

**HACIENDA CARMEL COMMUNITY ASSOCIATION**  
**MINUTES OF THE REGULAR MEETING OF THE**  
**BOARD OF DIRECTORS**  
**Thursday, June 26, 2025**  
**Casa Fiesta**

**PRESENT:**

Mr. Ken Rothstein, President & Director  
Ms. Sara Harnish, Vice-President & Director  
Ms. Holly Carlin, Treasurer & Director  
Ms. Niki Tugwell, Corporate Secretary & Director  
Ms. Rochelle Blank-Zimmer, Director  
Ms. Catherine Robinette, Community Manager  
Ms. Jeanne Mileti, Recording Secretary

Forty-three members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:14 a.m. by Ken Rothstein, President.
2. **REVISION OF AGENDA:** Ms. Carlin requested that the “Treasurer’s Report” be added after the “President’s Report.” The “Review of Reserve Expenses” should be added under Treasurer’s Report, and “Approval of Reserve Expenses” should be removed from the Consent Agenda.
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None.
4. **CONSENT AGENDA:**
  - a. **Approval of Minutes:**
    - i. Regular Board Meeting of May 22, 2025
    - ii. Organizational Meeting of June 5, 2025
  - b. **Occupancy Approvals:**

Marsha Zelus	Authorized Occupant, Purchasing #182
Rhea Hirsch	Authorized Occupant, Purchasing #250
Kelly Burke	Authorized Occupant, Leasing #212
  - c. **Sales Activity & Rental Report**

5 units currently listed for sale. One unit in contract. 12 units sold since January 1, 2025. The current number of rentals is 44.
  - d. **Financial Report:**
    - i. Approval of Financial Statements for April & May 2025.
    - ii. Verification of bank reconciliation & check register review for May 2025.

Ms. Tugwell made a motion to approve the Consent Agenda. Ms. Carlin seconded the motion which carried unanimously.

5. **PRESIDENT'S REPORT:** President Ken Rothstein reported:

- a. Report on discussion in Executive Session and any items requiring Board action:
- The Board appointed Art Sutton as Assistant Vice President, to help with some past projects, and perhaps some future projects as well. This will avail the Board of Mr. Sutton's years of experience with ongoing issues.
  - The Board appointed new check signers: All five Board members and Juli Jarvis, from the Business Office, will be on the First Citizen's Bank and Charles Schwab accounts as signers.
  - The Board discussed fire mitigation issues – we still have about 100 ZINSCO electrical panels in individual units. Looking into the future, our insurer will want them eliminated. The Board is looking into options, such as making their replacement mandatory upon sale of unit, or trying to find a deal for replacement of a number of them at one time.
  - We have heard from Quail about the Ranch Road – they have acknowledged that Hacienda Carmel has an easement there, but they do not wish to turn the road over to Cal Fire. They suggest we continue to maintain and use the road as we have in the past.

- b. Correspondence consisted of a couple of letters regarding landscaping after the removal of junipers, with suggestions about ground cover. Mr. Rothstein noted that the Architectural Review Committee is looking at landscape replacements.

There was a letter sent to a member regarding recycling. Mr. Rothstein noted that Hacienda Carmel is fined when ineligible items are placed into the recycling bins. He feels this is a wound that is self-inflicted by some residents here – if in doubt about whether or not an item is eligible to be recycled, please throw it into the regular garbage can.

There was a letter received about the Doctor's office. As far as we know, Dr. Saddy is seeing patients here at Hacienda Carmel.

There was a letter updating the Board on recommendations from the Ad Hoc Lighting Subcommittee.

There was a letter signed by several neighbors about landscape that has not been irrigated due to a possible drainage issue.

There was a letter with concerns about the plan for new mailboxes – Mr. Rothstein noted we are looking at new mailboxes because we are looking to become more efficient.

6. **TREASURER'S REPORT:** Holly Carlin, Treasurer

Ms. Carlin explained that the current financials indicate an excess of \$518,759, revenue over expenses. The reason for this is we have moved to a cash basis month to month and will adjust our accruals at year end. We are also not making any transfers to the Reserve Fund, nor paying down the loan from that fund, until the end of the fiscal year, after we have paid the flood insurance premium.

**TREASURER’S REPORT**, continued

Ms. Carlin gave a report on the Reserve Expenditures for the month of May 2025:

\$ 845.00	Della Mora for repair to the Boiler
\$ 531.25	Home Depot for Fence Repair
\$ 19,000.00	Payroll transfer & Specialty Tree for Veg. Removal/Fire Mitigation
\$ 230.00	JB Heating for Furnace Repair
\$ 1,440.00	DV Electric for Generator Repair
\$ 1,516.90	Wayfair for Lighting Replacement (Guest House)
\$ 7,779.00	Sage & Opus Systems Software upgrades
\$ 247.18	Sherwin Williams for Paint
\$ 600.17	Home Depot for Washer Replacement
\$ 502.65	River Pump Services for Well Repair

**\$, 32,692.15** Total Reserve Fund expenditures for May 2025.

**7. COMMUNITY MANAGER’S REPORT:**

- **Juniper Removal:** Catherine Robinette reported that the juniper removal was done in record time, in order to comply with the Cal Fire grant. We needed to spend \$28,000 to get \$14,000 back, and we have exceeded our goal. Expenditures included the time it took our staff to remove the plants. We have actually received many very positive comments about the projects. Ms. Harnish asked that the grounds crew be extended appreciation for the work they have done.

