

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

ABSENT:

Ms. Rochelle Blank-Zimmer, Director
Mr. Paul Carriere, Director

Twenty-one members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:05 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** None.
3. **MEMBER COMMENTS ON AGENDA ITEMS:**
 - Connie Winners, unit 197, would like copies of the Architectural Review Committee minutes to be placed in the information station.
 - Jane St. John, unit 61, suggested seven directors, instead of five, would be better.
 - Mary Lou Donegan, unit 291, agreed that seven directors would be better.
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**

Regular Board Meeting of February 27, 2025
 - b. **Occupancy Approvals:**

Michael Lee	Authorized Occupant, Purchasing #201
Hope Cater	Lessee to Owner, Purchasing #35
 - c. **Sales Activity & Rental Report**

7 units currently listed, with 4 units pending sale. 5 units sold since January 1, 2025. The current number of rentals is 42.

CONSENT AGENDA, continued

d. Financial Report:

- i. Review & approval of financial statement for January 2025.
- ii. Review and approval of financial statement for February 2025.
- iii. Approval of Reserve Fund expenditures for February 2025.
- iv. Verification of bank reconciliation & check register review for February 2025.

Ms. Tugwell made a motion to approve the Consent Agenda. Ms. Graham 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: The Board completed the fifth evaluation of the management team, with one evaluation left to go. The Board will hold an executive session meeting to decide how the final evaluation is to be handled.
 - The Board reviewed the Community Manager’s task list.
 - A special sub-committee of Finance is looking into initiating online payments for maintenance fees.
 - The office is working with the accountants on the review being done by Levy, Erlanger CPAs.
 - The gas meters on the property are under certain restrictions by PG&E. The project to clear and remove structures around the meters will begin soon.
- b. Comments from the February meeting – Available to read in the minutes of the February meeting.
- c. Correspondence from or to Residents or others – Mr. Sutton noted letters will be responded to by individual Board members.

6. COMMUNITY MANAGER’S REPORT:

- **Leaks in Casa Central:** Catherine Robinette reported that last month a roof specialist from Solar Technology came out and did an extensive examination of the roof. He removed panels and re-caulked the entire solar array. Unfortunately, we don’t know until we get rain whether or not there are any more leaks. The leaks in the West Room are not under solar, and Premo Roofing will come out to fix those.
- **Foliage Removal:** The grounds staff is being tasked with starting to remove junipers in the 5-foot (“zero”) zone, as well as foliage and obstructions in front of gas meters. This is necessary in order to comply with the fire code and PG&E. Please be patient with the staff and call the office with any questions you may have.
- **Pool Deck Refurbishment:** Catherine reported that she and Ken Rothstein are looking at options for the pool deck, and then the landscape will be done as well.
- **Other Matters:** Catherine invited residents to ask questions of the office staff at any time. We are available to visit, or we can come down to talk to you if you don’t want to climb the stairs.

7. **COMMITTEE REPORTS:**

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on March 19th. They reviewed the January & February statements, and recommended Board approval, pending the annual review.

Ms. Graham reviewed the Reserve Fund expenditures for the month of February 2025. Details follow:

\$ 425.36	M.J. Murphy for Fence Repair.
\$ 1,667.47	Waste Management for Fire Mitigation.
\$ 260.00	H R Sheet Metal for Furnace Repair.
\$ 4,200.00	Golz Construction for Infrastructure Repair.
\$ 3,580.00	Premo Roofing for Roof Repair.
<u>\$ 1,065.65</u>	Built-in Distributors for Washer/Dryer Replacement.

\$11,198.48 Total Reserve Fund expenditures for February 2025.

Architectural Review recommended that pavers be installed at the Guest House, in the spaces left by removal of the trees, and passed the recommendation on to the Finance Committee. The pavers will match the aged concrete better than new concrete would. A quote was received from Adrian Mora, a licensed Landscape Contractor, for \$3,100. The Finance Committee recommends the expenditure. Ms. Tugwell made a motion to approve the installation of pavers for \$3,100, to be expended from the Reserve Fund. Mr. Rothstein seconded the motion which carried unanimously.

- **Architectural Review:** Sara Harnish, Chair, reported: The committee met March 12th. Ms. Harnish gave a shout-out to Catherine Robinette for her work on ARC (and beyond).

