

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

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

1. **CALL TO ORDER:** The open meeting was called to order at 10:12 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** Fran Baca added two items: #7(b) Discussion of Architectural Review minutes, and #9(d) Announcement about committees for the next Board term.
3. **MEMBER COMMENTS ON AGENDA ITEMS:**
 - Mary Lou Donegan, unit 291, commented on the guest house lighting recommended by the Architectural Review Committee.
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**
Regular Board Meeting of March 27, 2025
 - b. **Occupancy Approvals:**

Gail Grammatico & Douglas Yee	Authorized Occupant, Purchasing #48
Anthony & Julie Caronia	Authorized Occupants, Purchasing #176
 - c. **Sales Activity & Rental Report**
5 units currently listed, with 1 unit pending sale. 8 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 March 2025.
- ii. Approval of Reserve Fund expenditures for March 2025.
- iii. Verification of bank reconciliation & check register review for March 2025.

Mr. Carriere 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:
 - Personnel Issues: The Board met in Special Session on Tuesday and then met with the management team. The team will remain in place for now as the Board has a consultant come in to do an evaluation of Hacienda Carmel operations. As soon as a determination is reached regarding operations, the membership will be notified.
 - There were no delinquencies reported. The Board discussed website updates and the package insurance policy (which may go up, but probably not by more than the budgeted amount). There has been no Board discussion of the pool deck yet, but Mr. Sutton did wish to clarify another matter that came up last month: The Board voted against use of an association cart for new resident tours not because the tours are a bad idea, but for reasons of risk management, which affects the Association's ability to get liability insurance.
 - The Board discussed the follow up alarm inspection for the remaining 8 units. They passed a resolution to charge the owner of any unit (on a pro-rata basis) that cannot be entered during the first alarm inspection next time. We will make sure owners have sufficient notice before the inspection.
 - The Board is looking at a new legal firm, Beaumont, Tashjian, which was referred to us by HUB International. We will be looking initially at corrections to the 2021 revision of the CC&Rs.
 - And the Board accepted a bid (one of three) on contract for a drainage project at one of the units.
- c. Correspondence from or to Residents or others – There were two letters received in praise of three different employees, There was a letter in favor of the sample changes to the outdoor lighting. And there was a second request to train members on use of the standpipes.

6. COMMUNITY MANAGER'S REPORT:

- **Leak in Front of Casa Carmel:** Catherine Robinette reported that a water main broke in front of Casa Carmel last night. We were able to utilize the local valves to prevent a community-wide shutoff. The pipe is being repaired and should be done in about an hour.

COMMUNITY MANAGER'S REPORT, continued

- **Foliage Removal:** Three large trees by units 107 & 108 were removed as they were threatening the foundations of the nearby homes. There is a tree by 271 that is dead and will be taken down next week. Also, all of the junipers on the property have to come out for insurance and fire protection reasons.
- **VNA Covid Clinic:** Juli Jarvis is currently trying to schedule a COVID booster clinic with VNA. No date has yet been identified.
- **New Outdoor Lighting:** One of the light poles, directly in front of the main doors to Casa Central has been upgraded to the night sky design. Catherine stated she would like residents to give her feedback on it.

7. COMMITTEE REPORTS:

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on April 16th. They reviewed the March statements, and recommended Board approval, subject to review.

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

\$ 2,510.11	Della Mora for Boiler Repair (accompanying plumbing)
\$ 1,599.39	MJ Murphy & Home Depot for Fence Replacement.
\$ 6,900.00	H R Sheet Metal for Furnace Repair.
\$ 995.00	DV Electric for Infrastructure Repair.
\$ 1,126.64	Sherwin Williams for Paint for Buildings.

\$13,131.14 Total Reserve Fund expenditures for March 2025.

The Finance Committee recommended approval of the new lights for the outside of Casa Amigos. There are 15 lights in total, for \$1,334.85 plus tax and shipping. Ms. Tugwell made a motion to approve \$1,334.85 plus tax and shipping for replacement of 15 lights at the Guest House, monies to be expended from the Reserve Fund. Mr. Bennett seconded the motion which carried unanimously.

The committee also recommended approval of the draft Accountant's Review for the short fiscal year May – December 2024. Ms. Baca made a motion to approve the report, and Ms. Tugwell seconded the motion. The motion carried unanimously.

- **Investment Committee:** Ms. Graham reported that the Investment Committee met following the Finance Committee meeting on April 16th. They recommended that the \$100,000 CD maturing in the Reserve Fund be replaced with a 12-month CD (or T-Bill), and that two CDs be purchased from the Solar Buyout Accrual Account at Schwab – one \$100,000 CD for 12 months, and one \$150,000 CD (or T-Bills) for 18 months. Ms. Blank-Zimmer made a motion to approve purchase of the investments through Charles Schwab, as stated. Mr. Rothstein seconded the motion which carried unanimously.
- **Architectural Review:** Sara Harnish, Chair, reported: The committee met on April 9th.

