

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, May 22, 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

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

1. **CALL TO ORDER:** The open meeting was called to order at 10:13 a.m. by Art Sutton, President.
2. **REVISION OF AGENDA:** No revisions.
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None.
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**
Regular Board Meeting of April 24, 2025
 - b. **Occupancy Approvals:**

Elizabeth Minvielle	Authorized Occupant, Leasing #154
Eric & Jennifer Handler	Authorized Occupants, Leasing #234
 - c. **Sales Activity & Rental Report**
5 units currently listed for sale. 9 units sold since January 1, 2025. The current number of rentals is 43.
 - d. **Financial Report:**
 - i. Approval of Reserve Fund expenditures for April 2025.
 - ii. Verification of bank reconciliation & check register review for April 2025.

Mr. Carriere 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 ratified the salary increases that went into effect on May 1st. Staff has completed training with First Alarm.
 - There were no delinquencies reported. The Board put a transfer to Reserves on hold, pending review of the financial statements.
 - The Board received a request from Palo Corona to do a presentation about the flood control work to be done there. Catherine will work with them to set a date.
 - The Board received a request from residents on Via Mallorca regarding the stop sign at the bridge, and the speed limit on the street. They are asking that drivers leaving Hacienda Carmel obey the stop sign at the end of the bridge, and that they adhere to the 25 MPH limit on Via Mallorca. Mr. Sutton suggested that we owe them the courtesy of adhering to the rules of the road as we drive through their neighborhood.
 - The remaining smoke alarm testing will be done in the last 8 units. Going forward the cost for First Alarm to return to test will be borne by the unit owner.
 - The original electric panels that remain in many units at Hacienda Carmel are the responsibility of the individual homeowner, however, there may come a time when we will be required to replace them for insurance purposes. This matter is being referred to the new Board. Additionally, putting a wi-fi connection in the Durr Room is being referred to the new Board.
 - The Board got updated on the status of our interaction with Quail regarding the Ranch Road and mowing of weeds. So far, they have not given clearance. Additional updates included the pressure tank replacement, purchase of a green waste trailer, the grant from Cal Fire, and removal of junipers on the property.

6. **COMMUNITY MANAGER’S REPORT:**

- **Service Awards:** Catherine Robinette reported that two Hacienda Carmel employees have reached the 20-year mark within the past few months. Daniel Rios drives our van, takes care of the pool, and does everything else that requires doing. He takes great care with our members who ride the van. Gilberto Sanchez works in the maintenance department and his skills and sense of humor are much appreciated by our residents. Both employees will receive a gift card in the amount of \$250.
- **Via Mallorca Neighbor Request:** As Mr. Sutton mentioned, we have had a plea from our neighbors on Via Mallorca to help find a solution to vehicles speeding on Via Mallorca. There are families with children and pets living there and they have asked that cars leaving Hacienda Carmel acknowledge the stop sign, as well as the speed limit signs. Cooperating as a community will help us avoid installation of more speed bumps.
- **Thank You:** Catherine Robinette thanked the Board for the opportunity to work with them this year. She appreciates all of the help and support provided by them.

7. **COMMITTEE REPORTS:**

- **Finance:** Jackie Graham, Treasurer and Committee Member, reported that the Finance Committee met on May 14th. The April statement was not yet ready for review.

The committee reviewed and recommended approval of the insurance renewals for the package and liability policies, both of which renew on May 15th. The package policy remains with MRMG/Star Surplus Lines Insurance Company. The premium is \$480,515.95, representing approximately \$13,000 in savings, or 3% less than last year. The \$10 million umbrella policy is part of the MRMG renewal.

The liability insurance remains with Crum and Forster, with all limits and values the same as last year. The renewing premium is \$50,181.17, which represents a \$3,095 increase over last year's premium.

The Board met in a special emergency session to approve payment of the policies before the renewal date. Ms. Tugwell made a motion to ratify approval of the insurance policies, total amount \$530,697.12. Mr. Rothstein seconded the motion which carried unanimously.

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

\$ 3,400.00 Mora Adrian Landscape Inc. for Concrete Replacement

\$ 3,400.00 Total Reserve Fund expenditures for April 2025.

Mr. Bennett made a motion to approve the Reserve expenditures for the month of April, 2025. Ms. Tugwell seconded the motion which carried unanimously.

- **Investment Committee:** Ms. Graham reported that the President purchased a \$100,000 T-Bill to replace the CD maturing in the Reserve Fund (rate 4.15%), and a \$100,000 T-Bill in addition to a \$150,000 CD through Morgan Stanley with monies from the Solar Buyout Fund. (4.15% & 4.05% respectively) The two T-Bills are each for one year, and the CD is for 18-months. Ms. Tugwell made a motion to approve the investments as reported. Ms. Zimmer seconded the motion which carried unanimously.
- **Architectural Review:** Sara Harnish, Chair, reported: The committee met on May 14. Ms. Harnish urged residents to put their names in to serve on the committee. A description of the committee and guidelines are on our website. She thanked the committee who served this Board year: Bill Bennett was the Board Liaison, Lynn Knoop, David Mills, Hannah Priestley, Ken Rothstein, Flossie Stowell, and Catherine Robinette who pursued online and in-person samples of everything the committee looked at. The committee is still looking at the night sky lighting that was recommended by the lighting subcommittee (new samples are still being discussed and looked at by the committee), and the mailboxes. The Postmaster did visit and has recommended the boxes be installed in the back hall. The committee is now looking at examples and pricing. The pool deck is also in the planning phase, and Catherine is talking to the pool contractor who did the pool resurfacing to find out what the options are.

