

Minutes of Regular Board Meetings (Required Civil Code Sec. 4525)
Park Land of Monterey, Inc.

Order: ZDHN287DF
Address: 9 La Playa St
Order Date: 08-30-2021
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No meeting was held during this period: Aug 2021.

No meeting was held during this period: Jun 2021.

**PARKLAND OF MONTEREY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

May 4, 2021

Via Zoom

PRESENT:

Jim Mitchell	President	Term Expires 2021
Vinnie Victorine	Treasurer	Term Expires 2021
Lisa Fendler	Director	Term Expires 2021
Johnny Khamis	Director	Term Expires 2021

ALSO PRESENT:

Nichole Dillon-Lee, Common Interest Management
Jean Salvia-Kincaid, Common Interest Management

(MSC) Motion, seconded and carried

****Absent**

CALL TO ORDER: The meeting of the Board of Directors was called to order at 10:05am.

HOMEOWNER FORUM No open forum items at this time

ADMINISTRATIVE:

- 1) **Managers' Report** – The Board reviewed the summary of items in the board package from management
- 2) **Minutes:** The open meeting minutes and executive session minutes of the March 9, 2021 board of Directors Meeting were approved as presented.
- 3) **Correspondence & Work Order Summaries:** none for review at this time
- 4) **Architectural Requests** – None at this time
- 5) **Annual Calendar** – Manager is working on this and will forward the board when completed

FINANCIAL:

1. **Summary:** Vinnie gave a brief report on the status of the financials from Terra Vista. Management is working on closing the old union bank account and transferring reserve accounts over. Management will provide update as soon as there is confirmation this has been completed. The Board approved the February and March financials submitted by Terra Vista.
2. **Collections** – The Board will review any collection issues at the next meeting
3. **Key FOB-** There is a line item on the financials from TV regarding the expense for gate remotes. The Board would like CIMS to confirm the number of remotes received and then work with board on plan for remotes going forward.
4. **2021/2022 Proforma Budget** – Management will get a draft of the proforma budget soon.

BOARD ACTION/DISCUSSION ITEMS:

1. **Axis Construction** – Bid for SB326 Deck work – The bid is being revised after the board walked the areas with the contractor. While the bid should not increase to much the board wants to move forward with the project as soon as possible. A motion was made, seconded and carried to

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approve the revised bid via email as long as it does not exceed \$50,000.00. Jim is working with Axis Construction on this and for the time being will be the point of contact.

2. Building Repairs/Maintenance

- Roofing Update – The two approved buildings for roofing have been completed. There are three buildings that remain to be re-roofed.
- New Maintenance Contractor Update – The Board/Maintenance Committee had Allstar Painting & Maintenance do a gate replacement and are happy with the work. They have asked them to look at putting a plan together to block access under the building to keep rodents out
- New Maintenance Items – No new items at this time

3. Common Area/Landscape

- Pool Resurfacing Plan – The board reviewed the updated bid from Adams Pool Solutions for both pool resurfacing and replacing the pool decking. The bid is tabled to the next meeting pending some clarification on the bid from Adams. The pool is fiberglass but the proposal is to replaster – we need to know if this can be done or if it needs to be rebid
- The board is considering opening up the pool deck for owners to use while keeping the pool itself closed until the work can be scheduled
- Landscape – None at this time

4. Beach Nourishment Committee – Johnny gave a brief update on the committee discussion with the City Manager

5. CC&R Updates – Management will obtain bids for the board to review at the next meeting

Next Board of Directors Meeting: The next meeting is scheduled for July 6, 2021 at 10:00AM via Zoom

Adjournment: There being no further business brought before the Board, the meeting was adjourned at 11:15am

Respectfully submitted,

Nichole Dillon-Lee
Association Manager

Board member

Date

No meeting was held during this period: Apr 2021.

Park Land of Monterey, Inc

NOTICE OF BOARD OF DIRECTORS MEETING AND AGENDA

March 9th, 2021

10:00 AM

DRAFT – Regular Meeting Minutes

1. CALL THE MEETING TO ORDER – 10:01 AM

Jim mitchell, johnny khamis, lisa fendler, vinnie victorine
Samantha Galvan, bill phillips

2. MEMBERS FORUM

Barbara Henderson & husband, Melissa eller, Lee shahinian, steve Hanleigh, Tom gow, Thomas Shea, Allan eagle

Barbara – asked how the management transition is going, and also the repairs for deck inspections, eta start time

Steve – thank board for acknowledgement of beach nourishment, new board member, sea level rising

3. Approval of February 12th, 2021 Regular Meeting Minutes and February 23rd, 2021 Executive Session Meeting Minutes

Motion to approve the minutes as is, Mitchell/Victorine, 4-0.

