

**HACIENDA CARMEL COMMUNITY ASSOCIATION**  
**MINUTES OF THE REGULAR MEETING OF THE**  
**BOARD OF DIRECTORS**  
**Thursday, February 27, 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  
Mr. Brendan Kelly, Director  
Mr. Ken Rothstein, Director  
Ms. Catherine Robinette, Community Manager  
Ms. Jeanne Mileti, Recording Secretary

Twenty-one 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:** Fran Baca had the following additions: Under “President’s Report,” add item e. ChargePoint contract; under “Architectural Review,” b. iv Recommendations made by Committee – Four chairs for Doctor’s Office (action item); under Events & Entertainment, iii should be Guided Tour Proposal; under New Business, iii Appoint Inspector of Elections (action item).
  
3. **MEMBER COMMENTS ON AGENDA ITEMS:**
  - Mary Lou Donegan, unit 291, suggested we find out what insurance costs are before putting in new mailboxes. She recommends a Board of seven Directors.
  
  - Flossie Stowell, unit 264, spoke about holding guided tours of Hacienda Carmel for new residents.
  
4. **CONSENT AGENDA:**
  - a. **Approval of Minutes:**  
Regular Board Meeting of January 23, 2024
  
  - b. **Occupancy Approvals:**  
Fred & Anne Heryer                      Authorized Occupants, Purchasing #267
  
  - c. **Sales Activity & Rental Report**  
7 units currently listed, with 4 units pending sale. 2 units sold since January 1, 2024. The current number of rentals is 43.

CONSENT AGENDA, continued

**d. Financial Report:**

- i. Review of pre-review financial statement for December 2024.
- ii. Approval of Reserve Fund expenditures for January 2025.
- iii. Verification of bank reconciliation & check register review for January 2025.

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:
  - Personnel Issues: Grounds employee Miguel Hernandez, who gardened the area at the west end of the property, passed away recently after having been out on disability. The Association will hire a replacement through a temp agency. There was a one-dollar an hour increase approved for another grounds employee. The management team evaluations were discussed, with two more months left to go in the 6-month trial period.
  - The false alarms in the fire alarm system were discussed. We are working on getting them under control. They will be a priority for the security staff.
  - The Tree Removal Protocols were further discussed. We have started to remove junipers near the buildings. Also discussed was the February 8<sup>th</sup> proclamation by the Governor that they will be implementing the 5-foot clearance around buildings known as the “zero zone.”
  - The Board discussed that we are in the process of updating the website, with additional information to be available soon.
  - The Ranch Road, connecting us to Rancho San Carlos Road will, hopefully, be completely cleared by the end of next month. Once completed, Cal Fire will take over the road and keep it maintained in the future.
  - The Board considered approval of the three-year renewal of the ChargePoint contract for the EV charging station in front of Carport 4. The terms and pricing of the contract were unchanged. Mr. Kelly made a motion to approve the three-year contract with ChargePoint for \$3,920. Ms. Tugwell seconded the motion which carried unanimously.
  - The Board considered the permit for the EV station, through the Monterey County Department of Weights and Measures, which is an annual fee. Ms. Tugwell made a motion to approve the county permit for \$172 per year. Mr. Kelly seconded the motion which carried unanimously.
- b. Comments from the December meeting – Available to read in the minutes of the December meeting.

**PRESIDENT’S REPORT**, continued

- c. Correspondence from or to Residents or others – There was a letter regarding the foliage on the north side of the berm, and this was addressed in a response to the letter writers.

**6. COMMUNITY MANAGER’S REPORT:**

- **Swimming Pool Area:** Catherine Robinette reported that some of the plants around the pool were removed and will be replaced once the pool deck is done. Some of the lighting around the pool area is to be replaced with “night sky” lighting, while the Architectural Review Committee is still deciding on the grounds and street light samples in other areas.
- **Leaks in Casa Central:** A roof specialist from Solar Technology came out last week and did an extensive examination of the roof. He removed panels and re-caulked the entire solar array. They will follow up to make sure there are no more leaks when it rains again.
- **Utility Meters:** We will be removing vegetation away from the utility meters. The areas will be replaced with an aesthetically pleasing cover so that the meters are not visible.
- **Power Alternatives:** The Community Manager reported that she gave a presentation at the latest resident forum on alternative power sources that can be used when the power goes out. The presentation was well received by residents, who learned they can purchase batteries that can run their refrigerators, wifi, televisions, and can even provide the ignition for gas heating systems during power outages. We are already seeing lots of the batteries being delivered. If any residents missed the forum and have questions about batteries, generators, or emergency lighting, please feel free to contact the business office.

