

**HACIENDA CARMEL COMMUNITY ASSOCIATION**  
**MINUTES OF THE REGULAR MEETING OF THE**  
**BOARD OF DIRECTORS**  
**Tuesday, November 26, 2024**  
**Casa Fiesta**

**PRESENT:**

Mr. Art Sutton, President & Director  
Ms. Fran Baca, Vice-President & Director  
Ms. Jackie Graham, Treasurer & Director  
Ms. Niki Tugwell, Corporate Secretary & Director  
Mr. Bill Bennett, Director  
Ms. Rochelle Blank-Zimmer, Director  
Mr. Paul Carriere, Director  
Mr. Brendan Kelly, Director  
Mr. Ken Rothstein, Director  
Ms. Catherine Robinette, Community Manager  
Ms. Jeanne Mileti, Recording Secretary

Thirty-two members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:10 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** No changes.
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None.
4. **CONSENT AGENDA:**
  - a. **Approval of Minutes:**

Regular Board Meeting of October 24, 2024  
Special Joint Finance Comm./Board Meeting of November 7, 2024
  - b. **Occupancy Approvals:**

Gayle Smith Authorized Occupant, Leasing #212
  - c. **Sales Activity & Rental Report**

5 units currently listed, with 2 units pending sale. 13 units sold since May 1, 2024. The current number of rentals is 43.
  - d. **Financial Report:**
    - i. Review of financial statement for October 2024.
    - ii. Approval of Reserve Fund expenditures for October 2024.
    - iii. Verification of bank reconciliation & check register review for October 2024.

Mr. Kelly made a motion to approve the Consent Agenda. Mr. Bennett seconded the motion which carried unanimously.

5. **PRESIDENT’S REPORT:** President Art Sutton reported: Mr. Sutton explained that the Board did not finish their Executive Session meeting and will reconvene following the open meeting today. The Board discussed the Board Year Master Calendar, approved the new company letterhead design, and discussed record retention for the Board. The comments and correspondence will need to be reported on at the next open meeting.

6. **COMMUNITY MANAGER’S REPORT:**

- **Swimming Pool:** Catherine Robinette reported that to set the plaster correctly the pool has to be brushed twice a day for 14 days, and the chemicals have to be checked and balanced. Daniel Rios will take care of the process, even over the holidays.
- **Green Waste Pile:** The green waste pile is targeted for removal soon. The weather and holiday schedule has put the project back just a bit. It will require placement of a 40-yard dumpster and one person operating heavy equipment to bring the pile down to a level that can be assessed for completion.
- **Garden Club Path:** David Mora and Antonio Morales installed the new path to the Garden area on the west end. They did a great job.
- **Holiday Schedule:** The main building, Casa Central, will close at 6 pm on Thanksgiving, and the Dining Room will be closed the day after (Friday, November 29<sup>th</sup>).
- **Dining Room Charges:** Ms. Robinette reminded everyone that as of January 1<sup>st</sup>, residents can no longer charge dining room meals to their Hacienda Carmel accounts. The Dining room will accept cash, checks, or credit cards. As far as the Dining Room keeping credit card information on file, they will be complying completely with the PCI regulations, and cards will be encrypted in the system so that the numbers cannot be seen.

7. **COMMITTEE REPORTS:**

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on November 18<sup>th</sup>. They reviewed the financial statements for the month of October and recommended approval by the Board.

Ms. Graham reviewed the Reserve Fund expenditures for the month of October 2024. Details follow:

\$18,615.54	Collins Electric (final) and First Alarm for Infrastructure Repair
<u>\$74,400.00</u>	Burkett Pools for the Restoration of the Swimming Pool

**\$93,015.54** Total Reserve Fund expenditures for October, 2024.

The Board considered the recommendation by the Finance Committee to approve the annual Budget for Fiscal Year 2025, Draft #4. The Budget was reviewed in an open meeting of the Board and Finance Committee, and has no increase in annual fees for the fiscal year. Ms. Baca made a motion to approve the budget for Fiscal Year 2025. Ms. Tugwell seconded the motion which carried unanimously.

COMMITTEE REPORTS, Finance, continued

Mr. Sutton noted that although there is no increase to the HOA fees for fiscal year 2025, and the total assessments will remain the same as the prior year, it has come to the attention of the Board of Directors that the assessment formula used for assessing the monthly HOA fees does not agree to the formula as prescribed by our CC&Rs. To correct the assessments to match the CC&R's, some of the units' maintenance fees will increase, and some will decrease. Correcting the error is on the agenda for discussion at the reconvened Executive Session of the Board today. Any action taken by the Board at that meeting will be noticed to the membership following its conclusion.

Ms. Graham reported that the Finance Committee received a request from the Architectural Review Committee to purchase the balance of the pool furniture, which will match the furniture already there. This is replacement of chairs, with arms, and tables to replace the cushioned furniture and fire pits, which are no longer operational. Fran Baca made a motion to approve an amount not to exceed \$8,100, to purchase the additional pool furniture, monies to be expended from the Reserve Fund. Ms. Tugwell seconded the motion which carried unanimously.

