

HACIENDA CARMEL COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS
Thursday, September 25, 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-eight members attended the open meeting in Casa Fiesta.

1. **CALL TO ORDER:** The open meeting was called to order at 10:30 a.m. by Ken Rothstein, President.
2. **REVISION OF AGENDA:** None
3. **MEMBER COMMENTS ON AGENDA ITEMS:**
 - Flossie Stowell, unit #264, spoke in favor of installing a TV monitor in the Lobby.
4. **CONSENT AGENDA:**
 - a. **Approval of Minutes:**
 - i. Regular Board Meeting of August 28, 2025
 - b. **Occupancy Approvals:**
 - i. Jonathan Hately Authorized Occupant – Leasing #8
 - ii. Mildred Reddington Authorized Occupants – Purchasing #67
 - c. **Sales Activity & Rental Report**

7 units currently listed for sale. 16 units sold since January 1, 2025. The current number of rentals is 46.
 - d. **Financial:**
 - i. Verification of bank reconciliation & check register review for August 2025.

Ms. Blank-Zimmer made a motion to approve the Consent Agenda. Ms. Harnish 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 passed a resolution to terminate our former legal representatives, Berding & Weil

PRESIDENT’S REPORT, continued

- Mr. Rothstein reported that the hours of the Front Desk will be changing from 7am to 9pm daily, to 8am to 7pm daily. The change will take place on November 1, 2025, following the retirement of lead Front Desk employee, Kim Barone. The Lobby hours will remain in place: 7am to 9pm. Only the Front Desk will be closed at 7pm. Members seeking to pick up mail or packages will need to do so during the hours the Front Desk is open.
 - The Board voted to renew the contract with Commercial Energy for purchase of natural gas. We have been with them for many years, and the contract allows us to purchase in block form, which reduces the rate of the utility.
 - The Board additionally voted to move ahead with a landscape design for the area where the recent drainage project was done. The design will be done by Cagwin & Dorward Landscaping, at a rate of \$80 per hour.
 - There will be no forum held in the month of October.
- b. Correspondence consisted of two letters opposed to the proposed facilities use and fee changes.

There was a letter regarding a PG&E climate credit. Mr. Rothstein noted any credit will go against the Association’s utility expense, not be credited to members individually.

There was also a letter with a request to allow a group of residents to do grounds maintenance. Mr. Rothstein explained that the Board does not want resident groups working on the common area grounds.

There was a note left in the Suggestion Box about resident involvement in fighting fires, and the suggestion of fire drills. Mr. Rothstein explained that it is not a resident’s function to fight fires. We are looking to enhance staff training, starting with fire extinguisher instruction coming up in October.

6. TREASURER’S REPORT: Holly Carlin, Treasurer

The Reserve Expenditures for the month of August are as follows:

\$ 2,325.25	Paid to Della Mora for Boiler Repair
\$ 1,100.00	Paid to Ailing House for Exterior Building Repairs
\$ 1,035.91	Paid to MJ Murphy for a Fence Repair/Replacement
\$ 19,140.00	Paid to Golz (offset by Cal Fire) & Specialty Tree for Fire Mitigation
\$ 3,600.00	Paid to HR Sheet Metal for Furnace Replacement
\$ 54,500.00	Paid to Golz Construction for Landscape drainage project
\$ 1,418.00	Paid to Valley Saw for Miscellaneous Equipment Replacement
<u>\$ 1,173.05</u>	Paid to Sherwin Williams for Paint

\$, 84,292.21 Total Reserve Fund expenditures for August 2025.

TREASURER’S REPORT, continued

Ms. Carlin noted that she has been gone for nearly a month, but she reviewed the financial statements upon her return. The Association still has a large variance but we have not made transfers to Reserves yet, and we are under budget with insurance. She explained that last August we had \$16,865 income in the Guest House, and this year it was \$23,855, so increasing the rates during car week has had a positive impact. Ms. Carlin made a motion to approve the financial statements for the month of August, 2025. Ms. Harnish seconded the motion which carried unanimously.

7. COMMUNITY MANAGER’S REPORT:

- **Maintenance Projects:** Catherine Robinette reported that the maintenance staff installed a retaining wall near units 126 & 1. They completed the job in a very short time, and it looks very nice and will help with drainage in the area. There was also a stacked rock wall by 151 that was replaced with a wooden retaining wall.
- **Green Waste:** The odor and mess of the green waste bins has been an issue. We have purchased 64-gallon compostable bags for the bins to help with the problem. Residents can still use their own compostable bags to contain their green waste as well, which may help cut down on the odor.
- **Recycle Bins:** Ms. Robinette explained that she got a phone call from Waste Management about the overfilling of our recycle bins. They want to add an additional \$1,942 per month to our bill to accommodate the extra waste. The primary culprit appears to be cardboard as it takes up too much room in the bins. Cardboard can be a patio pickup. If picked up by staff, it will go into the cardboard dumpster in the dump area. She will also have Security sort the bins on Wednesday night, before pickup on Thursday, to make sure all lids are closed and there are no visible non-recyclables.
- **Via Mallorca:** Everybody seems to be doing much better at stopping at the stop sign on the far side of the bridge. The neighbors still have concerns, however, about speeding on Via Mallorca. If the problem persists, they are considering contacting Cal Trans to have a speed bump and electronic sign put up to slow people down.
- **Front Desk Hours:** In answer to a question about the new Front Desk hours, Ms. Robinette explained that the lobby will stay open its regular hours 7 am to 9pm. The desk itself will be open from 8 am to 7 pm. Mail and packages can be picked up during Front Desk hours only.

