



CONSENT AGENDA, continued

**d. Financial Report:**

- i. Review of Financial Statement for December 2023.
- ii. Approval of Reserve Fund expenditures for December 2023.
- iii. Verification of bank reconciliation & check register review for December 2023.

Ms. Graham made a motion to approve the Consent Agenda. Mr. Quinn 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 new e-mail account for the President is up and running. The address is [president@haciendacarmelca.com](mailto:president@haciendacarmelca.com). Mr. Sutton promised that all e-mails sent to him at that address will be answered. The Board discussed a few resident issues, as well as the carpools which will be referred to the Policies & Procedures committee. Additionally, they are still looking at developing a hold harmless agreement and working on getting the agreements with Dr. Saddy and the massage therapist signed.
  - The Board approved the agreement with the massage therapist.
  - The Board further discussed the status of the legal description being reviewed by counsel, and the MOU with Quail. The General Manager will review contracts in his report.
- b. Review of Member comments from December Board meeting. Refer to the minutes from the 12/28/2023 meeting:
  - Residents commented on the pool project, the name of the wood working shop, the new van, the appointment of sub-committees, the dog park at Palo Corona, and the possibility of a cell tower.
- c. Correspondence from or to Residents or others. The Board received three letters from Residents.
  - One letter concerned a possible replacement for the podiatrist, for one day/month. One was from a member who was pleased with the work of the Grounds staff. And one was regarding transparency: a complaint about how the Doctor's office and the landscape plan were handled.

Ms. Baca reported that the forum to be held on February 5<sup>th</sup> will be rescheduled on March 4<sup>th</sup>. The topics will be the implementation of the landscape plan and fire mitigation.

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

- **Status of Projects:** Mr. Hedberg reported that the new shuttle van has arrived and the early reviews are positive. He will have the Hacienda Carmel decals put on it tomorrow. Room 307 in the Guest House has been partially redone. It will be late February to early March before there is an opening in reservations that will allow staff to finish the kitchen. The electrical panel behind the front desk in Casa Central is 99% complete. Collins Electric will do work on the big

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

breaker panel in the employee lounge, which will completely shut off the power to Casa Central for one to one and a half days. Residents will be notified in advance. The pool area is still a work in progress and meetings with contractors continue. We are still working with counsel on recording the new legal description. Mr. Hedberg also noted that he is still working his way through the large stack of insurance papers, so not all members may yet have been given a notice that they need to make adjustments to their policies to comply with the CC&Rs. And finally, Mr. Hedberg reported that he will be setting up a meeting with the general manager of Quail to discuss the Memorandum of Understanding. Mr. Sutton, Mr. Quinn and Mr. Hedberg will attend.

**Green Food Waste Bins:** The new food waste bins are being used, but there are people dropping plastic bags into the bins. The only bags that are in compliance and can be dropped into the bin are biodegradable bags that are BPI certified.

**Proposal Re-paint and Re-floor G&G5:** Last month the Board approved a donated pool table to be placed in G&G #5. Mr. Hedberg noted the flooring in that room needs to be updated and it needs a coat of paint. He plans to use the leftover flooring from the Guest House project and estimates the entire project to cost approximately \$400. Ms. Baca made a motion to approve painting and flooring in G&G #5, not to exceed \$400. Mr. Carriere seconded the motion which carried unanimously.

**Proposal to Replace Gas Log Set:** The gas log set in the lobby fireplace is in need of replacement. Morrill & Forbes quoted \$2,736 to replace. Mr. Hedberg was able to find the exact same set online from Woodland Direct for \$1,570. Maintenance staff can install. Mr. Quinn made a motion to approve replacement of the lobby fireplace gas log set for an amount not to exceed \$1,600. Mr. Kelly seconded the motion which carried unanimously.

**Proposal to Re-tint Replaced Window in Dining Room:** The upper window that was replaced in the Dining Room is not tinted, as are the rest of the upper windows. Peninsula Tint & Window Coverings will tint it for \$722. Ms. Graham made a motion to approve re-tinting the upper window in the Dining Room for a cost not to exceed \$750. Mr. Carriere seconded the motion which carried unanimously.

**Additional Items of Information:** The General Manager will follow up on the podiatrist who is willing to see patients here one day per month in exchange for a one-night stay in the Guest House. The podiatrist would accept insurance and do the billing. He will report on the arrangement next month.

Monday and Tuesday of next week (January 29<sup>th</sup> & 30<sup>th</sup>) Golz Construction will be masticating the green waste pile and clearing some underbrush in the west end of the property. The dog park will not be accessible during that time.

For those residents who wish to extend their congratulations - Kim Barone, at the Hacienda Front Desk, has returned from her vacation, during which she welcomed her first grandchild.

