

**HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, January 23, 2025
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
Ms. Catherine Robinette, Community Manager
Ms. Jeanne Mileti, Recording Secretary

ABSENT:

Mr. Brendan Kelly, Director
Mr. Ken Rothstein, Director

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:**
 - Mary Lou Donegan, unit 291, suggested the wording on the agenda is lacking in detail.

4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**

Regular Board Meeting of December 16, 2024

 - b. **Occupancy Approvals:**

Jeanie Cole Authorized Occupant, Leasing #168

 - c. **Sales Activity & Rental Report**

5 units currently listed, with 1 unit pending sale. 13 units sold since May 1, 2024.
The current number of rentals is 43.

CONSENT AGENDA, continued

d. Financial Report:

- i. Review of financial statement for November 2024.
- ii. Approval of Reserve Fund expenditures for November & December 2024.
- iii. Verification of bank reconciliation & check register review for November & December 2024.

Ms. Graham made a motion to approve the Consent Agenda. Ms. Tugwell 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 approved renewal of the Hair Salon lease, and the agreement with the massage therapist for use of the Doctor’s office space.
 - The Community Manager reported that two employees have been terminated and one is on disability.
 - The Ad Hoc Executive Committee on Tree Removal Protocols met with the arborist and are still reviewing the results of the meeting.
 - The Board reviewed the availability of second carports. There are 11 available spaces. Please contact the business office to get a carport space, or to get on the list for a specific carport.
 - Mr. Sutton reported that he will be attending a Cal Fire meeting this afternoon at which the Ranch Road, leading from Rancho San Carlos Road to Hacienda Carmel, will be discussed.
 - The Board passed a motion to sell the Dining Room cart that is being used for food deliveries to the Dining Room staff.
 - The Board discussed the future of green waste at Hacienda Carmel. It will be put into a trailer to be taken to the waste facility.
 - The Board additionally approved the purchase of a Matrix walk-thru recumbent bike for the Exercise Room.
- b. Comments from the December meeting – There were six comments that dealt with proposals made by the Lighting Sub Committee and/or the power outage. Mr. Sutton reminded members that they can purchase a battery, or a propane powered generator to help in the case of outages.

There was one comment asking for a copy of the Evacuation Plan. The plan is posted on the community bulletin board and anyone who wishes to have a copy may ask the business office for one.

- c. Correspondence from or to Residents or others – There was a petition from 17 members requesting enforcement of the lighting policy. Mr. Sutton explained that the only thing in writing, from a former version of the Ground Rules, suggests it is considerate of residents to turn off their porch light when going to bed.

PRESIDENT’S REPORT, continued

There was a letter regarding a tree removal request. We will be waiting for the report on the arborist’s visit to be determined by the Ad Hoc Committee.

And there was a letter requesting the remodel of the Doctor’s Office. This has been turned over to the Architectural Review Committee.

6. COMMUNITY MANAGER’S REPORT:

- **Swimming Pool:** Catherine Robinette reported that the pool replastering is finished and the new pool furniture was received and installed by the pool.
- **Green Waste Pile:** The green waste pile has been removed completely. The project went \$747 over budget. We will no longer be storing green waste on the property.
- **Leaks in Casa Central:** A roof specialist from Solar Technology will be working on the leaks that have been caused by the solar panels on the roof.
- **Utility Meters:** PG&E has requested that utility meters be cleared of foliage to three feet, so that access to the meters is not hindered. The issue will be discussed by the Architectural Review Committee to come up with an aesthetically pleasing replacement.
- **Temporary POD Placement:** The Board approved placement of a POD, to be put in front of the parking area by 270. The member requesting the POD placement is moving from one unit to another.

7. COMMITTEE REPORTS:

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee did not meet in December, but did meet on January 15th. They reviewed the financial statements for the month of November and recommended approval by the Board.

Ms. Graham reviewed the Reserve Fund expenditures for the months of November and December 2024. Details follow:

\$ 577.06	Home Depot for Casa Amigos Upgrades.
\$ 1,586.35	MJ Murphy & Home Depot for Fence Repair/Replacement.
\$ 457.32	Ewing & Martin’s Irrigation for Irrigation Repair/Replacement.
\$ 2,157.72	Monterey Bay Telecom for Phone System Repair.
<u>\$19,600.00</u>	Burkett Pools for Pool Refurbishment.

\$24,378.45 Total Reserve Fund expenditures for November 2024.