- **Architectural Review**: Sara Harnish, Chair, gave a shout out to Lynn Knoop, who did the research on the new pool furniture just approved by the Board. The Committee was able to view a sample of the furniture before making their recommendation.

The Architectural Review Committee met on November 13<sup>th</sup> and heard from the Community Manager about the green waste pile, as well as about making an appointment with PG&E to check the meters – some plants growing in front of the meters will need to be removed.

The committee approved requests for the following: Unit 158 – requested approval to black out one side of the streetlight near the unit. The request was tabled pending discussion with the Lighting Sub Committee about their recommendations for the entire community. Garden Club – made several requests which were forwarded to David Mora, Grounds Supervisor. Unit 258 – requested removal of a wisteria vine growing in the common area. The request was approved.

The committee discussed the junipers in front of Casa Amigos, which grow fast and are in the way of people moving luggage to and from the parking lot. The committee recommended removal. There was no decision made on replacements. Mr. Rothstein made a motion to approve the removal of the junipers in front of Casa Amigos. Mr. Carriere seconded the motion. The motion carried with two directors abstaining from voting.

Ms. Harnish reported that the committee additionally discussed landscape designs. They reviewed the plan from 2015, as well as the Rana plan, and recommend to the Board that David Mora should incorporate both the 2015 design and the Rana design and plant list. Mr. Kelly made a motion to incorporate the 2015 landscape design with the Rana design for future plantings. Mr. Rothstein seconded the motion which carried unanimously.

Flossie Stowell has volunteered to serve as Alternate on ARC. Mr. Kelly made a motion to appoint Flossie Stowell to that position. Mr. Rothstein seconded the motion which carried unanimously.

COMMITTEE REPORTS, continued

- **Fire-risk Assessment & Mitigation:** Brendan Kelly, Chair reported: “The FRAM Committee convened on November 13, 2024 at 2 p.m. Present were Brendan Kelly, Chair, David Delwiche, Sara Harnish, Pat Ostrom, and Art Sutton.

“PLANNED 2024 – 2025 FUEL REDUCTION PROJECTS:

“Mowing of Wild Grasses

The committee agreed that the wild grasses on and adjacent to Hacienda Carmel are not in need of another mowing and not likely to need such before the winter rains increase.

“Ranch Road Mastication

When the committee met on 13 November, there was no new information on Cal Fire’s availability to masticate in Hacienda’s right of way on Qual Properties’ Ranch Road. On 14 November, however, Captain Ascarie called the committee chair to report that the masticator is repaired and would be delivered to HC on 15 November with a plan to start mowing that afternoon or on Monday, 18 November.

On the morning of the 15<sup>th</sup>, the masticator was brought on site by CalFire Captain Greg Leonard and Ron Lemos (CalFire retired). Leonard focuses on fuel management for CalFire, and Lemos is contracted to operate the masticator. They indicated that in addition to masticating brush 12.5’ on each side of the road’s center line, they would limb-up trees in the cleared area. They anticipate regularly maintaining the cleared area with the masticator, probably every other year. In the meantime, the Ranch Road will be added as an official “fire road” in CalFire’s catalog. As an official fire road, it will be assigned a “fire road number,” the coordinates of which will be programmed into CalFire’s system and available to all first responders. Standard CalFire signs, bearing the road number will be erected at each end of the road.

Leonard said that gates preventing unauthorized vehicle use should be at each end of the road, although he thought HC’s existing wooden gate on the west end would be adequate. He intends to discuss putting a gate on the east end with Quail Properties. That east-end gate would likely have padlocks for CalFire, Quail, and Hacienda Carmel. Leonard and Lemos both thought that the Ranch Road has sufficient rock content and packing and that it would remain navigable even in wet weather. If that proves not to be the case, it would be advisable to add rock to the surface.

James Overbaugh (Quail Managing Director) and Carlos Correa (Quail Director of Engineering) joined Leonard, Lemos, and the FRAM chair on the site to discuss the right of way clearing. Both were positive about the need for work. Overbaugh commented, however, that one of his assignments was to formalize Quail’s property agreements including the MOU with Hacienda Carmel. He reported that he has a meeting with Quail attorneys on 18 November that will include discussion of our MOU.

As of 21 November 2024, the right of way has largely been masticated, but the masticator is still on site.

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

“Removal of Green Waste Pile

The FRAM committee and the Hacienda Board of Directors have prioritized removal of the green waste pile. Catherine Robinette is contracting with Golz Construction and Waste Management to take an initial load to the landfill and, in the process, develop an estimate of cost for removing all of the pile. In the meantime, the grounds crew is not adding further to the pile.

“Responding to fires at Hacienda

The committee discussed lessons learned from the 3 October 2024 fire in the green waste pile.