The decisions about landscape replacement in those areas that are now dirt will be made by the Architectural Review Committee. Hopefully, we can replace those areas that are prone to erosion first.

- **Grounds Lighting – Night Sky:** The proposals made by the Lighting Subcommittee are in the hands of the new Architectural Review Committee. (Members were reminded by the Board to look at the two (different) pole lights that are in front of the main building and express their opinions on them to Catherine, so she can let the committee know.)
- **Pool Deck:** The pool deck refurbishment is also in the hands of the Architectural Review Committee. Ms. Robinette noted that she and Mr. Rothstein will be bringing suggestions to the committee about what can be done and they will make the final recommendation to the Board.

**8. COMMITTEE REPORTS:**

- **Finance:** Fran Baca, Chair, reported: “The Finance Committee held its first meeting of the new Board term on Wednesday, June 18, 2025.

“FC meetings are closed due to the confidential nature of many of the topics and matters discussed, including Member delinquencies, individual employees’ salaries and benefits, and contract bids and negotiations. However, the Finance Committee does want to report on those items that can be discussed openly.

COMMITTEE REPORTS, Finance, continued

“Over the next four months, the committee will be working on three major projects:

- The PTO policy which has been in effect since May 1, 2022.
- The Reserve Study update for 2026.
- Miscellaneous Fee Schedules including Facility Rental & Set-up for Casa Fiesta, the West Room, the Durr Room and the Bar-B-Q/Picnic Area; Casa Amigos room rates, Carport rental rates; Miscellaneous Storage Fees for R/V Trailer Storage at the West End, Storage Lockers and Bicycle storage; Patio Pick-up fees for large items; and various other miscellaneous charges including copies and faxes.

“The goal is to complete the review of all of these charges and have the information to the board by October so that any recommendations approved by the Board can be incorporated into next year’s budget in November in order to be effective January 1, 2026.

“The Finance Committee has two recommendations:

1. “Appointment of Ad Hoc Systems Utilization Committee. During the last Board term, several committee members met informally to discuss our computer systems and ways in which we could become more automated. The group would like to meet formally and continue the work they began last year in order to make recommendations to the Board for System Utilization Improvements. This work includes, for example, updating our accounting system, updating the website, allowing for online Member payment of fees, filling in the “away form” online, making reservations for Casa Amigo rooms online and automating the front desk operations.

“The committee recommends that the Board appoint this committee comprising Holly Carlin, Dayna Irvine, Adrienne Otis and Fran Baca, with Holly Carlin serving as Chair.” Ms. Carlin made a motion to appoint an Ad Hoc Systems Utilization Committee, as named. Ms. Tugwell seconded the motion which carried unanimously.

2. “Installation of Wi fi in the Durr Room. We have obtained a quote from Comcast Business. The cost is \$100 for installation and \$100 per month for the service. The committee recommends that the Board approve this expenditure.” Ms. Carlin made a motion to approve Wi fi in the Durr Room. Ms. Blank-Zimmer seconded the motion which carried unanimously.

- **Architectural Review:** Connie Winners, Chair, reported: “The new committee for Architectural Review met Wednesday, June 11th at 9:30 in the Durr Room. ARC is an open meeting and anyone who is interested in learning how the committee works is welcome to attend. I am looking forward to working with a great committee that has the experience and talents to assist in project review and execution.

“No requests for changes received. The committee reviewed projects carried over from the previous committee, consisting of exterior pole light fixtures, self-service mailboxes in Casa Central and pool deck refurbishment.

COMMITTEE REPORTS, continued

“The committee did a site visit to view lighting installed at Casa Amigos, and two samples placed in front of Casa Central for evaluation. The consensus of the committee was to take a final look before deciding to ensure the original architectural design of Hacienda Carmel was preserved. Additional lighting suggestions will be provided for review by a committee member at the July 9th meeting and subsequently submitted to the Board at the July 24th meeting.

“The proposal to install self-service mailboxes in Casa Central is still under review. Management met with the post office representative. The post office is supportive of providing service for mail at Hacienda. Detailed specifications and scope of work, along with post office lead-time needs to be reviewed. ARC goal would be to have this information completed and ready to submit to Finance and the Board for their evaluation no later than September meetings.

