 member comments from the April 27, 2023 meeting and responded to the following:

- He agreed with Susan Reddington that the Landscape Plan includes more than fire mitigation. Part of the Landscape Plan effort was to secure renewal of the Property and Liability Insurance Policy and that was successful.

PRESIDENT’S REPORT, continued

- b) He responded to Janet Crosby that the fabric of the new furniture is easily cleanable, and if the furniture becomes soiled in the future, we will discuss the matter at that time.
- c) He responded to Jane Bowles, Star Eriksson, Eleanor Roeck, and Kathy Picetti that the matter regarding amenities, i.e. the doctor’s office and hair salon has been resolved and both have been restored.
- d) He explained to Beth Ege that there is no plan at this time to install an electric door in the Dining Room.
- e) He informed Mary Lou Donegan that the need for additional lighting in the lobby is under consideration.
- f) Ms. Baca addressed Donna Bessant’s comment that the Board discuss more effective ways of communicating with the membership. Ms. Baca promised that the matter would be discussed at the June meeting and that she would have a written proposal to the Board for consideration.

The General Manager, on behalf of the Board, issued two letters, one to member David Rokich approving his variance request for use of his tenant’s parking space, and one to Dr. Saddy confirming continuation of his use of the doctor’s office at Hacienda Carmel.

The Board received the following letters from:

Heather McClaren and Pat Ostrom who feel the employee handbook was a definite overreach and caused separation from a friendly staff and uncertain relationships between staff and residents. They were also concerned about the loss of amenities – that has been resolved. Mr. Sutton stated an employee handbook was lacking and it was necessary to have one done. We did get our insurance company to provide us with a company that wrote the new handbook for us to comply with the law. Their letter goes on to talk about fire mitigation practices and that we are doing more than the law requires. Mr. Sutton noted that part of what we did was to retain our insurance, and not just to comply with the law.

Myrleen Fisher asking to have her landscape restored. Mr. Sutton stated it is under consideration and once the planting moratorium is removed it can be done.

Ed Lange – one of the things he asks is how do we replace our combustible fences? Mr. Sutton noted there is no burden on us at this time to remove the fences. The State is still deciding whether or not they will be allowed to stay. Mr. Lange also asks the Board to assess the urgency of removing lawns for water management, and notes when Quail cuts back, we should cut back. Mr. Sutton stated that Quail is a little different situation in that they have a golf course.

Karen Patterson who feels the rocks in front of 243 are ugly. Mr. Sutton stated the rocks are recommended by Cal Fire. There is nothing that says we can’t use a different rock going forward – that has not been decided. Cal Fire has made it clear that wood chips are no longer an option.

PRESIDENT’S REPORT, continued

Linda Mullally who talks about the landscape template that was adopted a few years back. There were eight areas that were targeted to be done. We did four of those and the flag pole island, and then work was stopped due to the planting moratorium. Mr. Sutton noted that there was a landscape plan, but it was time to update it because the laws have changed and we did it because we need to make sure we maintain our insurance policy, which we did. She also mentioned that it would not be a good idea to remove any of the wood fencing.

Gail Bower who feels the landscape plan is too austere and severe looking. Mr. Sutton remarked, so is removing all of the plants next to the buildings, but we are going to have to do that. The idea behind this landscape plan was to transition away from what was happening before the law was changed and what we have to do now. And it is an attempt to keep that looking nice. Going forward we can still comply with the law and still maintain our insurance coverage.

Eleanor Robinson who wanted to know how much we paid for rocks and how many more allergies will the plants invoke. She also says irrigation is a predominant feature of the Rana plan. Mr. Sutton noted that we are aware our irrigation is a problem because of the heavy mineral content of the water, however, there is no option to irrigate this fifty acres with anything other than well water. We could not afford what Cal Am would charge us to switch to municipal water. The letter continues on and she also praises the gardening staff. Mr. Sutton noted there is a misconception here that we plan to use Rana Creek instead of our own gardeners. That is not the case. We have no plans to reduce our gardening staff at this point. We recognize the value of having our own staff here. There is no contract whatsoever to continue doing anything with Rana Creek, other than develop the comprehensive plan that we have already purchased, which secures our insurance policy and which provides a blueprint for what we do going forward.

