

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, October 24, 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
Ms. Catherine Robinette, Community Manager
Ms. Jeanne Mileti, Recording Secretary

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

1. **CALL TO ORDER:** The open meeting was called to order at 10:16 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** Fran Baca added “2025 Budget, Draft #2” to the New Business section of today’s agenda.
3. **MEMBER COMMENTS ON AGENDA ITEMS:**
 - Mary Lou Donegan, unit 291, commented on several of the agenda items and added comments about the Garden Club’s request for a path, and the liquor liability insurance.
 - Bob Middleton, unit 146, opined that the Board’s first concern should be about fire and floods.
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**
Regular Board Meeting of September 26, 2024
 - b. **Occupancy Approvals:**

Joan Artz	Authorized Occupant, Leasing #60
Steve Jackson & Marcia Love-Jackson	Authorized Occupants, Purchasing #83
Mendal Bouknight & Deborah LePage	Authorized Occupants, Purchasing #78
Heather Johnson	Additional Authorized Occupant #104
Richard & Barbara Morriss	Authorized Occupants, Purchasing #131
Patricia Golman	Authorized Occupant, Purchasing #253
Douglas & Kathleen Porter	Authorized Occupants, Purchasing #184
Diane Whiteman	Authorized Occupant, Leasing #97

CONSENT AGENDA, continued

- c. Sales Activity & Rental Report**
3 units currently listed, with no units pending sale. 13 units sold since May 1, 2024.
The current number of rentals is 42.
- d. Financial Report:**
 - i. Review of financial statement for September 2024.
 - ii. Approval of Reserve Fund expenditures for September 2024
 - iii. Verification of bank reconciliation & check register review for September 2024.

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

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

- a. Report on discussion in Executive Session and any items requiring Board action:
 - The Board talked about developing a master calendar, changing the time of the executive session meetings, ordering company letterhead, and the bi-weekly bulletin.
 - The Board discussed the green waste fire, the emergency evacuation route, and weed abatement on other’s property.
 - Legal matters included the Secretary of State’s filing of the legal description, and the change to CC&Rs 10.6, Insurance Carried by Members, which will require a vote of the membership.
 - Mr. Sutton also asked that residents slow down when driving around Hacienda Carmel. Please don’t speed up between the speed bumps. They are meant to slow drivers down entirely.
- b. Correspondence from or to Residents or others – Mr. Sutton reported that the Board received a letter about drivers going the wrong way in carports. There was a letter about a possible fire threat from people leaving their vehicle’s hood up in the RV parking lot (Mr. Sutton noted this does not pose a fire threat.) There was a letter about the green waste fire (which will be addressed in the FRAM report.) There was concern about banners and political signs (This is covered in the Civil Code and CC&Rs. We can control the size, we cannot control signs in cars). There was a letter about a rodent infestation (this is being taken care of). The last two letters were regarding dogs off leash. Mr. Sutton asked all residents to please keep your dog on leash at all times while in the common area.
- c. Other Items - The Board is looking for a volunteer to fill the alternate position on the Architectural Review Committee. Please let Art Sutton, Niki Tugwell, or the upstairs office know if you would like to serve in that capacity.

Dining Room charges no longer being billed by Hacienda Carmel will commence on January 1, 2025. The dining room will accept cash, check, or credit card.

6. **COMMUNITY MANAGER’S REPORT:**

- **Green Waste Fire:** Catherine Robinette reported that she realizes the green waste fire was scary for everyone. The fire department responded with the necessary equipment and the fire was contained to a small area. She has discussed the hazard with the fire department and with waste management. She suggests we remove the hazard by scooping it into 40-yard dumpsters, which will be picked up by waste management. There will be fire protection while we are removing the pile. Henceforth, any branches that we cut will be chipped within 30 days, and grass clippings will be removed as green waste. Ice plant, which cannot go into the green waste pile, will be incorporated into the trash compactor and removed as regular refuse. She further requested that residents not put any green waste on the pile from now on. Grounds can pick up your clippings for you and dispose of them properly.
- **Pool Project:** The crew arrived as planned and removed the plaster from the pool in one day. Crews working on the plumbing, coping, and then plastering will follow. The project remains on schedule.