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

- **Finance:** Jackie Graham, Treasurer, reported: The Finance Committee met on January 18<sup>th</sup> and went over the financial statements for December 2023, including the Reserve Fund expenditures. The expenditures from Reserves for the month of December consisted of \$2,792.76 paid to Della Mora Heating/Air for air handlers on the new boiler in Casa Central; \$1,659.44 to Home Depot for flooring in the Guest House; \$565.00 to Watts Glass for the second payment owed on the window replacement in the Dining Room; \$930.88 to M.J. Murphy for fence repair/replacement; \$6,590 for downpayment on the Reserve Study from Association Reserves. Total expenditures from the Reserve Fund in the month of December were \$12,538.08.

The committee recommended that the Association purchase a laptop computer for presentations in Casa Fiesta. Currently, the computers used are the staff's personal computers. The recommendation was for an amount not to exceed \$400. Mr. Carriere made a motion to approve purchase of a laptop computer for use in presentations, for an amount not to exceed \$400. Ms. Harnish seconded the motion which carried unanimously.

When Karen Kelly resigned as Chair of the Finance Committee, and Holly Carlin stepped up to take the position, that left the committee one member short. Ms. Baca took responsibility for failure to place the new Finance Committee member on the agenda for this month and last. The replacement member will be Dayna Irvine (once the Board approves the appointment) who is more than qualified to serve. She will be included as a guest at the meetings until her appointment is approved.

- **Architectural Review:** Connie Winners, Chair, reported: “The committee received and approved seven requests for change approved in accordance with the Architectural Rules.

“There was one request for change to the common area constituting a variance the committee recommended for approval.

**“Unit 169 – Removal of Chinese Elm on the slope at 169 and 165.** (two photos) The request is also supported by neighboring units 170, 166, 165, and 159. ARC reviewed the tree policy dated 5/26/22 and considered all areas of the criteria stated in the policy to arrive at their decision to recommend approval to remove”. Mr. Carriere made a motion to approve removal of the Chinese Elm tree. Ms. Harnish seconded the motion which carried unanimously.

**“Pool Refurbishment** – Mr. Hedberg and Mr. Rothstein continue to work on developing the scope of work needed to prepare a request for bid of the first phase of the project.

**“Patio Trees** – The committee continues to address issues of overgrown trees on patios in accordance to Article 9.3.2 of the HCCA CC&R’s.

**“Vegetation Management & Implementation of Master Landscape Plan (MLP) dated 1/13/24** – Was Adopted and Approved by the Board.

**“Request to Approve & fund Landscape Design Plans, unit 133, Art Studio, 197:** 133 \$900, Art Studio Area \$400, 197 \$200, Gopher Baskets \$350 = \$1,850.” The Board considered the Master Landscape Implementation Plan, which is now in draft #6. Ms. Baca made a motion to

COMMITTEE REPORTS, Architectural Review, continued

approve the Master Landscape Implementation Plan as presented. Mr. Quinn seconded the motion which carried unanimously.

The Board considered the funding to plant areas by units 233, 297, and the Art Studio, and asked that future funding requests be presented concisely and without options. Mr. Kelly made a motion to approve the funding request, not to exceed \$1,850. Ms. Harnish seconded the motion which carried unanimously.

**“Landscape Subcommittee:** The Landscape Subcommittee held their first meeting on January 8<sup>th</sup>. Goals and objectives of the committee and the Master Landscape Plan were discussed. A digital notebook is being developed with resources and procedures to follow. (*Fire Resistance, Cost Effective, Reduce Water Use, Reduce Maintenance, Support Biodiversity & Enhancement – Higher Goals Safety, Property Values, Sustainability*)

“Current draft of the Vegetation Management & Implementation Plan of the MLP was reviewed.

“Design plans for 133, Art Studio, and 197 were reviewed along with costs, resources for plants, and how to work with management and staff for implementation of the plans. Design plans for 185 and 189 are currently being developed with 169 on hold until drainage issues are resolved.

“Tree inventory is underway focusing on trees that appear to have stress, disease, or that may have branches posing hazards. Information will be placed in a data base program.

**“Ad Hoc Lighting Subcommittee:** Appointed Dave Mills, ARC Liaison. Chair, Linda Mullally, requested to extend timeline of the committee from 6 to 12 months. The committee will have their first meeting on 2/7/24.” Ms. Baca made a motion to approve the appointment of Dave Mills to the committee. Ms. Harnish seconded the motion which carried unanimously. Ms. Baca then made a motion to approve Ms. Mullally’s request to extend the committee to 12 months. Ms. Harnish seconded the motion which carried unanimously.