Linda Mullally who requested we do not remove the ice plant. Mr. Sutton noted there is no plan to remove the ice plant.

Brendan Kelly who asks that we go over all of the comments from the membership and postpone the decision on the landscape plan. Mr. Sutton noted that is the reason for removing it from the agenda today.

Donna Bessant asking that the Board table the landscape plan.

Diane Freier who is concerned the landscape plan goes way beyond fire mitigation. Mr. Sutton agreed that it does. It provides us with a map going forward, as we are required to take out vegetation that exists currently. We need something to be able to replace that with, and this is a method of achieving that goal. The 2010 plan called for lawn removal, some of which has been done, but it fell short of being a complete comprehensive plan. We hope everyone can understand that the reason for doing this was to have some way to keep the place looking beautiful and still comply with the new laws. Ms. Harnish added that climate change is real, and Rana Creek has incorporated that concept into the plan knowing that this is something we will be doing over the next decade.

An unsigned cover letter, which was initialed “SR” that goes with the petition to hold another special meeting. We will plan to hold that meeting immediately following the July Board meeting.

PRESIDENT’S REPORT, continued

Cathy and Bill Solms who do not want us to commit funds to implement the landscape plan. Mr. Sutton stated that we have not committed any funds to the plan. It will be used as a roadmap as we do normal maintenance to the grounds.

Alexandra James who was concerned about the cost and the timeline for the Rana Creek landscape plan. She also said that to-date the Board and management has obligated the organization to \$32,570, plus \$6,500, plus \$215 for a total of \$39,285, to develop the landscape plan and the site map. Mr. Sutton responded that the insurance at Del Mesa has gone from under \$500,000 to over \$1 million in one year. We were able to obtain a policy with an increase of 52%, bringing us to \$565,000 by doing this work. He asked Ms. Baca to read comments made by our broker at the Executive Session held to discuss the insurance proposal. Ms. Baca explained the Board held the meeting because a decision had to be made on the insurance policy that day. Because it was a Zoom meeting we recorded it. She listened to that tape several times and quotes our broker directly. “Absolutely, the only reason Hacienda Carmel was able to get insurance, and is still in the MRMG program, is because of your fire mitigation efforts, due to your due diligence and the leadership of management and the Board.” Ms. Baca explained that the Fire Wise accreditation that we got was a big deal but it’s not a one-time thing. It is good for three years and then we have to renew it again, and so we have to continue these fire mitigation practices.

Mary Molle. She and Mart are very much in favor of approving the landscape plan. (Mr. Sutton noted there are several reasons that are very well thought out in this letter, and he encourages all members to read it.) She agrees that a clear statement might help about the money spent and the future costs to existing residents. And to reiterate that it is a legal requirement and how it can help keep insurance costs under control. Mr. Sutton thanked the Molles for contributing that.

Myrleen Fisher who requested to be appointed to the Architectural Review Committee in the new term. Mr. Sutton reminded everyone that if they have any interest in serving on any of the committees, the appointments to those committees will be made next month. Please give notice of your interest to Mr. Sutton, any Board member, or the General Manager. Committees will be formed at the June 22nd Board meeting.

Mary and Mart Molle regarding some improvements that need to be done around their property, and that will be referred to Architectural Review for their recommendation back to the Board.

Lori Silver asking that she be allowed to continue the display of a frog with an umbrella, which is in front of unit 55. Mr. Sutton entertained a motion to either approve or deny the request. Ms. Adams made a motion to grant permission to the owners of unit 55 to keep their frog statue in the common area space by their front door. Ms. Baca seconded the motion. Following discussion, the motion carried, with one opposed.

Mr. Sutton does not want to make light of the comments made here today. They are certainly well founded, and he knows every one of us feels the pinch. But he thinks the membership will find that the \$40,000 that was spent in order to develop these plans may well have saved us a half a million dollars in additional insurance fees.

PRESIDENT’S REPORT, continued

Mr. Sutton announced that the voting deadline for the Annual Meeting is Friday, June 2nd at 5 p.m. There will be a presentation by our insurance broker of HUB International at the Annual Membership Meeting on Monday, June 5th. There will also be a presentation to maintain our Firewise Community designation. Luncheon will be served at 12 noon and the business portion of the meeting will start at 1 p.m.