4. TREASURER’S REPORT – January 31st, 2021 Financials

Victorine still has questions on it, will defer. To speak with accounting to clear it up and work with them on the management transition.

5. MANAGEMENT REPORT

Nothing to report due to 2 previous scheduled meetings in the last month.

6. COMMITTEE PROGRESS REPORTS

a. Landscaping Committee (Francie Mitchell) – Approval of East End Planting Plan

Jim – Francie has asked for \$4,506 to plant at East End Planting, reasonable proposal and want to start planting asap

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Motion to approve the proposal Mitchell/Fendler, 4-0.

b. Maintenance Committee (Brad Fendler)

c. Sea Level Rise Committee (Johnny Khamis)

Johnny – Sent out invite to mayor and council members, mayor responded for a meeting 03/25/21 for committee members. Sent out 2nd email out to Lance Uslar, who is against letting homes go into sea. Make a point to stress that Parkland are looking for other options. Meeting at 2PM, khamis will not stop contact to city council. Want to look at other options that have not been presented to city council, wants them to keep looking at more options. Meeting this Saturday to discuss the upcoming meeting on 03/25/21 to brainstorm how to involve the city and bring more options.

Steve – committee has to be very strategic, with mayors initial reaction of not being favorable, to then agreeing with meeting with city attorney christine davy

7. OLD BUSINESS

a. Ross Roofing Update

To be expected to start in 2 weeks, will get back to BOD with an exact start date

8. NEW BUSINESS

Nothing

9. CORRESPONDENCE

Nothing

Adjourn 10:19 AM to executive session

10. ADJOURNMENT TO EXECUTIVE SESSION

Executive Session-Directors Only

- Current and anticipated litigation

Sent BOD last update from insurance update from carrier

JIM - Have talked to barker

Ken Delanger is fire marshall with Travelers

Bill to follow up with conversation with

- Member discipline issues, including assessment delinquencies – one person who is one month behind, we have reached out to him

ARC – Jim, asked steve for permit to continue for window

Johnny – city only allows notice if it needs a city inspection or not

- Contract Formation

Jim – have been interviewing 3 companies, thanks to lisa for setting them up. Arranging walk-thrus and interviews, was very knowledgeable. Johnny thanked for spreadsheet comparing all 3 companies. Associa, Common Interest, and Compass. Leaning towards Common interest.

Nicole is community manager

Mitchell motions to select Common Interest as new management company, Mitchell/Victorine, 4-0.

Next Step – **Board** to contact 3 companies to show results

TV – Send e-blast out to cancel auto-pay and ready to send HOA assessments to new management company

Getting emergency number if a problem

TV to manage thru the end of March

To kill website

Adjourn 10:39 AM

PARK LAND OF MONTEREY
DRAFT - REGULAR MEETING MINUTES
February 12th, 2021
3:00PM

CALL TO ORDER

President Lisa Fendler called the meeting to order at 3:04PM

ROLL CALL OF DIRECTORS

President Lisa Fendler and Directors, Vinnie Victorine, and Jim Mitchell were present via Zoom; a Board quorum was established. Nine Homeowners attended the meeting, Management was represented by Samantha Galvan of Terra Vista HOA Management.

APPROVAL OF MEETING MINUTES

The Board approved December 11th, 2020 Regular and executive session Meeting Minutes; M/S/c Fendler/Mitchell, 3-0.

TREASURER'S REPORT

The Board approved the November 30th, 2020 Financials, Fendler/Victorine, 3-0. The Board approved the December 31st, 2020 Financials, Victorine/Mitchell, 3-0.

MANAGEMENT REPORT

Management reported that the deck inspections were to start on February 22nd, 2021 and notices have been posted on-site on each unit's doors, plus sent electronically.

COMMITTEE REPORTS

LANDSCAPING COMMITTEE

MS. Francie Mitchell reported that she will be designing a plan and present it to PM Landscaping to see the cost of it. Once pricing is set on it, she will present it to the Board.

MAINTENANCE COMMITTEE/MANAGEMENT REPORT

Mr. Brad Fendler reported he had nothing to report.