- **Fire-risk Assessment & Mitigation:** Bill Quinn, Chair, reported: “In order to correct the record, the first item of today’s Report is one that occurred on December 19, 2023, and was not reported in the December 28, 2023 Report to the Board of Directors. This was the fact that Hacienda Carmel received a renewal of its Firewise USA certification for 2024, and that copies of the renewal certificate are available from the Association’s business office for those who may need such a copy for their homeowner’s insurance transactions.

“The Fire-risk Assessment & Mitigation (FRAM) Committee did not hold a regular monthly meeting in December, which would have been scheduled on Wednesday, December 10. For this reason, this month’s Report of the FRAM Committee to the Board is much abbreviated. During the deliberations among the Committee’s members whether to hold or not hold the meeting on December 10, several proposals of future work arose that the Committee members agreed would be placed on the meeting for the February 14 regular meeting. Among those items was the continuing need to be mindful of the Cypress Fire Protection District (“Cypress FPD”) grant’s annual cycle which concludes at the end of May 2024. Accordingly, this need now requires the

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

Association to identify with specificity the Ground Crew’s “offset” tasks so we can create a list of those areas, and trees, and have the Board of Directors adopt a motion directing that work to be done by dates certain.

“ On Tuesday, January 16, FRAM Committee members Mary Molle, Mary Pat Adams, together with the General Manager, met with David Mora in the West End to confirm the work the Grounds Crew will be doing in the next six weeks to limb up trees as described in the 2023-24 Cypress FPD grant application. This work by the Grounds Crew allows the Association to use the hourly rate of \$28.54, set by the Cypress FPD, toward our required \$20,000 match for the current grant year. David Mora understands the goal and agreed to track the dates and time for the work for submission to Cypress.

“In addition, it was agreed that the Grounds Crew will stack the cut tree branches as required by Cypress FPD for the free chipper program it manages. This program allows the Association to avoid paying for the rental and time costs of having the Grounds Crew rent a chipper for this work, as well as saving the time of having our Crew chip the branches that are removed. The next chipper days for Cypress FPD are March 4-15, and the branches must be cut and stacked as required by March 4.

“Finally, and owing to chronic unresponsiveness by our chosen contractor for wildfire fuel-reduction limbing work at the southwest corner of the berm, Committee member Mary Pat Adams contacted Specialty Tree Service to obtain a bid for this work. Mr. Sanchez of that firm responded on January 16 with a reasonable and itemized bid, which led to acceptance of that bid and a work date for them to perform this work now scheduled for February 1 and 2, 2024. We therefore expect that this work will be completed by February 2.”

Mr. Quinn made a motion that the report of the committee, the “Final Report of the Fire Risk Assessment & Mitigation Committee to the Board of Directors on Completion of Actions Achievable Short Term, as Set Forth in the Committee’s Report of December 21, 2021,” dated December 13, 2023, be made available for circulation to members and residents by posting a copy of the document on the bulletin board and website, sending a copy to our insurance agent, and making hard copies available from the business office upon request. Ms. Baca seconded the motion which carried unanimously.

- **Policies & Procedures:** Sara Harnish, Chair, reported: The Policy & Procedures Committee met on January 11, 2024 with members Fran Baca, Niki Tugwell, and chair Sara Harnish, and advisors Robert Hedberg and Jeanne Milette present. Member Elizabeth Husby was absent.

**1. Job descriptions for staff**

The Committee has completed the drafting and review of all job descriptions. The descriptions will be forwarded to the Board to review and approve in Executive Session and then discussed at the Board meeting. The committee recommends that the job descriptions be available to residents upon request once they have been approved. Ms. Harnish made a motion to accept the job descriptions as presented to the Board (revisions to the documents may be made in the future). Ms. Baca seconded the motion which carried unanimously.

**COMMITTEE REPORTS, Policies and Procedures, continued**

**2. Use of G&G Rooms**

- a. Policy regarding use of G&G room #5 is tabled. In his report to the Board, Robert will propose new flooring and painting in #5.