“The pool deck refurbishment was discussed. Management and Board President and Liaison Ken Rothstein will be contacting and meeting with potential contractors to investigate the best product and solution for the pool deck replacement. There’s currently no timeline for completion.

“An item discussed in committee was issues with laundry rooms that need attention. There are 14 laundry rooms on property. Residents are using the laundry room and fire panel rooms to store personal items. Management is handling the clearing of those items. Committee will review the needs with management once cleared.

“The last important item for consideration is a new design plan for the entry to Hacienda Carmel. Since removing the junipers and landscape, a temporary screen has been placed to protect light intrusion into unit 300 from approaching headlights entering the property. There are several areas that need to be addressed. A drawing showing the placement of the screening, potential landscape plan, lighting, and a choice of screen material to ensure fire resistance and low maintenance. We hope to expediate this project as much as possible. The committee needs to revisit the Rana Creek Landscape plan approved by the Board in August 2023. It will be important to look at their recommendations as we plan for the areas where landscape has and will be removed for fire mitigation.”

Ms. Winners added that the committee will be looking at an informational TV screen for the lobby, suggested by the Events and Entertainment Committee, but have tabled that item for now. The committee will discuss it at their July meeting.

- **Events & Entertainment:** Flossie Stowell, Co-Chair, reported: There are two free events coming up: Gustavo Romero will be performing in Casa Fiesta this Sunday (June 29<sup>th</sup>) at 2 pm; and there will be apple pie and ice cream, music, and games on the green on the 4<sup>th</sup> of July. This event is free, but we are asking everybody to sign up for the event (sign-up is at the Front Desk). Families are welcome.

Ongoing activities continue: Games, Bingo, Tai Chi, etc. Ms. Stowell reported that the committee has been talking a lot about communications and would like to put a TV screen in the lobby area to advertise various E&E events.

COMMITTEE REPORTS, continued

- **Ad Hoc Management Committee:** Art Sutton, Chair, reported that the committee met on June 12<sup>th</sup> for a reorganization meeting. They will be looking at having an outside company assess Hacienda Carmel as an organization and make an evaluation of such. Two companies that have been contacted already wanted management contracts, so the committee continues to look for the right company.

In the meantime, the System Utilization subcommittee is looking at software, emergency communications, automation of work requests, “away” reporting, etc., and there is another area of concern that warrants another subcommittee. Mr. Sutton suggested that a Water Rights subcommittee be appointed. Hacienda Carmel depends on the rights to draw water from the Carmel River aquifer to support our landscape. We have riparian rights, and many years ago applied to the State Water Resources Control Board for appropriative rights. Those rights have yet to be granted and the attorneys that worked with Hacienda Carmel on those rights are no longer around. The committee would be delegated to follow through on the appropriation application and present any recommendations to the Ad Hoc Committee, for recommendation to the Board. Mr. Sutton suggested Bill Quinn, Sara Harnish, Lori Silver, and himself serve on the subcommittee. Ms. Blank-Zimmer made a motion to approve appointment of a Water Rights subcommittee, as named. Ms. Harnish seconded the motion which carried unanimously.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:**

- **Secretary Call for Open Forum:** Niki Tugwell, Corporate Secretary, called for a Member Forum to be held on July 7<sup>th</sup> at 1pm in Casa Fiesta. Fran Baca & Ken Rothstein will preside. The forum will include a presentation on the hierarchy of the governing documents, input from members on upcoming Finance Committee projects, and upcoming Architectural Review Committee projects. A flyer will be available in the information center by the end of day tomorrow.
- **Tree Policy Review:** Ms. Harnish noted she asked that this be placed on the agenda as she wished to address the planting of trees to replace those removed for fire mitigation purposes. She has since noted that the policy reads: “. . .a new tree *may* be added,” rather than a requirement that for every tree removed, a replacement tree is added.

11. **MEMBER COMMENT PERIOD:**

- Flossie Stowell, Unit 264, asked about viability of utilizing existing wifi for the Durr Room.
- David Delwiche, Unit 159, reiterated concern, as expressed by letter to the Board, about the landscaping near his unit that has not been watered due to an ongoing drainage question.
- Donna Bessant, Unit 214, commented on the two subcommittees that were formed, and suggested fire mitigation for trees and plants on patios be the subject of a forum.

**COMMENT PERIOD FOR MEMBERS, continued**

- Dale Agron, Unit 7, inquired about replacement landscaping for areas where junipers were removed.
- Pat Ostrom, Unit 286, made suggestions about the ranch road and additionally about technological expertise.
- Roy Michaels, Unit 180, suggested signs for the recycling bins.
- Karen Jeffries, Unit 6, inquired about operations evaluations for small staff – open to members?, what is budget? Suggested university graduate students.
- Bill Quinn, Unit 151, gave legal information on rights of way, as relates to the easement we have for the ranch road.

- 12. ADJOURNMENT:** The meeting adjourned at 12:00 noon. The next regular Board meeting will be held on Thursday, July 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.