7. **COMMITTEE REPORTS:**

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on October 16th. They reviewed the financial statements for the month of September and recommended approval by the Board.

Ms. Graham reviewed the Reserve Fund expenses for the month of September 2024. Details follow:

\$ 577.06	Home Depot for Casa Amigos Upgrades (bathroom in apartment).
\$ 1,506.00	Acme Awning for Exterior Surfaces.
\$ 185.59	MJ Murphy for Fence Repair.
\$ (749.77)	Lakeside Nursery voided check for Landscape Replacement
\$ 808.44	Valley Saw for Misc. Equipment Replacement.
\$ 1,498.53	Sherwin Williams for Paint.
<u>\$11,065.37</u>	Total Industrial for second payment of Utility Cart Replacements.

\$14,891.22 Total Reserve Fund expenditures for September, 2024.

The Board considered the recommendation by the Finance Committee to approve the flood and bridge insurance renewals. The flood insurance came in at \$724,043.07, well below what we budgeted for. It is once again a 6-layer policy. The bridge insurance, written by Golden Bear, came in at \$75,589. Coverages and deductibles on both policies remain the same. Mr. Kelly made a motion to approve the flood policy for \$724,043, and the bridge policy for \$75,589. Mr. Bennett seconded the motion which carried unanimously.

The Board considered the recommendation by the Finance Committee to transfer \$266,667 to the Reserve Fund by year end. This is the transfer that was planned for in the budget but was put on hold by the Board so that monies could be saved towards the flood insurance renewal. Transfer of these funds will facilitate an ending balance in the fund which will keep our percent funded in the Reserve Study in the “Fair” category. Ms. Blank-Zimmer made a motion to transfer \$266,667 to Reserves by December 31, 2024. Mr. Carriere seconded the motion which carried unanimously.

COMMITTEE REPORTS, continued

- **Architectural Review**: Sara Harnish, Chair, reported: The committee met on Wednesday, October 23rd. Ms. Harnish thanked Catherine Robinette for getting the information together in such a timely manner. Hannah Priestly is now a committee member and we are looking for someone to fill the alternate member position.

The green waste site is ready to be removed. Will be using a Waste management 40 yard dumpster and heavy equipment to remove leftover green waste. The pool refurbishment is going well and on time.

The committee approved requests for the following: Unit 51 – approved removal of 15’ of patio fence on the south/east side of the condo. Unit 164 – approved removal of pony wall, push out walls from kitchen into dining room 4’, and run gas line to kitchen. Unit 253 – approved removal of pony wall, replacement of single pane glass slider with double pane, removal of old patio concrete, and replacement with stamped concrete.

A request from Unit 202 to plant a drought tolerant plant outside the patio fence was tabled. And a request from units 166 & 167 for removal of plants in front of their units was referred to David Mora.

The Chair of the Landscape Sub-committee had discussed disbanding the committee prior to the meeting and agreed that the committee responsibilities were complete, and that David Mora and his crew could handle future planting requests in conjunction with Catherine Robinette and ARC, as needed. The committee recommends that the Landscape Sub-committee be disbanded and the landscaping be turned over to the grounds department for landscaping with Rana plants. Fire mitigation work will still be handled by FRAM. Mr. Bennett made a motion to disband the Landscape Sub-committee and return the responsibility to David Mora. Mr. Kelly seconded the motion which carried unanimously.

The committee was given a written report by the Lighting sub-committee and decided to table the discussion until the December meeting, when the Chair of the Lighting Sub-committee can be present.

The committee discussed replacement of tables and chairs on the pool deck, but tabled the discussion pending pricing (the chairs will be obtained from the manufacturer of the existing pool chairs).

The committee recommends that river rock for landscaping be discontinued because it is expensive and time-consuming for the grounds crew. Mr. Sutton asked that the decision to use the rock be decided on an individual landscape plan basis by the Board.

The committee also ordered tile samples for the coping and tile in the pool. They will review them once they are received within the next few days.