- 3. Proposed changes to Ground Rule #14** and discussion of CC&R 9 remain tabled until the job description project is completed.
- 4.** Robert Hedberg provided a slightly revised Fact Sheet summarizing the legal framework regarding the distinction between Service Animals and Emotional Support Animals. This fact sheet can be provided to residents and their guests when the issue arises. In addition, he has prepared an intake form for use by the front desk. Supporting documentation from the ECHO Journal, California Penal Code 365.7 and Adams/Stirling will be included in the Board packet. The committee recommends adoption by the Board and the posting of the Fact sheet, the intake form and the supporting documentation on the HCCA website and bulletin board. Ms. Graham made a motion to approve the Fact Sheet and the Request for Reasonable Accommodation form. Mr. Kelly seconded the motion. Mr. Quinn added a line for State license number of the physician at the bottom of the form, and Ms. Graham and Mr. Kelly accepted the amendment to the motion. The motion carried unanimously.
- 5.** In December, the Board referred discussion of a Hold Harmless agreement as recommended by our HUB representative to the P & P committee. After review, the committee requests further clarification from HUB as to the specific text and procedure that is being recommended. It was noted that a hold harmless agreement would not be enforceable unless it provided clear notification of the potential risk(s) to be encountered by a participant. The scope was also discussed; what activities and uses of the common areas would an agreement of this type apply to? Is signage such as the warning signs regarding pickleball, use of the pool and use of the Termite room sufficient? Should we connect distribution of the agreement to the sign out of the room key?
- 6.** Robert will review the website to ensure all current policies have been posted.
- 7.** The committee discussed a suggestion that distribution of Holiday funds go to hourly employees only. Fran will explain the current distribution formula at the 2/6 forum.
- 8.** The committee revised HCCA Policy Regarding Board Member Interaction with Association Projects date 5.21.20 to include all committee members. The revised policy will be reviewed by the Board at the 1/25/24 meeting. Mr. Kelly made a motion to approve the changes to the policy regarding Board Member Interaction with Association Projects. Ms. Harnish seconded the motion which carried unanimously.

COMMITTEE REPORTS, continued

- **Events & Entertainment:** Margee Bennett reported: Eighty-seven people attended our New York New Years Eve party. A great time was had by everybody. Several future events will be presented by E&E. A free sound bath Yoga class will be coming in February. A Super Bowl watch party is scheduled for February 11th in the West Room. In addition, we have a movie and pizza night scheduled for February 24<sup>th</sup>. We will be showing “Bohemian Rhapsody,” and there will be a sign-up sheet for that event.

As of 01/18/2024 our remaining unused budget funds totaled \$760.00 (rounded). The Super Bowl pool should add \$500.00 for a total of \$1,260.00. This is actually in line with last year in which the remaining unused funds as of the same period totaled \$707.00 (rounded) before the Super Bowl pool.

Lastly, Ms. Bennett gave a shout-out and a thank you to Jeanne Wooldridge, who has resigned from the E&E Committee after many years, for health reasons. She will be sorely missed by our committee.

- **Ad-Hoc Fire Alarm:** Ken Rothstein, Chair, reported, The committee met a few days ago and brought back our Fire Alarm contractor to ask more questions and get more clarification about the system. The committee feels strongly that there is no need to replace the parts in this system. We actually found out, with more questioning of the contractor, that our alarm system is functioning well and actually gives us even more information than we realized, when the alarms do go off. So, our focus has really turned to maintenance and repair of the system - trying to prepare more for emergencies by stocking parts, training of staff, etc. This is where the committee’s focus has now shifted.

For our next step, Robert is getting costs that we can bring to the Board next time, for what these replacement parts cost. Having these parts on hand will help in case of emergencies, or just in case of general maintenance and repair, without having to resort to a costly service call from the provider, which should save us money in the long run.

We are also going to be looking into alternative companies that can maintain our system, as First Alarm has done for many years, to see if there is competitive pricing.

8. **UNFINISHED BUSINESS:** None

9. **NEW BUSINESS:**

- **Board Action Procedure – Annual Review of 401k:** There were no changes made to the 401k this year – the duty of the Board regarding this item has been fulfilled.
- **Board Action Procedure – Annual Review of Reserve Study Updates:** Mr. Hedberg reported that he, the Vice President, and Ken Rothstein met with the reserve analyst yesterday and made adjustments to some of the study components, one of the more significant being the sewer and drain infrastructure which has been expanded to “utilities infrastructure,” to include gas and water lines as well. Association Reserves will be preparing the 2024-2025 report.



NEW BUSINESS, continued

- **Board Action Procedure – Establishment of Election Timeline:** The election timeline is established based upon the California Civil Code Election rules.
  - **Board Action Procedure – Appointment of Nominating Committee:** Ms. Baca made a motion to appoint Flossie Stowell as Chair of the Nominating Committee and Michael Zarefsky as a member. Ms. Graham seconded the motion which carried unanimously. Mr. Sutton asked that if anyone is interested in being the Inspector of Elections, please let him know.
10. **COMMENT PERIOD FOR MEMBERS:** None.
11. **ADJOURNMENT:** The meeting adjourned at 12:08 p.m. The next regular Board meeting will be held on Thursday, February 22<sup>nd</sup>, 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.