- Standpipes
  - Management has requested that the vendor
    - Add a second fitting to standpipe #2 that fits 2 3/8” hose [and]
    - Conduct regular maintenance and testing of all standpipes.
  - Staff members are not trained to operate standpipes or fight fires.
  - Some residents have inquired about being trained to operate standpipes. The committee does not want to encourage residents to try to fight fires but recognized that in certain emergencies, it would be useful for residents to know how to turn on standpipes. Residents with sufficient strength and agility and a desire to know how to operate standpipes are encouraged to contact the FRAM chair.
  
- Responsibilities in cases of fire:
  - Any resident or staff member who detects a fire should
    - Call 911 immediately
    - Then alert the front desk and neighbors
    - Evacuate as necessary
  - Staff are not trained or expected to fight fires
  - Residents are not trained or expected to fight fires
  
- Follow ups with neighboring properties.
  - Staff from Palo Corona Regional Park and from Quail Properties visited the site during Hacienda’s green waste fire, and the FRAM committee agreed to let them know about our follow ups – including removal of the pile. At the same time, we will inquire about shared vulnerabilities and opportunities to cooperate. Follow up meetings are scheduled with
    - Carlos Correa (Quail) on 18 November at 1 pm
    - Jake Smith (Palo Corona) on 26 November at 3:30 pm
    - We are particularly interested in Quail’s plans for its green waste piles along the South Bank Trail.

On 18 November FRAM chair Brendan Kelly met with Carlos Correa, Quail’s Director of Engineering. Correa indicated that Quail will follow Hacienda’s lead and remove their green waste piles along the South Bank Trail. When CalFire completes mastication on Hacienda’s right of way (Ranch Road), Quail will install a new gate at the east end and provide Hacienda with a key. Correa also confirmed that James Overbaugh (Quail Managing Director) was meeting with their legal department on 18 November to discuss the MOU with Hacienda Carmel. Correa was optimistic that the MOU will be approved.

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

“FRAM and Non-Fire Safety Issues

The committee discussed the pros and cons of establishing a committee to address safety concerns beyond fires. We discussed OSHA compliance, floods, evacuation procedures, vehicle accidents, and other vulnerabilities and whether they need to be addressed either in a separate committee or in a committee that includes fire risk assessment and mitigation.

The committee requests guidance from the board on determining whether an additional committee or one expanding on the FRAM’s mandate is desirable.”

- **Events & Entertainment:** Michael Zarefsky, Co-Chair, reported: On November 16<sup>th</sup> we had two major E&E sponsored events. The first was a pickleball exhibition which was well attended. The second event, starting in the late afternoon, was our first ever Karaoke event. Actually, it was more of a sing-along. Everybody had a fun time. For an encore, we will host a Christmas sing-along event.

E&E is still involved in planning the senior resource fair sometime in March of 2025. Our co-sponsor is the Central Coast Senior Services.

We have several December events in the works: There will be a presentation of “Travels with the Mullallys” on December 8<sup>th</sup>. Dino Vera will be performing in the West Room from 4pm to 6pm on December 15<sup>th</sup> for the Christmas Potluck. And Mr. Zarefsky encouraged everybody to come to the New Year’s Eve event.

As of October 31<sup>st</sup> there is approximately \$2,700 of unused budget funds.

- **Ad Hoc Fire Alarm:** Ken Rothstein, Chair, reported: The spare fire alarm system parts are here and will be stored in a convenient spot. Committee members will be meeting with First Alarm to clarify the scope of work our employees can do. Hopefully, we will have a concrete plan in place within the next few months.

8. **UNFINISHED BUSINESS:** None.

9. **NEW BUSINESS:**

- **Approval of Annual Disclosures for Distribution:** Ms. Baca moved and Mr. Rothstein seconded that the Annual Disclosures to be released to the Membership by November 30, 2024 be approved. After discussion of the required revisions to be made, i.e. to page 1 budget, pages 11-12 insurance, and pages 27-28, Reserve study, motion carried.
- **Set Date of December Meeting:** Ms. Baca moved, and Ms. Tugwell seconded, that the December Board Meeting be held on Monday, December 16, 2024 at 10:00 am and that it be followed by a Community Forum from 1:00 to 3:00 pm, both to be held at Casa Fiesta.

**10. MEMBER COMMENT PERIOD:**

- John Ryder, Unit 148, would like ground lights replaced behind his unit.
- Pat Ostrom, Unit 286, would like the junipers in front of Casa Amigos replaced.
- Heather McLaren, Unit 88, expressed concern about the charges for on-the-clock work.
- Michael Zarefsky, Unit 106, announced the Garden Club Bake Sale tomorrow (November 27<sup>th</sup>).
- Mary Lou Donegan, Unit 291, encouraged members to give feedback on the management team.
- Bob Middleton, Unit 146, asked for clarification of staff firefighting training.
- Elizabeth Husby, Unit 74, thanked the Board and Committees and wished all a Happy Thanksgiving.

**11. ADJOURNMENT:** The meeting adjourned at 11:30 am. The next regular Board meeting will be held on Monday, December 16<sup>th</sup>.