8. COMMITTEE REPORTS:

- **Finance:** Fran Baca, Chair, reported: “The Finance Committee met on September 17, 2025:
 1. “At the July 2025 Board meeting, the Board approved a change in medical insurance carrier from United Healthcare to Anthem Blue Cross with an option for Kaiser for 8 eligible employees. Last month we reported that none of the eligible employees chose Kaiser and that the 13 eligible employees all opted for Anthem Blue Cross. We have obtained the rates by employee and can now estimate the costs. 13 employees are enrolled in Anthem Blue Cross for a total monthly cost of \$17,993 down \$6,204 from the

COMMITTEE REPORTS, Finance, continued

previous monthly total of \$24,197. This represents a decrease of 25.6%. 17 employees are enrolled in dental, vision and life. Dental insurance has increased by 6.80% from \$57.48 per month per employee to \$61.39 for a total monthly amount of \$1,043.63. There is no change in vision and life. The total monthly expense is \$19,393.08, \$17,993.44 medical, \$1,043.63 dental, \$122.40 vision and \$233.61 life.

2. “The Committee reviewed the draft Reserve Study for 2026 and tabled making a recommendation until October. The Committee desires more information and a better understanding of how the study is prepared and how it works. Information the Committee has requested will be obtained and discussed at the October 15, 2025 Finance Committee meeting with a recommendation to the Board to follow at the October 23, 2025 meeting.
 3. “Management presented Draft Budget #1 for 2026 which the Committee reviewed. Management advised the Committee that additional information was obtained subsequent to the preparation of the draft. Management was directed to make changes and update the draft. Draft #2 will be presented to the Finance Committee and to the Board in October. If deemed necessary, a joint meeting of the Board and Finance Committee will be scheduled for early November.
 4. “Three open forums have been held to discuss Facilities & Amenities: Uses and Charges. The Finance Committee recommends that the Board approve the document, the primary purposes of which were to list the various charges in one location and post the document in the Member portal of the website. Four items are highlighted in yellow to show the respective fee increase. They are as follows: 1) Casa Fiesta, \$200 per event; 2) Barbeque/Picnic Area, \$100 per event; 3) Conference Room, \$50 per event; and Storage Lockers, from \$36 to \$234 per month to \$40 to \$250 per month. Charges for other facilities and amenities remain unchanged.” Ms. Baca noted that there is a correction in the draft given to Board members of the new fee schedule. The conference room is \$50 per event, not \$25. Ms. Carlin made a motion to accept the recommendation of the Finance Committee to approve the updated “Facilities and Amenities Uses and Charges.” Ms. Harnish seconded the motion. Following discussion, the Board voted on the motion which carried with four directors voting in favor.
- **Architectural Review:** Connie Winners, Chair, reported: “The committee met on Wednesday, September 10. There were 5 requests, 2 being approved by email on 8/25/25, covering 10 changes all approved in accordance with the Architectural Rules.

“Plant Choices for Berm Planting – The Board approved the PowerPoint presentation at the August 28th meeting for the berm areas 1-126, 151, 213, 217-214, holding off on 134. The question after the meeting was whether the board approved the plants for the selected areas. In order to clarify any misunderstanding, **the committee now request approval of the plants selected in the Power Point presentation, and to also include the plants at 134 area.”** Ms. Blank made a motion to approve the plants selected in the Power Point presentation, and to include the plants in the area of unit 134. Ms. Tugwell seconded the motion which carried unanimously.

COMMITTEE REPORTS, Architectural Review, continued

“Lighting – An evening walk was held to view current globe lights, path lights and carport/breezeway lights utilizing a copy of the original map from the Ad Hoc Lighting Subcommittee that noted lights and issues. A substitute path light selected by management was never approved by the committee or the Board. **The committee request approval of the substitute path light RAD LL323B temporarily to replace non-functioning fixtures.”** Ms. Tugwell made a motion to approve the temporary replacement of non-functioning grounds light fixtures. Ms. Harnish seconded the motion which carried unanimously.

“Digital TV Casa Central Lobby – Committee request approval to purchase a digital TV and thumb drive proposed by E&E not to exceed \$300. E&E covering half of the purchase price. TV to be mounted in the Casa Central Lobby area near the puzzle table.” Ms. Tugwell made a motion to approve purchase of a digital TV for the lobby, to display E&E events, for an amount not to exceed \$300. Ms. Harnish seconded the motion. There was concern that a presentation on the TV – how the updates would be done, etc. – was not given to the Board in the packet for today’s meeting. The motion failed with only two directors voting in favor. It was noted that an informational document would be made available to Board members.