**7. COMMITTEE REPORTS:**

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on February 19<sup>th</sup>. They reviewed the December statement, and recommended Board approval, pending the annual review. The January statement was delayed due to the change in the fiscal year end.

The subcommittee on System Utilization reported that they met with the office staff, Opus Systems, and the Website creator, to discuss upgrading the computer software and integrating some services into the website. They will recommend we upgrade to a newer version of Sage Mas 90.

The committee also discussed replacing the existing mailboxes in the main building with mailboxes that can be accessed directly by the resident. They recommended that the Board direct the Architectural Review Committee to look at design and cost. Ms. Baca made a motion to direct the Architectural Review Committee to research design and cost of direct-access mailboxes in Casa Central, and to make recommendation to the Board. Ms. Blank-Zimmer seconded the motion which carried unanimously.

Ms. Graham reviewed the Reserve Fund expenditures for the months of January 2025. Details follow:

COMMITTEE REPORTS, Finance Committee, continued

\$ 2,800.00	California Fire Protection for Backflow Repair.
\$ 100.28	MJ Murphy for Fence Repair.
\$ 1,880.00	Adrian Mora Landscape for Fire Mitigation.
\$ 2,948.66	Sea to Mountain Fitness for Fitness Equipment Replacement.
\$ 3,400.00	HR Sheet Metal for Furnace Replacement.
<u>\$11,128.94</u>	Total Reserve Fund expenditures for January 2025.

- **Architectural Review**: Ken Rothstein, Committee Member, reported that the committee met on February 12<sup>th</sup>. There were three requests for changes, all of which were approved. Committee members walked to the doctor’s office and recommended that the paint be touched up, brighter lighting be installed, and four new chairs be purchased for the waiting area. Mr. Rothstein made a motion to approve purchase of four chairs for the doctor’s office for a total of \$308 plus tax. Mr. Carriere seconded the motion which carried unanimously.

The committee additionally looked at some exterior lighting to satisfy the lighting subcommittee’s recommendations but did not come to a clear decision. Mr. Rothstein suggests priority lists for maintenance and grounds be established and will focus on this at the next meeting.

Ms. Robinette added that the Architectural Review Committee additionally recommended purchase of two turquoise umbrellas (\$168.96 each) and two pyramid heaters that are designed not to blow over (\$99 each (on sale now)) and asked that they be added to the agenda of the next regular Board meeting.

- **Fire-risk Assessment & Mitigation**: Brendan Kelly, Chair, reported that the new mandate for the zero zone, and Cal Fire’s improvement of the Ranch Road were already reported on.

Mr. Kelly noted he hears many references to a “tree list,” but wants to make clear that that there are at least three tree lists. The first is a data base that was established with the type, measurement, location, and condition of all trees on Hacienda Carmel’s property. It quickly became clear, however, that this was a long-term project so we created a sub-set of this (the second tree list), which were trees that were thought to need professional opinion as to their condition. Third, the ad-hoc tree committee created a list of trees that were surveyed with an arborist. The arborist identified four trees that she thought should be removed, four trees that could be removed or maintained, seven trees that she thought needed pruning, two trees that we should monitor, four trees that require no action, and there were two additional trees that were missed in that assessment. Those were all in a report that we shared at the beginning of January.

Mr. Kelly feels the creation of the ad hoc tree committee was a good idea. They had one sit-down meeting in which they established the values that would inform the committee as well as other ways to proceed, the first of which was the survey with the arborist. She is waiting for further direction from us, however, as to how to write up the trees we wish to request permission from the county to remove. That has not been done yet, as other pressing matters have prevailed for the committee members, who are all Board members. It is just a matter now of sequencing all the many things we are working on.