COMMITTEE REPORTS, Architectural Review, continued

Ms. Robinette reported on the Cal Fire review of the property and the committee reviewed what was outlined in the report from them. Management has been instructed to remove junipers and trees that are a threat to power poles. Hacienda Carmel has a 30-day window to achieve this task so that we can receive the grant money from Cal Fire to cover the costs.

The committee considered several requests for changes from individual unit owners:

Unit #77 – Owner requested approval to replace the existing front door with a new front door in accordance with the ARC review guidelines and requested color white. Ms. Harnish explained that they have since decided to paint the door one of the approved colors so no variance is needed.

Unit #234 – Owner requested approval of the following (1) New gas furnace and/or radiant heating. (2) Raise ceiling in entry hall, kitchen and partially in primary bedroom (this is a variance). (3) Remove non-loadbearing half-wall between kitchen and living room. (4) Replace main electrical box. (5) Re-route electrical wiring and re-route gas line to convert electric stove to dual fuel range. (6) Install new dual-pane windows throughout, dual-pane French patio door in living room, and convert bedroom window to new dual-pane sliding door. (7) Install new entry door to be stained a dark mahogany. (8) Install sun-tubes and/or skylights with fireproof glass, whereabouts to be determined later. (9) Replace tank-type water heater with a tankless on-demand system (this is a variance). (10) Enlarge patio shed to 80sq.ft. and extend the current roof line, relocate laundry hookup and outside spigot. (11) Replace existing patio surface with pavers and install new patio gate w/ electric lock. All work to be done by a licensed contractor, Hasting Construction. The work other than the variances was approved.

Mr. Carriere made a motion to approve the installation of a tankless water heater in unit 234. Mr. Rothstein seconded the motion which carried unanimously.

Mr. Rothstein made a motion to approve the raised ceiling in unit 234, without coming back to the Board, as long as they insulate the raised ceiling, and provide ventilation in the attic to the adjacent unit, and that the contractor provide information prior to raising the ceiling that this is being done to code. Mr. Bennett seconded the motion which carried with five directors voting in favor, three opposed.

Unit #185 -- Owners requested approval to install porcelain stone-look tile flooring on patio surface. This was approved.

Unit #252 – Owner requests approval to remove a bougainvillea plant which is growing up against the unit wall. This also was approved.

- **Fire-risk Assessment & Mitigation:** The FRAM committee did not hold a formal meeting, however, Art Sutton and Ken Rothstein met with Captain Ascarie of Cal Fire, the result of which will be the removal of several trees that are interfering with power poles and the removal of junipers on the entire property, both of which will qualify for the Cal Fire grant that concludes at the end of June, 2025.

COMMITTEE REPORTS, continued

- **Events & Entertainment**: Flossie Stowell, Co-Chair, reported: There will be an Ice Cream Social held by the pool on Memorial Day (Monday). It is free to everyone. Gustavo Romero will be coming in June. Information will be posted.
- **Ad Hoc Fire Alarm**: Ken Rothstein, Chair, reported that the training of staff by First Alarm has been completed. He thanked the committee members: Art Sutton, Bob Kampwerth, Holly Carlin and Fran Baca. He feels the committee learned a lot about the system and hopefully we can maintain it going forward and avoid unnecessary charges.

8. **UNFINISHED BUSINESS**: None.

9. **NEW BUSINESS**:

- **Changes to Policy for Formation of Committees**: In order to comply with the definition of a quorum, in view of the recent change in the number of Directors (from 9 to 5), the Policy for Formation of Committees needs to have the following changes: “Executive Committees shall consist of *two (2)* Directors.” And, “Ad Hoc Committees shall consist of three, five, or seven members including no more than *two (2)* Directors.”

Fran Baca made a motion to approve the necessary changes to the Policy for Formation of Committees. Paul Carriere seconded the motion which carried unanimously.

- **Changes to Board Action Procedures re: Finance & E&E Committee**: Similarly, the Board Action Procedure for Appointment of Finance Committee has the following sentence *removed*: “The President of the Board shall, and one additional Board member may (on a rotating basis), attend as an observer for each Committee meeting.” Fran Baca made a motion to approve the change to the Board Action Procedures – Appointment of Finance Committee. Paul Carriere seconded the motion which carried unanimously.

The Board Action Procedure for Appointment of Events and Entertainment Committee had the term “ex-officio” removed from the following sentence: “...the Board shall appoint an E&E Chair who is a Member in good standing of the HCCA, and a Board Director to serve as ~~ex-officio~~ liaison to E&E” Fran Baca made a motion to approve the necessary change to the Board Action Procedures – Appointment of E&E Committee. Niki Tugwell seconded the motion which carried unanimously.

10. **MEMBER COMMENT PERIOD**:

- Dale Agron, Unit 7, Thanked E&E for events, and spoke about wildlife in regard to removing vegetation.
- Doris Neimeyer, Unit 152, expressed erosion concerns for juniper removal near her unit.
- Donna Bessant, Unit 214, thanked the Board and thanked management for timely notice on juniper removal.

COMMENT PERIOD FOR MEMBERS, continued

- Bill Quinn, unit 151, asked about perimeter mowing, and praised the Board for their expertise.
 - Ellen Weston, Unit 53, also asked about perimeter mowing.
11. **ADJOURNMENT**: The meeting adjourned at 11:33 am. The next regular Board meeting will be held on Thursday, June 26, 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.