BEACH NOURISHMENT COMMITTEE

Homeowner Lee Shahinian stated that due to the pandemic, it resulted in lack of staff for the City of Monterey. He also stated that there was a study done on nourishing the beach with sand from off-site sources in order to maintain it. A motion for a committee to be formed with Johnny Khamis as the spokesperson to present at each meeting, with also presenting a committee charter at the next meeting, Mitchell/Fendler, 3-0.

OLD BUSINESS

DECK INSPECTION UPDATE

Director Jim Mitchell stated he will be on-site during the deck inspection that starts on February 22nd, 2021.

NEW BUSINESS

Creating a committee for sea level rise – It was discussed that a committee should be formed with 5 members, including Steve Hanleigh.

Discussion on process for filling vacancy on the Board of Directors – A Homeowner nominated Johnny Khamis to fill in the vacancy on the Board of Directors.

CC&R Revision review – The Board explained that the process for updating the CC&Rs by reviewing, approving, electing, and adopting. Requesting people to volunteer to form a committee designated for this. A motion to appoint David Henderickson as a committee chair for the Reserve Study & CC&Rs committee with Brad Fendler, Jim Mitchell, and Vinnie Victorine, Mitchell/Fendler, 3-0.

ARC & request process – The Board stated there is a process for submitting a request for change, and that the process is set in place to ensure approval in a timely manner.

Approval of roof contract(s) – A motion to approve the Ross Roofing bid for building #10, Fendler/Mitchell, 3-0.

MEETING ADJOURNMENT

Meeting was adjourned at 4:21PM.

Respectively submitted by Samantha Galvan, Terra Vista HOA Management.

No meeting was held during this period: Jan 2021.

PARK LAND OF MONTEREY
DRAFT - REGULAR MEETING MINUTES
December 11th, 2020
3:00PM

CALL TO ORDER

President Lisa Fendler called the meeting to order at 3:05PM

ROLL CALL OF DIRECTORS

President Lisa Fendler and Directors, Vinnie Victorine, and Jim Mitchell were present via Zoom; a Board quorum was established. No Owners attended the meeting, Management was represented by Bill Phillips and Samantha Galvan of Terra Vista HOA Management.

APPROVAL OF MEETING MINUTES

Board approved October 21st, 2020 meeting minutes; M/S/c Mitchell/Fendler, 3-0.

TREASURER'S REPORT

Director Victorine pointed out the difference in the AR versus the balance sheet. It was explained by Accounting that the violation was entered for #52 on December 15th and the check payment cleared in December. Motion to keep the minimum balance with Alliance Bank and move the remaining balance over to a Union Bank Reserves account; Victorine/Mitchell, 3-0. Approval of August 31st, September 30th, and October 31st, 2020 Financials with the stated adjustments on the Treasurer's Report; Victorine/Fendler, 3-0.

MANAGEMENT REPORT

Management reported an Owner reported a leak since the last rain that occurred (building 7), which resulted in 2 stains on the ceiling.

COMMITTEE REPORTS

LANDSCAPING COMMITTEE

MS. Francie Mitchell reported that as of January 1st, 2021 gas blowers are not allowed to be operated in Monterey.

MAINTENANCE COMMITTEE/MANAGEMENT REPORT

Mr. Brad Fendler reported for the maintenance committee.

East end fencing repair/replacement update: Dennis Miller and Peter Cepeda are both interested in the project but advise that the project will take a few months. Peter Cepeda is currently working on building traps for under the units, starting with units #14-15.

Beach access gate repairs: Gate latches are fine, just rusted. One gate overall needs replacement by unit #6.

Exposed aggregate – trip hazards: Unit #5 and #6 rear pebbled concrete patio were determined trip hazards

Animal Abatement, Units #14 & #15: Brad Fendler advised he met with Peter and is installing and taking measurements to create a duplicate trap. \$80 per trap and each unit will need two traps.

OLD BUSINESS

DECK INSPECTION PROPOSALS

Director Jim Mitchell explained the gentlemen from Axis seems to be easy to work with. Director Mitchell said he wants to be present during the beginning of the inspections after first obtaining references from them and a possible start date.

NEW BUSINESS

Everclear went on-site and did the storm drain clearing and had pumped out all the dirty water and debris by building 1. Due to recent leaks, roofs 1, 3, 10, 11, 7, 13 were identified as roofs that need to be addressed right away; motion to give President Lisa Fendler authority to approve up to a 3% increase for the roofs; Mitchell/Victorine, 3-0. A few residents listened in on a virtual meeting presented by the City of Monterey and two consultant group in regard to Sea Level Rising. City Planner Rivera encouraged interested residents of

Parkland of Monterey to discuss the options presented at this meeting and welcomed feedback at the City's February meeting.

