

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, July 24, 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

Thirty-eight 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:** None
3. **MEMBER COMMENTS ON AGENDA ITEMS:** None
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**
 - i. Regular Board Meeting of June 26, 2025
 - b. **Occupancy Approvals:** None
 - 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:**
 - i. Verification of bank reconciliation & check register review for June 2025.

Ms. Harnish made a motion to approve the Consent Agenda. Ms. Tugwell 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 discussed forming a Strategic Planning Committee, which could possibly include a Safety subcommittee. We would love residents with expertise to participate. Anyone who has interest in participating should drop a note into the box of any Board member.

PRESIDENT’S REPORT, continued

- The Board appointed two new coordinators for the Fire Wise program: Cheryl Einsele & Pat Ostrom. They will take over the necessary renewal processes.
 - We discussed the traffic problems on Via Mallorca. There appears to be a lot more cooperation, specifically with stopping at the stop sign at the far end of the bridge.
 - The drainage construction near unit 169 is winding up and should be completed by the end of the week.
 - Lots of suggestions and work orders are being received by staff. Patience is needed by residents, as there is a lot for staff to accomplish.
 - The Board decided to move ahead with replacement of the pressure storage tank. We have had difficulty getting additional bids and the first bid was reasonable. The Board took action to approve the purchase and installation, not to exceed \$21,000.
- b. Correspondence consisted of a letter of concern over juniper removal on a certain area of the berm, causing a potential for erosion. Mr. Rothstein noted that the Architectural Review Committee is looking at erosion control.
- There was a letter from a member who had an older version of the Emergency Preparedness flyer – a new version was distributed to all residents to make sure everyone has it.
- There was a letter regarding the decoration in the Dining Room and calling for different colors.
- There was a letter regarding an edit that was made to a Bulletin article. Mr. Rothstein noted that we need to make sure that we print accurate information in the Bulletin.
- There was also an inquiry about the ranch road gate and opening it in case of need. The gate is not locked and can be easily opened.

6. TREASURER’S REPORT: Holly Carlin, Treasurer

The Reserve Expenditures for June 2025 totaled \$10,000, which was allocation of staff time to Fire Mitigation. The Board approved repayment of the existing loan from the Reserve Fund over a period of three years, so the Finance Committee directed management to transfer \$100,000 from Operating to Reserves to pay down “Due to Reserves.” Those funds were transferred in July.

A CD matured in the Reserve Fund in July, and with the \$100,000 transfer, the Investment Committee (which met following the Finance Committee meeting) directed management to purchase two CDs: \$100k for 12 months, and \$100k for 18 months.

TREASURER’S REPORT, continued

Since we are transferring \$100,000 to the Reserve Fund, the Board needs to approve Resolution 2025-002, authorizing transfers in excess of \$10,000 for 2025. It is the first time the resolution is needed, since it is the first time we’ve transferred money to the Reserve Fund this year.

The Finance Committee recommends approval of the June 2025 Financial Statements. Ms. Carlin explained that when you compare budget to actual, the actual is under budget by \$617,673 on June 30, 2025. She did, however, give a breakdown of that figure: The known expenses still to come which will lower the budget variance include \$317,118 of transfers to Reserves, which have not been made to date; and a \$110,000 accrual to cash adjustment – estimate 1 months payable based on year-end A/P. With these considerations it leaves a variance of approximately \$190,555, of which \$137,000 is from the fire insurance coming in under budget. Ms. Carlin made a motion to approve the financial statements for the month of June 2025. Ms. Harnish seconded the motion which carried unanimously.

Ms. Carlin added that the Systems Utilization subcommittee will have a meeting tomorrow. Two of the committee members met with Juli Jarvis and Kim Barone recently and were enlightened by all that the staff do that we do not see. She noted that she already has a procedure manual for the Front Desk ready, via AI.

7. COMMUNITY MANAGER’S REPORT:

- **Pool Deck:** Catherine Robinette reported that she and Ken Rothstein met with two different companies, both of which had very different materials for use on pool decks. There are other companies that we still wish to speak to.
- **Juniper Removal:** There were quite a few junipers removed in the push to meet the last grant requirements, and we will be removing more when the next grant is approved. The Architectural Review Committee is working on areas subject to erosion issues.
- **Flu Shot Clinic:** VNA will be giving a flu shot clinic tentatively on October 14th. [The exact date may be subject to change]. They are trying to get COVID vaccinations for the clinic, but it remains uncertain for now.
- **Maintenance Projects:** The maintenance crew has been busy painting over the rust color on the buildings and fences (we will be investigating an additive to well water that might help), and they are doing a great job of re-organizing the dump area.
- **Other Items:** The presentation by Palo Corona on the flood mitigation project to the west of Hacienda Carmel has been rescheduled for 1 pm tomorrow. Additionally, Cal Fire has notified us that our grant application will be considered at their Board meeting later today. Sara Harnish will attend to represent Hacienda Carmel.

8. **COMMITTEE REPORTS:**

- **Finance:** Fran Baca, Chair, reported: The Finance Committee met on July 16, 2025. We discussed the July 7, 2025, Community Open Forum and addressed plans for the upcoming August, 4, 2025 forum, resulting in the “Notice to Membership Regarding Use of, and Charges for, Common Areas and Facilities.” The notice is available in the Information Center wall rack.

