

Monteville of Scotts Valley, Inc.
BOARD Meeting Sept 22, 2022 6:00 pm lodge

1. Call to Order / Establish Quorum (Roll Call): Meeting called to order at 6:00 pm by Lori Strusis. Roll call: Lori Strusis, President; Gail Evans, Vice President; Shelley Neal, Secretary; Rin Deeds, Penny Matthews and Arlene Steele, Directors. Also present was Rachael Milroy, Community Manager. Mary Kelly, Treasurer was absent. 29 residents attended.

2. Adoption of Agenda: Gail Evans moved to adopt the agenda, seconded by Arlene Steele. Motion carried.

3. Open Forum: 4 residents spoke about different ideas.

1) Diane Cohan #68 spoke about deferred property taxes.

2) Julie Dixon #23 spoke about having a mural painted on far wall of the South pool, Julie also spoke about changing the design in the Monteville street signs.

3) Glenda Carry #147 spoke about removing the hallway temporary wall and opening up the men's restroom, which will become an all gender bathroom. **NOTE:** as of Friday, Sept 23, 2022, the hallway has been opened, the door has been moved, and the men's restroom is now back open. The opening of the conference room will be discussed at the November Board meeting.

4) Val Wright #56 spoke about the cost of repairs to the Redwood Grove.

4. Memorial(s): Barb Jolly #60, Anne McLaughlin #188 and Anne Wakefield #9, former residents Brenda Hillier (34) and Patty Cramer (181).

5. Presidents Report:

Good Evening, and thanks for coming tonight to the Board of Director meeting. The weather is comfortable tonight and getting warmer but nothing like the week long heat spell that melted us all! Thanks to Gail for thinking of inviting all the residents that didn't have air-conditioning to spend time at the Mill; reading, playing games or just trying to revitalize! The pools got used a lot and good times were had by many. We are so lucky to have those 2 pools to enjoy.

Phase 6 of sewer project is done and new roads are being installed. Thanks to all of you between 100-122 for your patience. Thanks to Tony for all his hard work on these projects. He was able to save substantial monies on the last 2 stages that will be applied to the next sewer stage.

Phase 7 is on the horizon for late winter. Many of you may have noticed the broken water lines on Monteville Drive a couple weeks back. Scotts Valley Water will now be repairing/replacing lines in this Phase 7 area at the same time to save monies and to inconvenience these neighbors that much less.

There was a lucky close call from a leaking propane tank connection at a home in the park. 911 were called but the home owners were able to put out the fire with an extinguisher. This made us think, how many people in the park have a working fire extinguisher? This prompted the safety committee to assign the block coordinators to go door to door to see if everyone has a working extinguisher at their home. Owners will be able to order one and or a fire blanket and Monteville will do a bulk order. The

coordinators will show owners how to use when they deliver and collect payment to reimburse Montevalle.

Make sure you are up to date with all your contact information with Rachael at the office. Some of us have lived here awhile and could have different "In Case of Emergency" people to contact. Numbers, emails, other important details could have changed. If you don't have a next of kin or someone who can fill that duty for you, it is important to establish a senior collation connection that can do this for you.

Thank you,
Board President Lori Strusis

6. Approval of Minutes:

a. Board Meeting and Budget Adoption Meeting July 28, 2022. Gail Evans moved and Shelley Neal seconded approval of the minutes. Motion carried.

7. Treasurer's Report: **The treasurer's reports for June, July and August 2022. Financial audit in full swing for the office. Update to come.**

8. Reports:

a. The Architectural report is included with the Park Service Foreman's report.

b. Montevalle Park Foreman's & Maintenance Crew Report for July and August 2022.

c. Committee Reports:

Ad-hoc Grant Committee (Y)

Housekeeping (Y)

Personnel (Y)

Recreation (Y)

Safety and Emergency (N)

Senior Resources (N)

Social Activities (Y)

All committee reports received are attached at the end of these minutes. In addition, committee reports are all in the Committee Report Binder in the Mill. The following information was presented by committee representatives at today's meeting.