6. **GENERAL MANAGER’S REPORT:**

- **Lobby Refurbishment:** Mr. Hedberg noted that he prepared for the Board the final report and summary of costs on the project. The invoices paid to Reate Design for design fees, lighting, furniture, accessories, and freight charges on the furniture totaled \$98,747.33. The project is substantially complete at this point. He spoke with Rudy Reate yesterday and there are pillows en route, as promised. He also asked for a price quote to have two tables made to replace a small side table and the memorial table, both of which are original pieces and don’t match the rest of the furniture.

Ms. Harnish asked the General Manager to address the concern that the project was way over budget. Mr. Hedberg noted that it was not over budget. There were allocations in the Reserve Study, which is not a budget. Ms. Baca added that the work on the Casa Central refurbishment was started before the Finance Committee started work on the Reserve Study. The Reserve Study is a planning tool for the repair, replacement, and maintenance of our components. It is not a budget. The Finance Committee, at Robert’s advice, has been working long and hard for several months to make the Reserve Study a valuable tool. The allocation in the Reserve Study for the replacement of the Casa Central furniture was \$15,000. And it was placed there based on information from fifteen years ago. What the Finance Committee has started to do is review the Reserve Study on an annual basis and update the actual replacement costs so there is a more realistic allocation of funds. An example is the utility carts. They were allocated for \$17,000 for two carts, based upon previous purchases. It turned out that it now costs closer to \$22,000 for two carts. So we made that adjustment in the study and also changed the inflation factor in the study from 3% to 4%, to make future allocations more accurate. The balcony inspections and repairs is allocated between \$13,000 and \$14,000. The invoice came in at \$1,200. That was not a “savings,” it just came in at \$1,200. The Reserve Study is a planning tool, but it is not a budget. We are not over budget or under budget on anything. When we are required to replace something, we have no choice but to go with the actual cost at that time.

- **Casa Amigos Refurbishment:** Subsequent to a model room refurbishment of room 301, the Board approved funding not-to-exceed \$35,000 to similarly refurbish rooms 302 through 306, to complete all rooms on the ground floor of Casa Amigos. Improvements included new flooring, furniture, fixtures, mattresses, and improvements in the bathrooms. Rooms that had two twin beds were upgraded to two full size beds. Rooms that had queens were upgraded to king size beds. All work was done by the Hacienda maintenance department, with materials procured by management. The total cost of the project was \$32,876.58.

GENERAL MANAGER’S REPORT, continued

- **EV Station:** The Association contracted with ChargePoint to have a level II Electric Vehicle charging station installed at the south end of Carport 4. Infrastructure upgrades, which were done by DV Electric, were \$7,150. We pay an annual subscription cost to ChargePoint for \$3,103.20, and they pay us all of the revenue that the station realizes, less 10%. Total cost of the project was \$10,253.20. To offset that we receive money every time the station is used. The station grossed \$268.64 for the 16 days it was operable in April and has grossed close to \$300 so far this month.
- **Chain Link Fence:** The chain link fence surrounding the propane tank and the pump equipment on the west end of Hacienda Carmel is 6 feet tall, and was installed by Cypress Coast Fence. Total cost was \$5,044.
- **Berm Resurfacing:** The berm resurfacing project has been completed but we have not yet received the final invoicing. There were some holes discovered on the newly refinished surface, and David Mora is aware of them and is monitoring it week to week to make sure there is no more damage. There was a pile of decomposed granite left over from the project. The General Manager asked Golz if we could have it to put in our dog park. They not only agreed but moved and spread it in the dog park at no charge to Hacienda Carmel. Mr. Hedberg noted that this is the value of a having a good working relationship with a vendor.
- **Security Camera Replacement:** First Alarm started the project to replace the cameras but discovered there was a break in the coaxial cable that runs from the camera on the west end to the Security Office. They will need to pull new cable.
- **Site Map Revision Update:** A couple more options on the new map will be discussed at the next Fire Risk Assessment & Mitigation Committee meeting next week.
- **Status of New Shuttle Van:** The General Manager reported that he placed the order for the new 2023 Ford Transit Shuttle Van on September 1, 2022. The last update he received a few weeks ago said they are still working on producing it.
- **Utility Cart Replacements:** Same on the utility carts in transit. They keep moving the delivery out by a month, but will notify the General Manager when they are shipped from Atlanta, Georgia to Southern California.
- **Request from Dog Group:** There was a request submitted to the Board from the newly-formed dog group, “The Hacienda Hounds,” to allow them to create an 8’ x 10’ area of pavers, on which they would put a picnic table, next to the gateway into the existing dog park. The group plans to pay for the project themselves, but since it involves common area it requires Board action. Ms. Harnish made a motion to approve installation of a picnic area next to the dog park by The Hacienda Hounds group. Ms. Graham seconded the motion which carried unanimously.
- **Utility Costs:** The General Manager shared information about our utility bills. The three common buildings (Casa Central, Casa Fiesta, and Casa Amigos) are on one PG&E account. All 300 of the residential units are on a separate aggregate account. For the month of March the total residential bill is \$59,808 (we are still being billed for the cold season months). The electricity portion of that was \$25,784, and the gas portion was \$34,024. On the electricity side, we subscribe to the Central Coast Community Energy