In addition, we have four (4) recommendations regarding insurance policies for the Board to consider:

1. Recommend approval of the Cyber Liability policy with a 2.39% increase of \$120, from \$5,011 to \$5,131. The term is 8/1/25 to 8/1/26 with a deductible of \$5,000 per claim. Ms. Carlin made a motion to approve renewal of the cyber liability policy for \$5,131. Ms. Tugwell seconded the motion which carried unanimously.
2. Recommend approval of the D&O/EPL (Employee Practices Liability) policy with a .94% decrease of \$56, from \$5,928 to \$5,872. The term is 8/1/25 to 8/1/26 with a retention of \$5,000 per claim. Ms. Carlin made a motion to approve renewal of the D&O/EPL policy for \$5,872. Ms. Tugwell seconded the motion which carried unanimously.
3. Recommend approval of change in medical insurance carrier from United Healthcare to Anthem Blue Cross. (Related spreadsheet provided to Board under separate cover). Ms. Karlin made a motion to approve a change of health insurance carriers to Anthem Blue Cross, and to offer Kaiser to eligible employees. Ms. Tugwell seconded the motion which carried unanimously.
4. Recommend approval of ancillary policies with Principal as follows:
 - Dental 6.80% increase of \$114 from \$1,675 to \$1,789
 - Vision. No change. Remains at \$203
 - Life. No change. Remains at \$256

Ms. Carlin made a motion to approve the ancillary policies with Principal insurance. Ms. Blank-Zimmer seconded the motion which carried unanimously.

- **Architectural Review:** Connie Winners, Chair, reported: “The Architectural Review Committee met on Wednesday, July 9th in the Durr room. To the committee’s surprise it was almost standing room only of residents who came to hear about the committee’s current projects.

“There were four requests for changes approved in accordance with the Architectural Rules and two requests for changes recommended for approval by the committee constituting a variance. The first request from 234 is to add 2 dual-pane sliding windows in the eastern exterior wall of the living room. The window size is 20” x 36”.” Ms. Blank-Zimmer made a motion to approve the variance. Ms. Tugwell seconded the motion

COMMITTEE REPORTS, Architectural Review, continued

“The second request, from 234, is to remove the vegetation in the zero zone on the east side where windows would be installed as part of the Association’s fire-mitigation plan.” Ms. Tugwell made a motion to approve the variance. Ms. Blank-Zimmer seconded the motion which carried unanimously.

“The committee continues to address and review information coming forward for the new globe lights on property, self-service mailboxes, and the pool deck refurbishment. There are a few smaller projects the committee feels could be completed in their August meeting.

“The largest ongoing project the committee has to address are the areas where vegetation has been removed for fire-mitigation. Since there was no transitional plan in place after removal of the vegetation it is taking considerable work and research by the committee. There are currently two areas on the berm that are of high priority by the committee to come up with a plan to stabilize and install vegetation prior to the winter rains.

“The Architectural Review Committee is requesting that the community be patient while we work through what seems to be a “perfect storm.” Providing for the safety, low maintenance, and affordable cost of the common area landscaping for the benefit of all residents are the goals, but not an easy task.”

- **Events & Entertainment:** Flossie Stowell, Co-Chair, reported: The committee met on July 8th. They voted unanimously to recommend we install a TV monitor in the lobby area on which to announce upcoming events. The recommendation was forwarded to the Architectural Review Committee.

Two events held recently both had great turnouts – Apple Pie and Ice Cream on the Village Green, and the Gustavo Romero concert. We are planning a Sing-Along to follow Sippin’ Saturday this weekend, and this Sunday we will be sponsoring a Root Beer Float Get-Together by the pool at 3 pm.

Although a date is not yet confirmed, we will be celebrating Hacienda Carmel’s Birthday with hors d’oeuvres by the Pool in August. The cost per person will be \$15.

Bingo is still being held the 3rd Thursday of each month. This month the normal \$100 Jackpot will be increased to \$200. Movie Nights have been very successful. Thanks to Ed Lange for arranging them, and to those who attend.

- **Ad Hoc Management Committee:** Art Sutton, Chair, reported that the committee met on July 18th. The purpose of the committee is to find a company to evaluate Hacienda Carmel and make suggestions to improve operations. The committee has narrowed it down to two possible companies. Mr. Sutton has contacted one of them and Ken Rothstein is contacting the other. We hope to make a decision on a company within the next three weeks.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:** Ms. Harnish announced that Legal Services for Seniors will be here to speak about fraud on Wednesday, August 27th at 1 pm in Casa Fiesta. There will be a flyer.

Ms. Tugwell called for a Member Forum to be held on August 4th at 1 pm in Casa Fiesta.

11. **MEMBER COMMENT PERIOD:**

- Connie Winners, Unit 197, spoke to the letter about colors in the Dining Room.
- Dale Agron, Unit 7, loves the Dining Room and does not wish it to change.
- Karen Jeffries, Unit 6, suggested hiring a Facilities Manager.
- Janet Crosby, Unit 68, asked if modernization is in the budget, and suggested prioritization.

The Board discussed the suggestion about putting in new mailboxes.

- Flossie Stowell, Unit 264, spoke to the work being done near 169.

Mr. Rothstein noted the work is following the engineering plans.

12. **ADJOURNMENT:** The meeting adjourned at 11:23 am. The next regular Board meeting will be held on Thursday, August 28, 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.