COMMITTEE REPORTS, Architectural Review, continued

The Committee reviewed the following requests by owners: **Unit #151** – Owners requested approval to install a new stone kitchen countertop, new kitchen cabinets (both upper and base), and to install a new Bosch dishwasher and sink. **Unit #158** – Owner requested approval to remove two Toyon bushes from the area outside of unit #171 (in the common area) and plant them in the Garden Club native garden. **Unit #159** – Owners requested approval to install two new toilets for the hall and master bathrooms. And **Unit #278** – Owner requested approval to install a 2' x 4' skylight in the kitchen with fireproof glass, install a tubular skylight in the bathroom, and to add a 1' lattice to the existing 6' fence. The Architectural Review committee approved all requests.

The committee recommended that [15] night-sky lights be purchased for the front of Casa Amigos. This recommendation was forwarded to the Finance Committee. They also recommended that three more pots be purchased for the front of Casa Amigos. The recommendation to bring the Home Lighter store onsite for recommendation will require an appointment with them. We do not yet have an appointment.

The postmaster came out to Hacienda Carmel to review the area in which self-serve mailboxes might be installed. The back hall was suggested to be the best spot. The committee has not yet made a recommendation on the pool deck, but most likely it will be resurfaced instead of dug up and replaced. There was also a question from an observer about hiring an electrician for pool area and ground light replacement. That will not be done unless an electrical issue arises.

Fran Baca remarked that she looked up the rules regarding minutes of meetings. Committees with decision-making authority must keep minutes, and those minutes must be available for review by members within 15 calendar days following approval of the minutes. At the last meeting of ARC, the minutes of their March meeting were approved, and those minutes should be available to the members within 15 days – which is today. We can discuss how those minutes become available to the membership. Mr. Sutton suggested the website.

- **Fire-risk Assessment & Mitigation:** No report.
- **Events & Entertainment:** Flossie Stowell, Co-Chair, reported: There is not a lot coming up in May. We will have a May Day celebration on the 1st at 4 pm by the pool. It will be potluck. Please, no glass by the pool. The Patio Tour will be held May 17th. There are flyers in the information center. The other activities taking place in May will be Movie Night, Bingo, and the usual scheduled games.
- **Ad Hoc Fire Alarm:** Ken Rothstein, Chair, reported that the training of staff by First Alarm is finally to be held on Monday. Hopefully, the beeping in the laundry rooms will be part of the training. We do need people to report the beeping to the Front Desk when they hear it. The committee may explore other options for the system in the future.

8. **UNFINISHED BUSINESS:** None.

9. **NEW BUSINESS:**

- **Board Member Election Announcements:** Mr. Sutton announced that the ballots for a change in the Bylaws, to reduce the number of directors from nine to five, will be counted next Thursday, May 1st, and are due to be turned in by 3 pm next Wednesday. The next ballot to be sent out will be for the election of Directors and the propositions. Members in good standing as of March 28, 2025 will be eligible to vote. Ballots will be mailed out by May 2nd.
- **Proposal to Revise Board Action Procedure re: Appointment of Nominating Committee:** Ms. Baca made a motion to modify the Board Action Procedure regarding the Nominating Committee to add that the Chair of the Nominating Committee shall also serve as a member of the panel which moderates the Candidates' Forum. Ms. Tugwell seconded the motion which carried unanimously.
- **Proposal of Panel to Moderate the Candidate's Forum on May 8, 2025:** Fran Baca made a motion that each year the Board shall conduct a candidate's forum, in accordance with Section 5.8 of the Bylaws. The panel to moderate the forum shall be comprised of the President and Treasurer of the Board and the Chair of the Nominating Committee. Ms. Tugwell seconded the motion which, following discussion, carried unanimously.
- **Formation of Committees for Next Board Term:** Fran Baca read from the Formation of Committees Policy: "Each year, at the regular Board meeting in April, the Board shall announce the upcoming committee appointments in June. Thereafter, the Board shall appoint or re-appoint all Committee Members and Chairs of all Committees at its Organizational Meeting in June. Association Members interested in serving on a committee for the coming Board term shall notify a Board member of their interest by May 15 so that the incoming Board can be apprised and give consideration to all members interested in serving. Committee Members currently serving on any Committee shall notify a Board member either of their wish to continue serving on any Committee or, alternatively, their wish to conclude their service upon the conclusion of the Committee's term or annual reauthorization.

"To serve on a committee, a member must be a member in good standing with the Association as defined in Article 1.25 of the CC&R's with the following two exceptions: 1) in the case of the ARC wherein a non-Member resident designated by the Owner of the Unit in which the Resident resides may serve as stated in Article 7.5 of the CC&R's; and 2) Non-Member Residents shall be allowed to serve on the Events and Entertainment Committee (E&E)."

10. **MEMBER COMMENT PERIOD:**

- Mary Lou Donegan, Unit 291, feels procedure was not followed properly regarding purchase of lighting. She would like more detail on the agenda.

Fran Baca offered to meet with Ms. Donegan regarding specific details on the agenda.

MEMBER COMMENT PERIOD, continued

- Mendal Bouknight, Unit 78, was glad to hear the Board is looking for an outside consultant and asked about the time frame. He also asked for the name of the new attorney, and when the website is to be updated.
 - Connie Winners, Unit 197, spoke about the continuity of the lighting design.
 - Shirley Morgan, Unit 102, Thanked Catherine for insurance help, and the Board for the new recumbent bike in the fitness room. She had questions about the recent tree removals and the water break.
11. **ADJOURNMENT:** The meeting adjourned at 11:23 am. The next regular Board meeting will be held on Thursday, May 22, 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.