GENERAL MANAGER’S REPORT, Utility Costs, continued

network, which gives us a source of lower-cost renewable energy. The Central Coast generation charges for electricity were \$6,220; and the balance of it was PG&E delivery charges of \$19,564 which is 76% of the total electricity charge. On the gas side of the bill, we purchase our gas through Commercial Energy at a reduced rate per therm. Cost of the actual utility was \$12,220, and the PG&E delivery charges were \$21,804 which represents 64% of the total gas charges. Mr. Hedberg noted that we are purchasing our electricity and gas at reduced rates to save money, but we are at the mercy of PG&E getting it delivered through their wires and pipelines.

- **Ballot Update:** Of the ballots already received for the two propositions (Earthquake insurance and adoption of the IRS ruling) quite a few are not signed on the outside envelope. The signature is required in order to render the ballot valid and is the only way to know whether or not you have cast a ballot. If anyone feels that they may have turned in a ballot that did not have a signature on the outer envelope, please contact Juli Jarvis in the Business Office so that she can check to see if she has checked your name off on the voting register. Any ballots without a valid signature will be rendered invalid when the ballots are counted on June 5th at the Annual Membership Meeting.
- **New Phone Directory:** Mr. Hedberg announced that the new phone directory has finally been completed and will be distributed to everyone today.

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 May 18th and reviewed the April Draft Financial Statements, which are included today in the Consent Agenda.

The committee was presented with a proposal to replace the swimming pool cover. The company we purchased the cover from last time sold their business to a company in Oregon. As we have a unique template because of the shape of our pool, which the Oregon company now retains, the committee recommends we purchase the cover from them. The cost of the pool cover was less than last time, and considerably below the amount allocated in the Reserve Study (\$5,800). The cost is \$4,655.41. Ms. Harnish made a motion to approve purchase of a new pool cover for \$4,655.41. Mr. Quinn seconded the motion which carried unanimously.

The committee further discussed the renewal of the Property and Liability insurance, which was approved by the Board on May 15th, due to a time crunch created by a late release of premium amounts by the underwriters. She explained that the new policy is once again with the Multi-Family Risk Group (MRMG) and one of the reasons they are still willing to write our policy is because of the work that has been done on fire mitigation here. The broker went out to 27 markets, and all but one declined. Insurers do not favor us because of the total insured value, the 55 and older community, and our zip code (which is in a high brush area). We are now the only policy that the Multi-Family Risk Management group writes in Monterey County.

COMMITTEE REPORTS, Finance, continued

Ms. Graham explained that the policy carrier carved out the liability portion this year. The new liability policy will be carried by Crum and Forster at slightly less than what we were paying for that policy through MRMG. The coverage is improved and includes the liquor liability, which was previously a separate policy. The total package policy premium, for both policies, is \$565,466.02, an increase of 52% over last year's premium. The premium increase is a combination of a 25% increase in premium, in addition to an increase in total insured value (TIV), which is now close to \$70 million. The wildfire deductible is 5% of the TIV, or \$3.5 million. Ms. Graham pointed out that this deductible equates to an average of \$11,666 per unit. Members can check with their HO6 carrier to find out about carrying assessment coverage which would protect the homeowner in case of loss due to wildfire.