“Self-Service Mailboxes – Over the past couple of months the research has found there is not enough room to accommodate the mailboxes needed to service the community. **The committee recommends tabling the project until such time as small boxes are available or the Association is able to reconfigure the space to accommodate.**

“Pool Deck Refurbishment – Management and Board President continue looking for another supplier to bid the work.

“Landscape Design 169/170 – Still waiting for a design proposal from Cagwin & Dorward.

“Entrance Design Plan – Tabled

“Refurbishment of Casa Fiesta Kitchen & Bathrooms – Due to safety issues with lighting the gas stove committee requested manager to provide information to replace stove as soon as possible.”

- **Events & Entertainment:** Flossie Stowell, Co-Chair, reported: The committee has just under \$3,000 left in the budget for the New Year’s Eve party. This year they will consider doing a buffet. At the September committee meeting they discussed the Birthday Party, which was very successful.

The Halloween Party will be held on the 31st of October. There will be a Pickleball & Pizza event in November, then the New Year’s Eve Party. Of course, the regular activities are ongoing: Bingo, Board Games, Tai Chi, Yoga, Movies, etc.

Ms. Stowell noted she did submit a written report on the TV for the lobby, but the report did not get to the Board.

COMMITTEE REPORTS, , continued

- **Ad Hoc Management Committee:** Art Sutton, Chair, reported that the committee met on Monday. We did a General Manager search shortly before Robert Hedberg left in August of last year. The salary was understated, but we are looking through the resumes we received then to see if there is anyone that might possibly be worthy of a second look. We have been looking at one particular company that we have been in negotiations with since December of last year, and now we are no longer considering that avenue. That stalled pursuing a replacement General Manager. Mr. Rothstein has reached out to two management companies, and Mr. Sutton noted that he has contacted one management company. We already have a bid from a fourth management company to review our situation and see whether or not something of that nature would benefit this organization. We are also looking to contact a headhunter that specializes in HOA management.

Mr. Rothstein has arranged a meeting with a management firm on October 8th. [Mr. Sutton] spoke with another management firm this morning and we will be scheduling a conference call with that company early next week.

The approach we are taking is two-pronged: One being the replacement of a General Manager like we had in the past, and the second being an outside management company, or a hybrid management company that would provide us with an onsite representative.

Mr. Sutton noted the committee is aware that this has already taken more than a year, but asked that the membership bear with them while they go through the process.

9. **UNFINISHED BUSINESS:** None.

10. **NEW BUSINESS:**

- **Appeal from Unit 146 for Common Area Planting:** The Board considered an appeal from Unit 146 for common area planting that would involve taking out a 2' x 10' area of ivy and replacing it with plants and grasses. The resident would incur all costs. The proposed plants are fire and drought resistant. Ms. Harnish made a motion to approve the appeal. Ms. Blank seconded the motion. Following discussion, the motion carried with four directors voting in favor.
- **Proposal to Restore Two Areas of West End with Native Vegetation:** The Board received a request for approval to restore two of the areas that were masticated at the West End with native vegetation. The Board requested that they be given a presentation on the proposal and will arrange for that to be done.
- **Amended Evacuation Plan:** The Board considered amendments to the Evacuation Plan that were recommended by member Linda Mullally. The changes expand on steps residents can take to be prepared for evacuations and cite additional applications that can be used informationally. Ms. Carlin made a motion to approve the amended Evacuation Plan. Ms. Tugwell seconded the motion which carried unanimously.

11. MEMBER COMMENT PERIOD:

- Lori Muender, Unit 19, spoke about tree roots lifting sidewalks, and the cost of the EV station.

Ms. Carlin explained that the EV station is provided for the convenience of our residents. The cost offsets the charges we incur.

- Adrienne Otis, Unit 294, asked why we are paying for landscape design.

Ms. Robinette explained that we just did a \$55,000 drainage project and we feel a professional design is warranted to make sure there are no additional drainage issues that develop from planting that area.

- Stephanie Ruskell, Unit 294, requested resident volunteers be allowed to provide grounds upkeep.

Mr. Rothstein noted that this creates too many conflicting situations. We hire staff to do that work.

- Lynne Silver, Unit 90, likes the idea of a TV in the lobby. She noted she has planted and maintained the common area by her unit.
- Mary Lou Donegan, Unit 291, requested a financial statement from E&E each month, and would like financial information on the grants.
- Flossie Stowell, Unit 264, would like to present the request for a lobby TV again next month to the Board – will make sure Board is provided details.
- Karen Jeffries, Unit 6, is in favor of hiring a Facilities Manager. Would like the membership to have input.

- 12. ADJOURNMENT:** The meeting adjourned at 12:15 pm. The next regular Board meeting will be held on Thursday, October 23, 2025, at 10:30 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.