\$ 125.87	MJ Murphy for Fence Repair/Replacement.
\$ 5,500.00	Ca. Fire Protection & Golz Construction for Fire Mitigation.
\$ 1,416.83	Johnstone & HR Sheet Metal for Furnace Repair/Replacement.
\$ 86.31	Home Depot for Misc. Equipment Replacement.
\$ 8,795.23	Dong Vinh Restaurant Supply for Pool Furniture Replacement.
<u>\$ 400.00</u>	Burkett Pools for Pool Refurbishment.

\$16,324.24 Total Reserve Fund expenditures for December 2024.

COMMITTEE REPORTS, Finance Committee, continued

Ms. Graham reported that the committee reviewed the renewal of the Worker's Compensation policy through Republic Indemnity that renews on January 1st. The premium for the new year is \$59,076, which is \$26,000 less than last year.

- **Architectural Review**: Sara Harnish, Chair, reported that the committee met in December, which was reported on that month, but held no meeting in January. The committee is looking forward to seeing samples of walkway and pole lights in February, which will be in keeping with the Lighting subcommittee's directive. Other recommendations from the subcommittee will be address in the next phase of committee discussion. In February, the committee will also be addressing the Doctor's Office.

Ms. Harnish reminded everyone that the Architectural Review Committee meets on the second Wednesday of each month. Please get your requests in by the Friday before the meeting.

- **Fire-risk Assessment & Mitigation**: No report. The next meeting of the committee will be held on January 29th.
- **Events & Entertainment**: Flossie Stowell, Co-Chair, reported: Last year was a really good year for Events and Entertainment, thanks in great part to Michael Zarefsky, Co-Chair. Coming up, we will be having a Super Bowl Watch Party on February 9th from 2 to 7 pm, in the West Room. Bring popcorn, hors d'oeuvres, or such. March 25th will be the Senior Resource Fair. There will be 20-25 groups represented from around the area.

Also, in March we will have another Pickleball & Pizza event, and the Carmel Valley Music Student performances, no dates are yet set for either event. Bingo is going great, thanks to an anonymous donor. And the games, as always, continue in the West Room.

Not part of Events and Entertainment, but worthy of note, is a Hiking Club, being arranged by Ken Rothstein and Cheryl Einsele. They should be having a meeting soon and you can contact them for information.

The Events and Entertainment Committee can always use volunteers, so please let us know if you would like to help.

- **Ad Hoc Fire Alarm**: Art Sutton, Committee member, reported: The committee held a meeting on January 16th. We have purchased batteries and sensors to have on hand for First Alarm to install, so we do not get charged twice when they must return with parts. We are also working on the number of visits First Alarm makes to the association and training our staff to cover panels and false alarms. Additionally, we are working on getting access to the eight units that could not be accessed during the alarm testing and will schedule a First Alarm visit to do testing in those units.

8. UNFINISHED BUSINESS: None.

9. **NEW BUSINESS:**

- **Review & Revise Board Action Procedures:** The Board Action Procedures, as amended, were last updated in July of 2024 and have now been revised to accommodate the new fiscal year and other factors. The Board members received a copy of the amended document for review. Mr. Bennett made a motion to adopt the amended Board Action Procedures; Ms. Tugwell seconded the motion which carried unanimously.
- **Appointment of Nominating Committee:** Ms. Baca explained that the Board *may* appoint a Nominating Committee, and that members who wish to self-nominate may submit their names in writing to the President or Secretary of the Association. After discussion, Connie Winners offered to serve as Nominating Chair (from the audience). Mr. Carriere made a motion to appoint Connie Winners as the Nominating Chair. Ms. Baca seconded the motion which carried unanimously. The deadline for nominations is March 6th.
- **Request for Pickle Ball Court Stripe Replacement:** Mr. Sutton noted that the pickle ball court in Casa Fiesta is laid out with stripes that are taped to the floor. It has been suggested, since the tape is easily frayed by traffic, that the lines be permanently painted on the floor. Connie Winners offered that she contacted the company that supplied the flooring and was told paint would most likely not stick to the surface for any length of time. The suggestion to paint the lines was withdrawn.

10. **MEMBER COMMENT PERIOD:**

- Connie Winners, Unit 197, added to the report on the Senior Resource Fair – if any resident has someone they would like to see represented, let Joanne Sarrica know.
- Mary Lou Donegan, Unit 291, asked that the Board update the membership on the status of a general manager.

11. **ADJOURNMENT:** The meeting adjourned at 10:49 am. The next regular Board meeting will be held on Thursday, February 27, 2025, at 10:00 am in Casa Fiesta. The Board will meet in Executive Session at 8:30 am in the Egon Durr Board Room, prior to the open meeting.