Ms. Graham explained that the Finance Committee had to figure out how we are going to pay for these policies. At the current time, we can borrow \$125,000 from Reserves, \$140,000 from Solar Savings, and finance the remaining \$300,466 through First Insurance at a rate of 8.7%. The committee recommends this plan. There are two investments in the Reserve Fund that mature in July. At that time the committee can look at recommending an additional loan from Reserves to pay off the amount financed and thereby reduce some of the interest we will have to pay. Ms. Baca added that the shortfall in the budgeted amount is now \$82,000. If you add the additional interest we pay on financing, the shortfall becomes \$95,000. Unfortunately, when the total insured values of the property policy increase, that increase must be mirrored in the flood policy that renews in November. This will no doubt add to that budget shortfall.

Ms. Adams made a motion to approve the funding recommended by the Finance Committee. Ms. Harnish seconded the motion which carried unanimously. Mr. Hedberg clarified that the "Solar Savings" referred to as being borrowed from, is not the amount we are saving because we have solar. It is money we are saving for buying out Phase II several years from now.

- **Architectural Review:** Paul Carriere, Chair, reported: The committee reviewed three requests from members that complied with the Architectural Rules and all three were approved. There were also three requests that required a variance, the first of which is a request from unit 197 to place a potted olive tree in the common area outside of her unit. The committee felt that the tree is consistent with the landscaping in that area and recommended approval. Ms. Adams made a motion to approve the request by unit 197 to place a potted olive tree in the common area. Ms. Harnish seconded the motion which carried unanimously.

The second variance was a request by unit 55 to install a new front door. The Board received copies of the three different designs that the committee looked at. They recommended the third example. Ms. Adams made a motion to approve the new front door for unit 55 that was recommended by the committee, to be painted or stained an approved color. Ms. Baca seconded the motion which carried unanimously.

The final variance was a request by unit 252 to build a cover over their gas meter, similar to unit 243. The owner would pay for the cover and the committee recommended approval. The Board discussed the request and Ms. Adams made a motion to approve the request by unit 252 to build a structure around their gas meter. Mr. Delwiche second the motion which carried unanimously.

COMMITTEE REPORTS, Architectural Review, continued

Mr. Carriere noted that this is the end of the one-year term for everyone that served on the Architectural Review Committee. There will be a new committee seated next term. He thanked all of the committee members who served this year, Brendan Kelly, Jeanne Wooldridge, Judith Woodruff, Niki Tugwell, Connie Winners, the Board Liaison Mary Pat Adams, Robert Hedberg, Catherine Robinette, and the Board of Directors who helped guide them.

- **Fire-risk Assessment & Mitigation**: Bill Quinn, Chair, reported: “On Wednesday, May 10, the Fire-risk Assessment & Mitigation Committee held its monthly meeting. As usual, the first item on the agenda was a report to the Committee by the General Manager. First to be reported upon and discussed were the final changes to the new site map of Hacienda Carmel prepared by Ward Engineers, pertaining to the numbering of all Units and the inclusion of the Association’s concrete walkways through addition of a CAD layer to the site map.

“The second item of the GM’s report pertained to the date when he and members of the Committee were to meet with Lopez Tree service to decide the scope of its second contract with the Association. That second contract is intended to entail work that should spend the remainder of \$3000 of Cypress Fire District’s grant money that must be used by the Association by June 30, and will focus on widening and strengthening the currently vulnerable firebreak between the Quail property and the Association’s property at the southwest corner. That meeting then took place on May 15, but to date we have yet to contract with the Lopez Tree Service to perform the work.

“The third topic of the General Manager’s report also included discussion of the scheduled start date of the third week in May for installation by Cypress Coast Fence of the chain-link fence with slats surrounding the entirety of the structures grouped in the flood pump area in the northwest corner of the Association’s property, which includes a cistern and pump, a generator, the propane tank, and an electric panel. The FRAM Committee is now glad to report that this project, among the last of the Committee’s “Actions Achievable Short Term” was completed on May 15, with the entire installation taking only one day.