**COMMITTEE REPORTS, Committee Reports, continued**

- **Events & Entertainment**: Flossie Stowell, Co-Chair, reported: The committee submitted a financial review to the Board for last year. The temporary decision is to scale back the Committee’s subsidy of at least one of the large events. We are looking at having an outdoor event for the Hacienda Birthday party. Casual events are the best attended events.

Upcoming events in March: On the 2<sup>nd</sup> we will have an Oscar Awards Party in the West Room at 4 pm. Bring munchies to share. On the 3<sup>rd</sup> will be Movie Night – we will be showing “Silver Streak.” On March 4<sup>th</sup> the Hiking Group will meet at 10 am. On the 8<sup>th</sup> there will be a Youth Music Recital in Casa Fiesta at 2 pm – free to residents. On the 15<sup>th</sup> we will have Pickleball & Pizza in Casa Fiesta – free to onlookers and \$10 to players. Then on the 25<sup>th</sup> will be the Senior Resource Fair in Casa Fiesta from 12 noon to 4 pm. We already have a bunch of groups involved in the Fair but are looking for more and they can be referenced to Joanne Sarrica, who is putting it all together.

The committee is also recommending that we do tours of Hacienda Carmel for new residents. [The recommendation will be an action item on next month’s Board meeting agenda.]

- **Ad Hoc Fire Alarm**: Ken Rothstein, Chair, reported that the committee met on January 16<sup>th</sup>. They discussed storing alarm parts on site for the First Alarm technicians to access and communicating to First Alarm where those parts are stored. Also discussed was staff training on re-setting panels or putting alarms into test mode so that the alarm can be addressed in the morning by First Alarm.

Juli Jarvis will be scheduling the testing of the 8 missed alarm tests with First Alarm. And we are still waiting on formal training by First Alarm for our staff.

8. **UNFINISHED BUSINESS**: None.

9. **NEW BUSINESS**:

- **Proposal to Reduce Number of Directors**: At the February 17, 2025 forum, reducing the number of Board Directors was discussed. There were 83 Residents in attendance at that forum, and with an informal show of hands, the majority of those attendees favored a reduction in Board size to 5 Directors. Ms. Baca explained that changes to the By Laws or CC&Rs are usually initiated by the Board of Directors but need to be voted on by the membership.

The way this would work is the three Board members going off the Board this year would be precluded from running. The remaining Board members would be polled and those who wish to run would join a pool of those nominated by the Nominating Committee this year and those who self-nominated, out of which five would be chosen. The two directors with the greatest number of votes would serve 3-year terms, the next two would serve 2-year terms, and one director would serve a one-year term. In following years, we would vote for one, then two, then two – all of whom would serve 3-years – a pattern which would then repeat itself.

**NEW BUSINESS, Change in Number of Directors, continued**

Ms. Baca made a motion that the Board initiate a change to the By Laws, Article 5, subsections 5.1 and 5.12 “Number of Directors” and “Election and Term of Office,” respectively, to reduce the number of directors from 9 to 5. Mr. Carriere seconded the motion which, following a lengthy discussion carried, with 8 directors voting in favor, 1 opposed.

- **Appointment of Inspector of Election:** Diane Freier has agreed to serve as Inspector of Election for the upcoming election(s). Ms. Baca made a motion to approve the appointment of Diane Freier as Inspector of Election. Ms. Tugwell seconded the motion which carried unanimously.
- **Secretary Calls for Open Forum:** Ms. Baca asked that the Secretary call for an open forum in March to 1) Explain the proposal to change the number of Board members to the membership, 2) To talk more about CC&Rs 10.6, Homeowner’s Insurance, and 3) Discuss vegetation in the zero to five feet zone. Niki Tugwell, Corporate Secretary, called for an open forum to be held on Monday, March 10<sup>th</sup>, from 1pm to 3pm in the Casa Fiesta.

**10. MEMBER COMMENT PERIOD:**

- Flossie Stowell, Unit 264, remarked that the Architectural Review Committee should not take on the mailboxes as they have too much to consider already.
- Connie Winners, Unit 197, noted that the Board places a lot of projects with ARC. She would like all members to read the ARC minutes.
- Mary Lou Donegan, Unit 291, asked about the change in number of Board members, and if some current Board members would lose a year or two.

- 11. ADJOURNMENT:** The meeting adjourned at 11:38 am. The next regular Board meeting will be held on Thursday, March 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.