9. Old business:

a. Appoint Julia Halladay as Chair for Ad-hoc committee to explore avenues for Grant writing to benefit the Montevalle community. Gail Evans moved to appoint Julia Halladay as committee chair to the Ad-hoc committee, seconded by Penny Matthews. Motion carried.

b. Appoint a board liaison for the Ad-hoc Grant committee. Lori Strusis moved to approve Gail Evans as the liaison for Ad-hoc committee, seconded by Shelley Neal, motion carried.

c. Discussion of approving Ad-hoc Grant committee members Diane Cohan and Angelica Morrow. Gail Evans moved to approve committee members, seconded by Lori Strusis. Motion carried.

d. Rinley Deeds discussed the repainting of the entrance sign and updating it to back lighting. Rinley Deeds moved to approve painting the Montevalle entrances sign off white, seconded by Gail Evans, motion carried.

Rinley Deeds moved to add backlighting with provision that things can be done and may be changed as needed to get the final results. If a change in design is needed we will address it at an upcoming Board meeting, seconded by Gail Evans. Motion carried.

10. New Business:

a. Discussion of allowing a 3rd vehicle to be parked at lot #58. Lori Strusis moved to approve a temporary parking pass of a 3rd vehicle at #58 with the provision that they widen the garden side area to make a larger parking area or the vehicle permit will not be valid, seconded by Gail Evans. Motion carried.

b. Discussion of having an ADA Porta Potty located outside the South Pool gates. No discussion needed, North Pool allows wheelchair access.

c. Discussion on Redwood Grove remodel, on reserve study for this year as a replacement. \$26,000 for retaining walls, decking, benches, and sink. Lori Strusis moved to approve the Redwood Grove remodel of sink, benches, retaining wall, decking and railings with a not to exceed \$26,000.00, seconded by Gail Evans. Motion carried.

Friendly reminder:

If you would like to add an item to the agenda, please submit any agenda request to the office no later than the 3rd Sunday, of each month.

Dates to remember: No October meeting will be held.

Rachael will be out of office from Oct 26, 2022 thru Nov 13, 2022 on vacation. Emails and phone messages will be answered periodically during her time off. If you need to speak to someone immediately, please contact Tony direct at (831) 438-1590.

October Fest, October 29, 2022, Mill. More info to come.

Nominations meeting, November 14, 2022, 5:30pm.

Monthly Board Meeting, November 14, 2022, 6:00pm.

11. Adjourn Meeting. Gail Evans moved to adjourn the meeting at 6:40pm, seconded by Penny Matthews. Motion carried.

Respectfully submitted,
Rachael Milroy, Community Manager
Shelley Neal, Board Secretary.

MONTEVALLE TREASURER'S REPORT JUNE 2022

OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

| | |
|--|------------------|
| Petty Cash | \$300 |
| Comerica Checking | \$113,940 |
| TOTAL OF ALL OPERATING ACCOUNTS | \$114,240 |

RESERVE ACCOUNTS (Having a reserve account is required by Civil Code.)
This money is to be used if the repair or replacement is more than \$1,000 and is done less often than every 18 mos.

| | |
|---|------------------|
| Santa Cruz County Bank Reserve Checking & HOA Savings | \$407,430 |
| Comerica Reserve Money Market | \$245,114 |
| TOTAL OF ALL RESERVE ACCOUNTS | \$652,544 |

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$766,785**
(as of June 30, 2022)

Total funds change from May 31, 2022 = -\$-149,660.

| | | |
|--|-------------------|------------|
| Anticipated Reserve Fund expenditures for this fiscal year | \$552,771. | |
| Actual Reserve Fund expenditures spent to end of month | \$448,224. | 81% |

Assessments and fees in Arrears:

| | | |
|-------------------------------------|---------|-----------------|
| 0 residents for 2 months | | |
| 1 resident for > 2 months | Lot 208 | |
| Total assessments in arrears | | \$26,570 |

Assessments in Advance:

| | | |
|-------------------------------------|--|------------|
| 0 residents for 1 month | | |
| 0 residents for 2 months | | |
| 0 residents for > 2mths | | |
| Total assessments in advance | | \$0 |

unaudited figures

The financial records for Month end June 2022 have been reviewed by the Treasurer and two board members and are hereby ratified.