“Another item on the Committee’s agenda included a report and update by Mary Pat Adams on the final stages of the horticultural Master Plan for the Association developed by Rana Creek. It was reported that the contract entered into between the Association and Rana Creek dated November 12, 2023, had been fully performed by Rana Creek, and that pursuant to their invoice final payment was made to the contractor on May 4, 2023 in satisfaction of the contract. As a related matter, and within the discussion of the Rana Creek Master Plan was the petition received by the Board on April 9 pursuant to §7510(e) of the State’s Civil Code from eighteen Members of the Association calling for “a special meeting of the membership to discuss current and future expenditures under the recently Board-approved landscape master plan.” Scheduling for this meeting is governed by §4.13 of the Bylaws, and following that Bylaw the Special Meeting was scheduled with proper notice to the Members for May 15 at 2:00 pm. The Committee discussed the agenda for the meeting, and ways to make the meeting efficient, educational, and orderly. The consensus of the Committee was that a brief introduction to the meeting was needed to frame the overall legal and procedural context and risks within which meaningful discussion would be enhanced. The Committee’s Chair volunteered to undertake this introduction. The meeting occurred as scheduled, and numerous Members took the opportunity to express their views.

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation continued

“Finally, the Committee is glad to report that, in relation to a final agenda item of the meeting, during the last week of April the Quail Corporation decided on its own volition, at its own cost, and without input from the Association, to mow the high weeds in the area immediately south of the Association next to the berm. Title to that property is vested in the Quail Corporation, and with that ownership comes the responsibility to manage the tall weeds that pose a fire hazard. The Committee theorized that this may have been the result of a recent flyer from the Cypress Fire District concerning the new requirements for weed abatement for fire prevention. In any event, the abatement of those high weeds resulted in an equal abatement to the risks of wildland fire in that area.”

- **Policies & Procedures:** Mary Pat Adams, Chair, reported: “The Policy & Procedures Committee met on May 11, 2023 with members Fran Baca, Sara Harnish and Elizabeth Husby, chair Mary Pat Adams and advisors Robert Hedberg and Jeanne Mileti.

1. “Job descriptions for staff

The Committee will continue to compile notes and review Supervisor interviews and will schedule additional meetings with remaining staff to be interviewed. The Committee agreed to choose a job description template from among those provided by Guardian and to combine notes from interviews with existing lists of job duties to start drafting job descriptions.

2. “Use of G&G Rooms

- a. Doctor office** - The committee learned that in the 20 or so years that a Doctor has used space at HC to see patients, the HCCA has not had a written agreement with the provider. Also, the remaining medical files, computer and equipment in the current space may belong to the previous provider and will be secured by the GM. The Committee agreed to ask the Board in executive session for approval for the GM to meet with Dr. Saddy to discuss his use of HC space for patient visits. The Committee also agreed to ask the Board in executive session for approval for the GM to seek legal counsel on any liability or other issues related to providing space and services (cleaning, internet access, reserved parking) for medical care.
- b. Other community spaces** - The Committee agreed to ask the Board to approve a change of access to the Art Studio so that it remains locked at all times with the key to be signed out at the front desk and then returned. This is the same policy for other community spaces at HC (such as Termite Shop, Community Room (ping-pong), Pickleball closet and Sewing and Craft Room) and will allow data to be collected on usage.
- c. Storage in community spaces** - The Committee agreed to ask the Board to direct the GM to provide 30-days notice to those who are storing personal items in community spaces to have them removed.” (Withdrawn)

3. “Use of Casa Fiesta for Pickleball play

The Committee discussed a potential policy restricting playing of Pickleball in Casa Fiesta to Residents only, and considering a sign to be posted in Casa Fiesta stating this along with the words “Play at your own risk.” The Committee will continue to gather information on this topic.” Ms. Adams explained that the young guest of one of our

COMMITTEE REPORTS, Policies & Procedures, continued

members went through a window while playing pickle ball in Casa Fiesta. He requested the Association pay his out-of-pocket medical expenses and the Association agreed to but asked that he sign a release. He did not accept the money nor sign the release and has now retained a personal injury lawyer.

4. “**Proposed changes to Ground Rule #14** and discussion of CC&R 9 remain tabled until the job description project is completed.”

- **Events & Entertainment:** No report.