MEETING ADJOURNMENT

Meeting was adjourned at 4:53PM and the Board went into Executive Session.

Respectively submitted by Samantha Galvan, Terra Vista HOA Management.

No meeting was held during this period: Nov 2020.

**PARK LAND OF MONTEREY
REGULAR MEETING MINUTES
October 21st, 2020
10:00AM**

CALL TO ORDER

President Lisa Fendler called the meeting to order at 10:05AM

ROLL CALL OF DIRECTORS

President Lisa Fendler and Directors, Vinnie Victorine, and Jim Mitchell were present via Zoom; a Board quorum was established. No Residents attended the meeting, Management was represented by Bill Phillips and Samantha Galvan of Terra Vista HOA Management.

MEMBERS FORUM

Member Concerns regarding:

Illegal camping on Monterey State Beach at the beachside fence line of Parkland is a continuing problem. Individuals are trespassing into community to steal recycling materials from the dumpster area and residents are concerned.

APPROVAL OF MEETING MINUTES

Board approved September 22nd and October 8th, 2020 meeting minutes; M/S/c Mitchell/Fendler, 3-0.

TREASURER'S REPORT

Approval of August 31st, 2020 financials tabled until the next meeting

MANAGEMENT REPORT

- Updated Directory – Management is working on completing a comprehensive contact list of members and residents. Currently we have 59 out of 60 emails for members, but little information on tenants in the complex. During the last capital project, contacting and updating residents about the project was limited and needs to be addressed. The updated email lists have been forwarded to President Fendler and she will add to the list with any tenant information available. Management will pursue an updated directory for the members of Parkland.
- Roof Replacement - Building #11 & #13 roofs completed.
- Storm Drain Cleaning – scheduled for November by Everclear Hydro jetting. Board requested a comparable bid prior to moving forward with the project. Board took action to authorize President Fendler to choose the vendor as the bids became available, M/S/c Mitchell/Victorine 3-0

TREASURERS REPORT

Approval of financials was tabled until the next meeting

Director Victorine reported that in July and August 6 or more checks were paid from the reserve account which caused a fee. Director Victorine expressed a preference to transfer all reserve accounts to Union Bank from Alliance Bank for convenience and tracking of invoices and asked Management to report on the differences in interest rates on both these accounts.

Board took action to transfer \$20,638.89 from the Operating account to the Reserve account; Fendler/Victorine, 3-0.

COMMITTEE REPORTS

LANDSCAPING COMMITTEE

Brad Fendler reported on her walk around that there is a trip hazard on the walkway at the dumpster and behind unit #5 (rear patio), she is waiting for Josh with JMG to get back to her. Management will reach out to JMG for an update.

MAINTENANCE COMMITTEE/MANAGEMENT REPORT

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Mr. Brad Fendler reported for the maintenance committee.

- East end fencing replacement project is still unsolved; existing bids not acceptable to the board. Mr. Fendler is exploring alternative vendors, including using a maintenance person, not a contractor. Since the fence is stable and not an emergency, alternatives are being considered.
- Pool pump replaced in pool room.
- Discussion of using a “handyman” versus a contractor ensued and the Board requested a formal legal opinion be obtained. Board took action to obtain a legal opinion on using a non-licensed contractor for maintenance projects, at a cost not to exceed \$750.00, Mitchell/Fendler, 3-0.

OLD BUSINESS

DECK REPAIRS

Director Jim Mitchell updated the board on the complex wide deck inspection request for proposals for compliance with SB326, “Balcony Bill”. Director Mitchell has received 2 proposals and is still waiting for GB Group. Director Mitchell reported he will be joining the vendor while they carry out the inspections when they take place, the scheduled date and time will be set after the bid is approved. Any significantly damaged decks identified by the report will be stabilized until final repairs are completed. A special assessment will likely be needed to fund the deck repairs throughout the complex.

NEW BUSINESS

Recent issues with homeless entering the association trash enclosures. The Board is wanting to resolve the issue with reviewing the camera footage for the next meeting to view the previous trespassing attempts.

MEETING ADJOURNMENT

Meeting was adjourned at 11:25AM and the Board went into Executive Session, Fendler/Victorine, 3-0.