The Committee reviewed the following requests by owners: **Unit #55** – Owners requested approval to install a wooden patio shed, 7.5 feet wide x 10.5 feet long, with a request of a 4” variance for height. Work to be done by California Custom Sheds. **Unit #103** – Owner requested approval to install new dual pane windows in kitchen and guest room, in accordance with the ARC rules. Work to be done by Watts Valley Glass. And **Unit #176** - - Owners requested approval of the following: (1) Removal of non-bearing wall between kitchen and living room & non-load bearing wall – kitchen and entry. (2) Remove existing fiberglass shower and replace with new walk-in shower. (3) Install new wood laminate flooring throughout the unit, new carpet in bedroom. (4) Install low flow toilet in bathroom, and (5) install new oven, cook top, and dishwasher in kitchen. Work to be done by Central Coast Glass & Window Co. The Architectural Review committee approved all three requests.

Additionally, the committee considered requests from **Unit #278** – Owner requested approval of the following: (1) Replace window in bedroom with a 60”x 82” dual pane sliding glass door. (2) Install direct vented gas fireplace in corner of the living room, to be vented through the roof. (Variance) (3) Install glass panels in outside eaves above patio for more light. The ARC committee approved requests 1 & 3, and recommended the Board approve a variance for the second request, installation of a direct vented gas fireplace. Ms. Tugwell made a motion to approve the fireplace in unit 278 as a variance. Ms. Graham seconded the motion which carried unanimously.

COMMITTEE REPORTS, Architectural Review, continued

Ms. Harnish noted that the pavers were already approved under the Finance Committee. The Architectural Review Committee would also like to see some large pots with plants in front of the Guest House, and they are exploring options and pricing. She also stated that she has no objection to the minutes of the Architectural Review committee being put into the information station.

The committee recommended replacing the banged-up heaters in the pool area, with 4 heaters that will not blow over when it is windy. The heaters are \$99 each, plus tax. Also, they recommend two umbrellas at \$160.86 each, plus tax. Mr. Rothstein made a motion to approve the expenditure for the heaters and umbrellas from the Reserve Fund. Ms. Graham seconded the motion which carried unanimously.

The Lighting Sub-Committee had a consultant that specialized in “dark-sky communities.” The Architectural Review committee is concentrating on the street and ground lights initially, and one of the recommendations was to consult with Home Lighters in Pacific Grove for an overall design for outdoor lighting in the community. The Community Manager was asked to contact them.

The Community Manager was also asked to contact the Postmaster to see what our options are for mailboxes that can be accessed by residents directly.

- **Fire-risk Assessment & Mitigation:** Art Sutton explained that Brendan Kelly, who served as Chair of the committee, has moved away. Mr. Sutton was given the committee’s records. Actions that need to be taken now include contacting the arborist about her recommendations for tree removals and working on removing the junipers next to buildings.
- **Events & Entertainment:** Flossie Stowell, Co-Chair, reported: The committee had a busy month with a piano recital, pickleball & pizza, bingo, and the resource fair, which was well attended with over 100 people. Joanne Sarrica headed that committee. Michael Zarefsky, Flossie Stowell, Barbara Henares, Mary Lou Donegan, and Connie Winners worked on the committee as well.

On April 4th Chamber Music Monterey Bay will present a concert in Casa Fiesta. April 17th will be Bingo. In May will be the Patio Tour, which is now being planned. June 29th, Gustavo Romero will perform in Casa Fiesta.

Movie Nights have apparently been very well attended since they started back up, with about 20 people attending. Events and Entertainment is open to new ideas, so please share those with us.

There was a recommendation made last month to hold tours for new residents, using a golf cart driven by an employee of Hacienda Carmel. Ms. Stowell explained that this is an attempt to revitalize the Welcome Committee. The tours would take new residents all over the property, including to the west end to see the garden club, dog park, and barbeque area (perhaps once a week). Mr. Rothstein made a motion to allow the

COMMITTEE REPORTS, Events & Entertainment, continued

Welcome Committee to use a golf cart and Hacienda Carmel staff to conduct the tours. Mr. Bennett seconded the motion. Following extensive discussion the motion failed, with two directors in favor, four opposed. The opposition was for the use of a golf cart for safety reasons. There was no opposition to conducting the tours, which could be done on foot.

- **Ad Hoc Fire Alarm:** Ken Rothstein, Chair, reported that the committee did not meet in March. Next week we will have training for our maintenance and security staff on preventative maintenance for the system. We are still working on getting the last eight units scheduled for inspection. The committee plans to meet in April.