- **Fire-risk Assessment & Mitigation**: Brendan Kelly, Chair, reported: “

PLANNED 2024 – 2025 FUEL REDUCTION PROJECTS

The committee had no new information to discuss concerning wild grass mowing or Ranch Road mastication

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

The committee will not pursue clearing vegetation from the southeast woodlot (across property line from units 27 – 51) because:

- Captain Ascarie does not consider this woodlot to be a fire hazard for Hacienda Carmel
- The vegetation provides an important visual shield from the solar farm, storage containers, and other equipment stored on Quail Property
- The vegetation stabilizes the berm in this section of our property
- The area is thick in poison oak and no laborers will take it on
- Clearing the vegetation would require annual application of herbicides or mowing
- The woodlot is not on Hacienda Property

HACIENDA FIRE ON 3 OCTOBER 2024

The committee discussed at length the 3 October 2024 fire in the community's green waste pile (CalFire case #PRA-709). We established a timeline from member observations, phone records, and information supplied by CalFire (Appendix I).

The FRAM committee discussed lessons learned from this fire that could have caused serious loss of property, injuries, and even fatalities. We were fortunate, that the windspeed was especially low on the afternoon of the fire (Figure 1). Based on the assembled observations (Appendix I) and a review of literature concerning the management of green waste piles and their propensity for spontaneous ignition, the committee considered the pros and cons of removing the green waste pile from the property, managing it in accordance with best practices or a hybrid approach.

Mitigation of green waste pile hazard

A few months ago, the committee asked Captain Ascarie about the fire hazard posed by the pile and whether removing the pile might qualify for matching funds under CalFire's fuel reduction program. Ascarie stated that the pile did not pose a fire hazard and, as such, he would not support matching funds for its removal. Given the fire on 3 October 2024 and similar incidents around the country the committee concluded that, Captain Ascarie's statements notwithstanding, the green waste pile clearly is a substantial hazard and needs to be removed and/or better managed. The committee also recognized that a mitigation plan needs to consider the trade-offs in safety, health, short and long-term costs, and aesthetics.

Option 1 – remove green waste pile from property

Pros:

- Substantial reduction in fire risk
- Reduction in health risks (e.g., smoke inhalation)
- Decreased community liability

Cons:

- Potentially expensive; costs unknown
- Requires new procedures for handling ongoing production of green waste

COMMITTEE REPORTS, Fire-risk Assessment & Mitigation, continued

Option 2 – actively manage green waste on site

Pros:

- Some reduction in risk of fire
- Demonstrate proactive risk mitigation to residents, potential buyers, and insurers

Cons:

- Potentially expensive, but unknown costs would include
 - Purchase or lease of heavy equipment for regular turning of pile
 - Training of staff in best management practices
 - Increased staff time to monitor and turn pile
- Increased footprint required to manage waste
- Requires new procedures for handling ongoing production of green waste
- Uncertain message to residents, potential buyers, and insurers

Option 3 – hybrid in which green waste is actively managed but periodically removed from site

Waste Management is developing quotes for effective solutions to remove green waste. Presumably, those solutions will require at least short-term storing of green waste on site.

Pros:

- Reduction in risk of fire
- Allows for on-going processing of green waste but with limited accumulation
- Demonstrate proactive risk mitigation to residents, potential buyers, and insurers
- Reduced green waste footprint

Cons:

- Additional costs (to be determined)
- Greater dependence on outside entity

Improving Hacienda Response to Fire Emergencies

The 3 October 2024 fire brought to light inadequacies in our preparedness. The committee recommends that the Board of Directors:

- ensures that hydrants and hoses are on a regular maintenance and testing schedule
- review and communicate to residents & staff responsibilities in emergencies including:
 - Who should call 911 and when
 - Who should notify the community when a fire has been detected
 - Who should ensure that responders efficiently find specific site of the emergency
 - What roles management, staff, and residents should and should not assume
- clarify for staff the allowable footprint for green waste
- follow up with CalFire on directing grant monies to solution of green waste hazard

COMMITTEE REPORTS, continued

- **Events & Entertainment**: Co-Chair Flossie Stowell reported: There will be a Halloween Party and Costume Parade in the lobby on October 31st, from 3 to 4:30 pm. Snacks will be served and there will be prizes for several categories of costumes.