MONTEVALLE TREASURER'S REPORT JULY 2022

OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

| | |
|--|------------------|
| Petty Cash | \$300 |
| Comerica Checking | \$106,448 |
| TOTAL OF ALL OPERATING ACCOUNTS | \$106,748 |

RESERVE ACCOUNTS (Having a reserve account is required by Civil Code.)
This money is to be used if the repair or replacement is more than \$1,000 and is done less often than every 18 mos.

| | |
|---|------------------|
| Santa Cruz County Bank Reserve Checking & HOA Savings | \$449,381 |
| Comerica Reserve Money Market | \$245,120 |
| TOTAL OF ALL RESERVE ACCOUNTS | \$694,501 |

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$801,249**
(as of July 31, 2022)

Total funds change from June 30, 2022 = -\$34,464.

| | | |
|--|-------------------|------------|
| Anticipated Reserve Fund expenditures for this fiscal year | \$552,771. | |
| Actual Reserve Fund expenditures spent to end of month | \$460,302. | 85% |

Assessments and fees in Arrears:

| | | |
|-------------------------------------|---------|-----------------|
| 0 residents for 2 months | | |
| 1 resident for > 2 months | Lot 208 | |
| Total assessments in arrears | | \$26,570 |

Assessments in Advance:

| | | |
|-------------------------------------|--|----------------|
| 0 residents for 1 month | | |
| 0 residents for 2 months | | |
| 1 residents for > 2mths | | |
| Total assessments in advance | | \$1,820 |

unaudited figures

The financial records for Month end July 2022 have been reviewed by the Treasurer and two board members and are hereby ratified.

MONTEVALLE TREASURER'S REPORT AUGUST 2022

OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

| | |
|--|------------------|
| Petty Cash | \$300 |
| Comerica Checking | \$160,003 |
| TOTAL OF ALL OPERATING ACCOUNTS | \$160,303 |

RESERVE ACCOUNTS (Having a reserve account is required by Civil Code.)
This money is to be used if the repair or replacement is more than \$1,000 and is done less often than every 18 mos.

| | |
|---|------------------|
| Santa Cruz County Bank Reserve Checking & HOA Savings | \$487,688 |
| Comerica Reserve Money Market | \$245,126 |
| TOTAL OF ALL RESERVE ACCOUNTS | \$732,815 |

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$893,118**
(as of August 31, 2022)

Total funds change from July 31, 2022 = \$91,869.

| | | |
|--|-------------------|------------|
| Anticipated Reserve Fund expenditures for this fiscal year | 1,009,235. | |
| Actual Reserve Fund expenditures spent to end of month | \$102,119. | 10% |

Assessments and fees in Arrears:

| | |
|-------------------------------------|-------------------------|
| 0 residents for 2 months | |
| 1 resident for > 2 months | Lot 208 \$26,570 |
| Total assessments in arrears | |

Assessments in Advance:

| | |
|-------------------------------------|-----------------|
| 6 residents for 1 month | |
| 2 residents for 2 months | |
| 13 residents for > 2mths | |
| Total assessments in advance | \$39,880 |

unaudited figures

The financial records for Month end August 2022 have been reviewed by the Treasurer and two board members and are hereby ratified.