Respectively submitted by Samantha Galvan, Terra Vista HOA Management.

**PARK LAND OF MONTEREY
REGULAR MEETING MINUTES
September 22nd, 2020
9:00AM**

CALL TO ORDER

President Lisa Fendler called the meeting to order at 9:03AM

ROLL CALL OF DIRECTORS

President Lisa Fendler and Directors, Vinnie Victorine, and Jim Mitchell were present via Zoom; a Board quorum was established. Residents attending Allan Kramer and Lee Shihanian, Management was represented by Bill Phillips of Terra Vista HOA Management.

MEMBERS FORUM

Allan Kramer reported he was planning an interior remodel and asked for the parameters for ARC approval requirements.

Director Victorine requested 1. members attending have their comments noted in then minutes, 2. items on the agenda be designated as "Action v. Discussion" – Management noted that normally all items on the agenda are for possible action, and by putting "discussion only" it would limit board ability to take action until the next board meeting. General conversations ensued and the matter will be further discussed at the next board meeting.

TREASURER'S REPORT

Director Victorine reported that he received the financials too late to properly review and it will be deferred to the next meeting.

COMMITTEE REPORTS

LANDSCAPING COMMITTEE

MS. Francie Mitchell reported on her walk around with PM Landscaping. Very happy with the service so far. PM is investigating ways to reduce water use throughout the community. PM is disposing of green waste onsite to save costs of removal. PM developing estimate for east end landscape project to be brought to the board for review. Ms. Mitchell addressed member concerns and confirmed that PM is only using PL water for irrigation and blowing with low decibel blowers near building 12

MAINTENANCE COMMITTEE/MANAGEMENT REPORT

Mr. Brad Fendler reported for the maintenance committee.

1. He confirmed with Humane Wildlife that bats are not nesting in unit #37 any longer but have been reported near unit #31 and entering the building with void in the roofing.
2. Building #3 roof project completed, vendor did a good job, leaving a neat jobsite.
3. Refuse area is infested with ground squirrels. Gophers continue to be a problem; PM is conducting test of using CO2 treatment in front of unit #41 and have provided a proposal for \$560.00 per month to eradicate. Feeding of the wildlife by residents is still a problem attracting raccoons, rodents etc. Board will discuss this issue in executive session.
4. East end fencing replacement is still unsolved. Earlier bid from Dennis Miller Construction was approved by the Board, but vendor now is too busy to start the job. JMG Construction has submitted bid but exceeded budget. Mr. Fendler will continue to explore options.
5. Refuse use is up, probably due to covid and sheltering in place, and 2x pickup is not adequate at this time. Increasing pick up to 3x week will increase costs \$3,600 per year and may have to be budgeted for next year.

OLD BUSINESS

DECK REPAIRS

Director Jim Mitchell updated to the board complex wide deck repairs and compliance with SB326. Six areas of the complex decks were identified during the painting project, minor repairs were completed. SB326 requires a complex wide inspection by engineer or architect by 2025. Lack of qualified inspectors and short time frame

completing the repairs make this very challenging. One positive was note is that all the decks are exposed which makes the inspection easier to complete. Preliminary estimates for SB 326 inspections are in the \$16,000 range. Mr. Mitchell is obtaining three estimates for the board to consider. He gave the board two options to proceed, 1. Fix just the six areas identified during the painting project using the approx. \$60,000 available in the reserve account or 2. Complete a full SB326 compliant inspection of all required decks and fund the project repairs through a special assessment. Mr. Mitchell will bring forward the three bids for inspections at the next board meeting for further discussion.

POOL REPAIRS

Director Mitchell reporting the fiberglass surfaces are deteriorating and several pool vendors will not service the pool until resurfacing is completed. Resurfacing will also trigger code compliant upgrades to the pool system. He Board to consider wrapping the pool improvements with deck repairs and taking out the cost as a special assessment to the membership. Extensive discussion ensued and board table until the board meeting.

NEW BUSINESS

1. Asphalt Sealcoat scheduled for Monday, October 5th, 2020. Management has met with vendor onsite to review project. Two-way access will be available throughout the 3-day project. Management will be onsite each day to ensure vehicles are moved and to address any resident issues.

MEETING ADJOURNMENT

Meeting was adjourned at 10:57AM and the Board went into Executive Session.

Respectively submitted by Bill Phillips, Terra Vista HOA Management.