8. **UNFINISHED BUSINESS:**

- **Proposal to Reduce Number of Directors – Election Update & Timeline:** Mr. Sutton announced that on Monday, March 31, 2025 the ballots to determine a change in the Bylaws, by reducing the number of Board members from 9 to 5, will be distributed. On Wednesday April 30, 2025 the ballots must be returned by 3 pm. On Thursday, May 1, 2025 there will be a Special Board Meeting to count the Bylaws change ballots. On Friday May 2, 2025 the ballots to determine the new Board of Directors will be distributed. On Thursday, May 8, 2025 there will be a Candidate's Forum (tentative date). On Sunday June 1, 2025 the ballots to determine the new Directors will be due by 3 pm. And on Monday June 2, 2025 the Annual Meeting will be held, and the ballots will be counted.

Ms. Baca added that March 31st is the last day the ballots can be distributed but they will probably be distributed as early as tomorrow. Furthermore, this section of the meeting is intended to include member questions or comments. If anyone has questions about the proposed change to the number of Directors, they can ask those questions now. There were no questions from the membership.

9. **NEW BUSINESS:**

- **Set Date of Candidate's Forum:** Ms. Baca made a motion to hold a Candidate's Forum on Thursday, May 8th, from 2 to 4 pm in Casa Fiesta. Ms. Tugwell seconded the motion which carried unanimously.
- **Change in Key Policy for Pool & Ping Pong Rooms:** The Events & Entertainment Committee has recommended the pool table room and the ping pong room both be left open during the day. Instead of having to check the key out from the front desk, they would like the rooms unlocked so that anyone can use them at any time during the day. Ms. Tugwell made a motion to approve leaving the two rooms open during the day. Mr. Bennett seconded the motion which carried with four directors voting in favor, two opposed.
- **Board of Directors Vacancy:** Mr. Sutton explained that with Brendan Kelly leaving Hacienda Carmel, the Board has a vacancy. He recommended that we leave the position vacant, pending the outcome of the election to possibly change the number of directors. Jackie Graham made a motion to leave the vacancy pending the outcome of the election.

NEW BUSINESS, Board of Directors Vacancy, continued

Mr. Bennett seconded the motion which carried unanimously. (See further reference to this issue under Member Comments.)

Ms. Baca added that in the governing documents it states that if the Board does not appoint a replacement, the membership can.

- **Secretary Calls for Open Forum:** Ms. Baca asked that the Secretary call for an open forum Monday April 7, 2025 to talk about Hacienda Carmel: Past, Present, and Future; what happened and what didn't happen in 1996; history of HOA fees and what impact that has had on our salaries and benefits and transfer to the Reserve Fund; Ground Rule 15: incidental, on the clock, and private jobs by employees; and types of HOA Management. Niki Tugwell, Corporate Secretary, called for the forum on Monday April 7, 2025 from 1pm to 3pm in Casa Fiesta.

10. MEMBER COMMENT PERIOD:

- Elizabeth Husby, Unit 74, gave a shout-out to Juli Jarvis for the fabulous job she did on the Resource Fair; suggested the ARC minutes, E&E Calendar; and Phone Directory be put on the website; and trusts this Board to tell us that five is a good number of Board members.
- Mary Lou Donegan, Unit 291, feels we need to think about the Reserve Fund and the Operating Fund, and spending, in light of the upcoming insurance policies. There was a lot of spending approved at this meeting. She suggested painting the existing concrete as a solution for the pool deck.
- Susan Wallace, Unit 259, asked if ballots can be mailed, and requested that open forums and/or Board meetings be accommodated through ZOOM for those who cannot be there.
- Donna Bruhn, Unit 101, expressed confusion about the number of directors to be elected.

Mr. Sutton explained that if the ballot to change the number of directors is defeated, we will elect three directors in June. If the ballot to change the number of directors passes, all eight directors and nominees will stand for election to fill five spots in June. In the event that the measure to reduce the size of the Board fails, then the vacancy left by Brendan Kelly's departure would be filled by appointment in accordance with the Bylaws. (See motion under "New Business – Board of Directors Vacancy" regarding this issue.)

- 11. ADJOURNMENT:** The meeting adjourned at 11:28 am. The next regular Board meeting will be held on Thursday, April 24, 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.