

**THE GLEN OF PACIFIC GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

June 22, 1999
36 Glen Lake Drive
Pacific Grove, CA 93950
5:00PM

MINUTES

1.0 CALL TO ORDER 5:05PM

2.0 ROLL CALL

Jack Rutherford	President	Present
Anna Lorenzen	Vice President	Present
Glen Grossman	Secretary, Treasurer	Present
Chuck Adams	Director	Present
Joseph Chaffers	MCC	Present

Also present: Wolfgang Haas, Jim Ray, and Virginia Capra

3.0 AGENDA REVIEW, RESIDENT REQUESTS, CONSENT CALENDAR APPROVAL

The following items were added to the Agenda: 7.03 Director Resignation, 7.04 Committee Resignation.

4.0 APPROVAL OF PREVIOUS MEETING MINUTES

4.01 Minutes – May 18, 1999

It was moved by Anna Lorenzen, seconded by Chuck Adams, Board approved with Corrections.

5.0 REPORTS

5.01 Delinquency Reports (5/31/99)

Approved as reported.

5.02 Financial Reports (5/31/99)

Approved as reported.

5.03 Bank Statements (5/31/99)

Approved as reported.

5.04 MCC Billing Report (5/31/99)

Approved as reported.

6.0 UNFINISHED BUSINESS

6.01 Painting

Nothing to report at this time. Drop from Agenda.

6.02 Termite Extermination

This item has been deferred.

6.03 Pon & Stiff Review

Correction has been made. This item has been deferred.

6.04 Grass Replacement

It was moved by Chuck Adams, seconded by Anna Lorenzen that the grass is not to be replaced. Board voted 4 yes, Chuck Adams voted no, therefore the grass shall not be replaced on Units 110 & 74.

6.05 Vacancies

It was moved by Jack Rutherford, seconded by Anna Lorenzen that Vincent Capra replace Wolfgang Haas as Chairman of the Architectural Committee. Board approved.

6.06 Approval of Rules & Regulations

This item has been deferred.

6.07 Lake Duck House

This item has been deferred.

6.08 Offsite Tree Hazard

It was moved by Chuck Adams, seconded by Anna Lorenzen to have MCC send letter to owner Regarding hazard. Board Approved.

6.09 Updated Reserve Analysis

It was moved by Jack Rutherford, seconded by Anna Lorenzen to approve the updated Reserve Analysis. Board approved.

7.0 NEW BUSINESS

7.01 1999-2000 Budget

Chuck Adams moved, Glen Grossman seconded, Board has approved budget.

7.02 Appoint New Director

Anna Lorenzen moved, Jack Rutherford seconded to have Virginia Capra fill Mark Risley's Remaining time as director. Board approved.

7.03 Director Resignation

It was moved by Anna Lorenzen, Virginia seconded to accept Chuck Adams resignation as Director. Chuck Adams asked that his resignation letter be part of the minutes. Board Approved.

7.04 Committee Resignation

It was moved by Anna Lorenzen, Virginia Capra seconded to accept Wolfgang Haas resignation As Architectural Committee member. Board approved Wolfgang Haas resignation and his letter Shall be part of the minutes.

8.0 CORRESPONDENCE

8.01 General Correspondence

Approved as reported.

8.02 Board Correspondence

Approved as reported.

9.0 ADJOURNMENT

9.01 Set Next Meeting Date, Time and Place

The next meeting date is scheduled for July 20, 1999 at 5:00PM at 36 Glen Lake Drive.

9.02 Adjourn

The meeting was adjourned at 7:00PM.

June 22, 1999

To: Board of the Glen of Pacific Grove
From: Chuck Adams, Director
Re: Resignation as of June 23, 1999

As of June 23, 1999 I resign from the board of the Glen.

I continue to have an interest in the operation of the association and want the following suggestions in their entirety to be included in the published minutes of the June 22, 1999 board meeting.

1. All meetings should be chaired by the president of the organization. All meeting should be conducted under the procedures as described in Robert's Rules of Order.
 2. The minutes of all meetings should be accurate, in generally accepted proper form. Minutes of all meetings should be in the hands of board members no later than 5-7 days following the date of the meeting.
 3. The management company, at the direction of the board, solicit all bids for major repair and maintenance work. All bids should be solicited from companies possessing adequate bonding, licensing, insurance and other qualification required to protect the association. Management should make detailed recommendations to the board prior to the board contracts for any work, materials or equipment. The management company should be responsible for inspecting or acquiring a qualified party to inspect and accept any contract work prior to the board signing off on the contract. A paper trail of all contract work should follow each phase of the contract as recommended by ECHO to insure proper execution of the contract by the designated company.
 4. That work authorized by the board be carried out as expeditiously as possible and completion be reported to the board no later than the meeting following the works completion.
 5. That all maintenance work authorized be done with an eye to seeing that all owners and residents are treated and benefit as equally as possible. (ie. Some units receive little or no benefit from the gardening contract. Units 5, 7, 9, 11, 13,15, 17, 19 etc.)
 6. Board members need to remind themselves that they have a duty to make decisions based on the benefit that will be accrued to all members of the organization, not just themselves. This suggests taking a more global view before making decisions.
 7. The board should strongly consider having all board members inserviced in all procedures and practices to be followed in effective governance of a P.U.D. homeowners association.
 8. All enforcement of the CC & Rs and other rules and regulations be the responsibility of the management company to make for consistent enforcement and to enhance the peace and tranquillity amongst residents and the volunteer, uncompensated board.
- Other suggestion that will be shared with the board as they occur to me and seem appropriate.