Park Service Foreman's Report for August-September
Tony Steen (831)438-1590

Thanks to all the residents that had to deal with the Phase 6 sewer project. They were rewarded with a brand-new road. We will be finishing the pavement in the next few weeks. The plumbers will be coming to start replumbing houses on Madrone on the 26th of this month. After all is said and done, we were under budget by a substantial amount of money that can be put forward for the Madrone houses' hook ups. Next is Phase 7, that is scheduled for late winter and involves Monteville Drive. The Scotts Valley Water District has touched base with us and wants to piggy back on the project to put new water laterals to the houses. They have figured out that they can save us money, as well themselves, by working with us.

We are going to be redoing the redwood grove picnic area, including new picnic tables, benches, and a food prep table and sink. This is a much-needed improvement and is on the reserve study to be replaced this year.

We are going back to pre-COVID for the mill doors. They will be unlocked from 7 AM to 3:30 PM Monday-Friday so you don't have to push in a code to enter the building. This is only when staff is present, and will help lengthen the life of the door mechanism. The mailroom door will remain locked.

We will be cutting down the lotus in October, and leaving the pods on the lawn for the residents to gather for themselves. Please only take what you need and leave some for other residents.

We hope you've enjoyed the summer and now on to fall!

Architectural Report 7/26/22-9/16/22

| Date: | Name: | Lot# | Job description: | Minor/Major |
|---------|-------------|------|----------------------------|-------------|
| 7/27/22 | Jennings | 154 | New roof | Major |
| 7/27/22 | Neal | 64 | Paint railing | Minor |
| 7/28/22 | Holtze | 34 | Enclose car port | Major |
| 7/28/22 | Kingston | 198 | New platter box | Minor |
| 8/9/22 | Hilderbrand | 201 | Replace fence | Minor |
| 8/10/22 | Abuabara | 211 | Build shed | Minor |
| 8/18/22 | Curtin | 51 | Replace fiberglass roofing | Minor |
| 8/19/22 | Brown | 217 | Dry rot repair | Minor |
| 8/29/22 | Smith | 106 | Roof repair | Minor |
| 8/30/22 | Bland | 220 | New deck and fence | Minor |
| 9/1/22 | Dixon | 23 | Repaint house | Minor |
| 9/13/22 | Neal | 64 | Add gate to deck | Minor |
| 8/14/22 | Dautre | 16 | Replace AC | Minor |

Ed's August and September monthly report.

1. Landscape at Golf Yard. Boarder and Mulch.
2. Install new irrigation at Golf yard.
3. Take out Ivy at Golf yard.
4. Clean South Pool filters.
5. Replace broken irrigation at front entrance.
6. Install new filters at South Pool.
7. Replace broken head at Secret Garden.
8. Set up for party.
9. Set up Bells and Chorale every week.
10. Put boots on chair legs for stretch group.
11. Maintenance on golf carts.
12. Install new lights on pathway between ponds.
13. Fix irrigation on pathway between lakes.
14. Install new irrigation at Lower Lake yard.
15. Fix broken main irrigation line in front of #136.
16. Replace rotten rails and boards at Redwood Grove.
17. Paint Redwood Grove.
18. Clean out irrigation lines from broken main fix.
19. Take down front entrance sign.
20. Power wash front entrance rocks.
21. Pull Lotus from Upper Lake.
22. Install new irrigation at Step Pond Lawn.
23. Install Boarder and over seed Step pond Lawn.
24. Mulch Step Pond Lawn.
25. Batteries in Cart.
26. Microbe Applications.
27. Set up for Chorale Pot Luck.
28. Clean out chlorine feeders.
29. Hand water dry areas.
30. Replace irrigation head at Duck Lawn.
31. Clean off duck poop on pathway.
32. Water seeded areas.
33. expose and clean off rocks at Golf Lawn.

Kevin's Landscape August and September 2022

1. Worked at the upper lake pull up weeds and trimming.
2. Weeding at the step pound and trimming.
3. Trimmed the bushes down the stairs to the north pool.
4. Worked at the back the old mill trimming and weeding.
5. Worked in the golf area cutting the dried flowers and also changed the sprinkler by the roses by the lower lake.
6. Worked on the shuffle board for a week trimming the ice plant and putting up mulch around.
7. Worked at the old mill weeding.