The E&E Committee is working on Christmas events now. Announcements will be made as soon as we have the details.

- **Ad Hoc Fire Alarm**: Ken Rothstein, Chair, reported: The spare fire alarm system parts were ordered and have been received. The committee will work with Catherine to find a good location to store them until they are needed.

It was brought to the attention of the committee that a large number of units were missed when First Alarm did the annual testing a year ago. Staff will make sure that First Alarm comes back to service those units that cannot be tested initially. Coordinating this will require cooperation on part of the residents as well.

8. **UNFINISHED BUSINESS:**

- **Revisions to CC&Rs Section 10.6**: Mr. Sutton noted that this is on the agenda as a reminder only. We will have an expert available to answer questions on HO6 insurance at the next forum.
- **Revision to Ground Rule 10 – Parking**: The draft of the parking Ground Rule regarding carports was rewritten and the Board reviewed the new draft. Mr. Sutton thanked Rochelle Blank-Zimmer and Paul Carriere for working on the revisions. Ms. Blank-Zimmer made a motion to approve the draft of the changes. Ms. Graham seconded the motion which carried unanimously. The Ground Rule change will be posted on the Bulletin Board for a 28-day review.

Mr. Sutton noted that the new ground rule, which provides a temporary carport space for a second car, will require waiting lists for both the primary and secondary spaces. He feels that we should give priority for a second carport space to those who were asked to give up their second space when the policy was last changed. Ms. Graham made a motion to give second carport space priority to the people who had to give up a carport space when the ground rule was last revised. Ms. Blank-Zimmer seconded the motion which carried unanimously.

9. **NEW BUSINESS:**

- **Approval of Reserve Study for 2025 Fiscal Year**: The Board considered a draft of the Reserve Study for fiscal year 2025, which was prepared by our reserve analyst, Association Reserves. Ms. Baca made a motion to approve the Reserve Study for the 2025 fiscal year. Mr. Kelly seconded the motion which carried unanimously. The study summary will be part of the Annual Disclosures that all members will receive in November. Any member wishing to have a copy of the full Reserve Study can contact the Association Business Office.

NEW BUSINESS, continued

- **Holiday Board Meeting Schedule:** The Board discussed scheduling the regular Board meetings for November and December. Ms. Graham made a motion to hold the November meeting on Tuesday, November 26, 2024. Mr. Carriere seconded the motion, which carried unanimously. The date of the December meeting was tabled.
- **Community Forum:** The upcoming community forum will be held on Monday, November 4, 2024, from 1:00 p.m. to 3:00 p.m.
- **Draft Budget for Fiscal Year 2025:** Fran Baca reported that the Finance Committee reviewed the initial draft of the budget, their changes were incorporated and they did an e-mail vote to approve draft #2 yesterday. The Board has received copies of the second draft. The second draft is a balanced budget, but the Board and Finance Committee need to do more work on it. There will be one, maybe two, joint meetings of the Board and Committee, which will be open to the membership. They will be scheduled in the month of November so that the Board can approve the final budget at the November 26th meeting.

10. **COMMENT PERIOD FOR MEMBERS:**

- Liz Tarrozi, unit 261, would like the plants outside the front of her unit replaced, including the river rock.
- Flossie Stowell, unit 264, feels the Association should hire a landscape architect on a part time basis, in absence of the landscape sub-committee.
- Mary Lou Donegan, unit 291, encourages matching grants for fire mitigation, and also encourages members to provide input on the new management team.
- Jane Bowles, unit 260, reported that the river rocks in the landscape in front of her unit are dangerous to walk on.

11. **ADJOURNMENT:** The meeting adjourned at 11:50 a.m. The next Regular Board Meeting will be held on Tuesday, November 26, 2024, at 10:00 a.m. in Casa Fiesta. The Board will meet at 8:30 a.m. in the Durr Room prior to the open meeting.