8. **UNFINISHED BUSINESS:** None

9. **NEW BUSINESS:**

- **Request for Additional Shelving:** The Board received a proposal from the Library for additional shelving. There is no cost estimate yet, but the General Manager feels it will cost around \$450. There was a question as to whether or not an electrical plug can be moved. The answer is yes. There is also a heater vent on the floor where the new shelf will go but Mr. Hedberg noted it will not be a problem if the bottom shelf is raised above floor level. Ms. Baca made a motion to approve the additional shelving in the Library. Ms. Harnish seconded the motion which carried unanimously.
- **Appointment of Audit Committee :** Mr. Sutton asked three of the six directors going into the next term to volunteer for the Audit Committee. Fran Baca, Jackie Graham, and Sara Harnish will serve. Ms. Murray made a motion to approve the three members of the Audit Committee. Ms. Adams seconded the motion which carried unanimously.

10. **COMMENT PERIOD FOR MEMBERS:**

- John Hale, unit 158, asked if the potted olive tree is fruit-bearing. (It is not.) He added that he feels bad about the individual who is suing us, but does not feel pickle ball should be singled out as a liability issue. There is also dancing and people walking our berm and parking here that don't live here.

Mr. Hedberg clarified that there is not a pending lawsuit against Hacienda Carmel. We have merely received notice of representation by an attorney.

- Susan Reddington, unit 238, noted that Ms. Adams has stated one of the first things we will do on the grounds is cut back trees from the chimneys. She pointed out that we do not allow any wood burning here, all fireplaces are gas, so why is this necessary? Have we granted variances for wood burning?

Mr. Quinn remarked that this is a good question. However, the restriction is found in the California Code, which states there should be no trees growing within 10-feet of a chimney. They do not clarify what is burned in the fireplace, just that the trees have to be cut back. Also, there have been no variances granted for wood burning.

COMMENTS PERIOD FOR MEMBERS, continued

- Rochelle Blank, unit 63, stated when they moved here they put their name on the carport lists and waited until they finally got two carports. Now they are told they can only have one. In real estate there is something called the ‘grandfather law’. She would like to keep the two spaces. She feels something was taken away from them, but they haven’t done anything wrong. She asked that the Board re-evaluate this rule.
- Mary Lou Donegan, unit 291, noted that there was no idea mentioned about how we would make up the budget shortfall on the insurance policies. She would like to know how we will do that. Also, she would like to see the memorial table stay in the lobby and not be replaced. She would additionally like more information on the lobby project, and she noted she is still opposed to the Rana Creek plan adoption, and part of that is the financial consideration.
- Judith Woodruff, unit 73, expressed her appreciation and gratitude for all the professionalism, dedication of time, and energy the Board has put in to making sure Hacienda Carmel will be wonderful for another 60-years.
- Heather McClaren, unit 88, noted that there is considerable opposition to the Rana landscape plan. People are concerned – is this fire mitigation, or is it just re-landscaping ? We do not have the budget for re-landscaping. She would like a distinct idea of what in the plan is specifically for fire mitigation. She would like the Fire Chief to come speak to the membership to answer these questions.
- Jeanne Wooldridge, unit 175, feels Mart Molle is doing a wonderful job with the library. She is all for more shelving. But she has a problem with the new magazine rack. A lot of the publications don’t fit. It does need to be cleaned out, but a bigger magazine rack would be appreciated.
- Bill Bennett, unit 227, would like to see a copy of the letter from the insurer that was quoted by Fran Baca regarding the insurance and fire mitigation, and would like to see it attached to the Board minutes.

It was explained that Ms. Baca was quoting from a recording of an Executive Session meeting with our insurance broker.

- Janet Crosby, unit 68, noted you can purchase a directional cover for heater vents that would blow the heat [under the library shelf] out into the room.

- 11. ADJOURNMENT:** The meeting adjourned at 12:30 p.m. The next meeting will be the Annual Membership Meeting on Monday, June 5th. Luncheon will be served at noon and the business portion of the meeting will commence at 1 p.m. The next meeting will be the Organizational Meeting on Thursday, June 8th, at 10 a.m. in Casa Fiesta. The next regular Board meeting will be held on Thursday, June 22nd, 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.