8. Worked at the rose's park weeding and trimming.
9. Worked at the redwood grove and also at the north pool weeding and trimming.
10. Worked at the at the stairs going down to the south pool.
11. Weeding the lower lake trimming and weeding.
12. Worked at the lodge trimming and weeding.
13. Pruning the oak circle and weeding also the oak circle.
14. Worked at the back of the south pool weeding and trimming.
15. Trimming the bushes around the south pool.
16. Worked at the back the old mill weeding and trimming.

*Weekly supervision over contracted Landscaping Company.

Adhoc Committee:

The Senior Resources Grants Ad hoc Committee comprised of Angelica Mary Morrow, Diane Cohan, Julia Halladay and Board Liaison, Gail Evans, met on August 25, 2022 to discuss the charge, as we understand it, from the Monteville Board to explore various resources for seniors that will allow them to remain in their home with a discernible quality of life.

Various organizations and individuals were identified and assignments accepted. To date, each of the Ad Hoc members are working their assignments. We hope to have more information available for future Board meetings.

Please see the attached minutes from the August 25th meeting.

AD HOC COMMITTEE MINUTES 8.25.22

PARTICIPANTS: Angelica Mary Morrow, Diane Cohan, Julia Halladay

BOARD LIAISON: Gail Evans

BOARD CHARGE: Explore resources available for Monteville residents experiencing financial difficulties.

GOAL: Seek potential financial, and other related, resources for struggling Monteville residents to allow them to remain in their homes.

RESOURCES TO EXPLORE/ASSIGNMENT:

- | | |
|--|----------|
| - www.hcd.ca.gov | Julia |
| - Lowincome.com | Julia |
| - Rebuildingtogether.com | Angelica |
| - Reverse mortgages | Diane |
| - Deferral of property taxes | Diane |
| - Santa Cruz Senior Center rental matches | Angelica |
| - Santa Cruz Community Resources | Julia |
| - Supervisor Bruce McPherson's Office | Julia |
| - Anna Eschew's Office | Diane |
| - Jack Dillis' Office | Diane |
| - Scotts Valley Senior Community Life | Julia |

- Grey Bears (article in Mirror) Julia
- Scotts Valley Senior Community Center Angelia

July 2022 Housekeeping Report

* Asked Tony to repair hanging electrical box in Womens' change room South pool. He affixed

it more securely to the wall.

* Shower door not closing properly South pool and Ed adjusted it.

* Follow up inspection identified supplies missing in change rooms, eg paper towels etc.

* Took damaged Lodge bedroom blankets to Animal Services donation box.

* Convened a meeting attended by Tony, Rachael, Shelley, Erin, Diane O. and Betty to discuss ongoing problems and complaints with the Janitorial services. It was recommended by Tony and Rachael to retain our existing company. If the Board feels we should try a new company because of poor service, then more conversation regarding this issue must take place.

* We also discussed some needed improvements to the Park such as better entry signs with improved lighting, men's urinal in South pool.

* Garbage disposal was jammed following kitchen rental at the lodge. Park services unjammed it and determined it to be a broken glass.

* Diane O. attempted unsuccessfully to steam clean the wrinkled new curtains in the Mill.

Possibly the cleaner was not big enough for anything that heavy.

* Janitorial services were notified to give routine attention to the saunas as spider webs and spiders are around doorways and under benches.

* Periodic inspections of facilities are being done by Committee.

August 2022 Housekeeping Report

* Social Activities committee thought we should have some new pots and pans at the Lodge, and they purchased those with some funds they had left over in their budget. They also purchased some new coffee carafes to be used at the Lodge, since all the old ones were very stained and cracked.

* Half of the Housekeeping '21-'22 budget was used to clean the drapes at the Mill. This was done without the approval of our committee. However, we got a contribution from the Social Activities fund, so that made it a little less painful.

* At the last Board meeting it was decided to form a committee to evaluate ideas to improve the Bean Creek Road entry signage into Monteville . The committee will be headed by Rinley Deeds.

* Sign committee met and reviewed the status of the Monteville entry signs. They were found to be in poor condition and some suggestions were made. It seemed that we could make some improvements with not too much expense.

* Decluttering of the Lodge kitchen and other rooms was done following the 4th of July party and other activities being held there, now that things are opened up for rentals and other activities.

* Judy Smith made labels for the Mill kitchen cupboard doors, making it much easier for residents and renters to find things and subsequently return items to correct cupboards.

September Housekeeping Report 2022

* Some new cutlery, matching the existing Lodge cutlery pattern was purchased, and also other needed small supplies for the Lodge kitchen.

* The Sign committee, which includes the Housekeeping (Property Enhancement) committee has arranged for the rock bearing the Monteville sign to be power washed and we will meet on Monday the 19th to review color options for the sign itself.

* Periodic checks are made of the Pool change rooms to see if Janitorial service is doing all that is required. Anything not done is relayed to Tony or Rachael to discuss with Hector.

This is a compilation of Summer 2022 Reports, and since we have not had a meeting in awhile, they are being submitted all together.

Betty Dodd Chair
Property Enhancement and Housekeeping Committee
September 2022

Personnel Committee Report September 2022

1. Personnel Committee Members are Carolee Curtin (Chair), Gail Evans, Julia Halladay, Penny Matthews and Mary Kelly (liaison).

2. The committee met on the following dates:

- January 17, 2022 to recommend COLA adjustments for staff due to high inflation and review COVID 19 Testing Protocol for staff
- February 2, 2022 to review salary terms for new employee Kevin Recinos
- May 9, 2022 to review staff salaries and make recommendations for new fiscal year salary adjustments for FY23 Budget
- July 13, 2022 to review staff performance evaluations

Respectfully Submitted, Carolee Curtin

SOCIAL ACTIVITIES MEETING MINUTES

September 12, 2022

ATTENDING: Marian Brown, PJ Carlson, Judy Smith, Judy Bland, Lori Strusis, Shelley Neal, Debby Goodell, Julia Halladay, Bonnie Schwank and Brunella Deeds
Marian called the meeting to order at 11:32 at the Mill.

UPCOMING ART AND WINE EVENT: NEXT MEETING: Monday October 17 – 11:30 at the Mill.

ART AND WINE EVENT: Lori presented the idea of having Greek and Italian appetizers available. Greek foods such as spanakopita falafel balls and dolmades, Italian foods such as pasta trays, meatballs, etc. All sounded good to the committee.

These items are finger food and we will have toothpicks available. The exact attendance fee is to be determined, but will be around \$10. Wrist bands will be given when attendance fee is paid. The attendance fee will help cover the cost of the food and the band. We talked about renting high top tables. As far as location of the food, wine and music being outdoors at the Mill or down on the street by the flagpole will depend on the number of folks attending. The artisans will be inside the Mill. We are probably ok with the winetasting. We have 6 whites and 18 reds being donated by Monteville residents. Wine tasting is free, so the attendance fee will include a glass and tickets for tasting. The committee felt that a wine pour of 2oz would be adequate. The number of tasting tickets will be determined after we see how many folks will be attending. We are looking into having a sticker put on the glasses that makes it specific to this event. So far we have 13 artisans and 3 display-only artists. Volunteers will be needed as food runners. PJ will be putting the invitations together and will send to committee members for their review prior to distributing

ADJOURNED: 12:25

PJ Carlson, Secretary

Request for 3rd vehicle at lot 58.



Redwood Grove Remodel: New kitchen sink with work area. New picnic tables and benches. Removal of deck and add new retaining wall and deck. Items are subject to change.

