

Montevelle of Scotts Valley, Inc.
BOARD Meeting February 16, 2023 6:00 pm

1. Call to Order / Establish Quorum (Roll Call): The meeting was called to order at 6:02pm by Lori Strusis. All Board members present. Lori Strusis, President; Gail Evans, Vice President; Shelley Neal, Secretary; Carolee Curtin Treasurer. Rin Deeds; Director, Julia Halladay, Director and Mary Kelly, Director. Also Rachael Milroy, Community Manager.

19 residents in attendance.

2. Adoption of Agenda: Gail Evans moved to adopt the agenda, seconded by Rin Deeds, motion carried.

3. Open Forum:

*One member spoke about allowing residents to paint the mural at the South Pool. This will be discussed at the upcoming Recreation meeting on March 9, 2023.

*One member spoke about Bylaws committee members, and how rule changes are made.

*One member spoke about restrictions to paint colors for members' homes.

4. Memorial(s): Mike Brake #59, Jimmae Seely #205, Miriam Langum #177 and Pat Healy #156.

5. President's Report:

Good Evening, and thanks for coming tonight to the Board of Directors Meeting. We haven't had a lot of business decisions since this new Board of Directors has been installed, so it is good to get together once again.

Seems we did a few aggressive rain dances in preparation for the rainfall we received during the month of January. While we are getting close to having a normal rainfall for the year, there was major damage all over our county. We were blessed to be among the few with very little damage in our community. There was some flooding in the library/laundry room, but the water was continuously monitored and the drainage source will be addressed when spring or summer is here. We have had some water in some of the garages and the water continues to run down the streets from the springs on Bean Creek.

Insurance has become a very real concern in Montevelle, as well as many other areas of the county. Cassidy Insurance in Scotts Valley, (831) 438-5490, and DCD Financial and Insurance Services has had some success in writing policies, but it seems to be intermittent when they can do so. Foremost and American Modern are totally out the manufactured home market but sometimes KW Insurance will write. As a last resort, the California Fair Plan for fire, with another company covering the other liabilities, may be all that is available at this time. It is always recommended to get insurance, no matter how expensive, in order to be covered in these unpredictable times.

It was so nice to be able to offer an indoor social event this year. Covid is still here, as evidenced by several owners that have had it in the last couple months, but the intensity has lessened and we can make our own choices to enjoy each other's company. We

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had a wonderful New Year's Eve Party - dancing was so much fun! Social Activities is now planning our New Comers' Dinner for April 29th. It will be outside like last year, so more people can be included. Music, food, and Community fun!

Thank you,
Board President Lori Strusis

6. Approval of Minutes:

- a. Board Meeting, Nominations meeting, November 14, 2022
- b. Executive meeting, Personnel and Contracts, November 16, 2022
- c. Executive meeting, December 29, 2022, Lot 89 and contracts

Gail Evans moved to approve the minutes listed above, seconded by Mary Kelly, motion carried.

7. Treasurer's Report: Sept, Oct, Nov and Dec 2022. Carolee Curtin read the treasurer's report for December 2022.

8. Reports:

- a. The Architectural report is included with the Park Service Foreman's report.
- b. Monteville Park Foreman's & Maintenance Crew Reports for Sept thru Dec 2022.

c. Committee Reports:

1. Ad-hoc Grant Committee (Diane Cohan to spoke about what the committee had found out). After Diane made her presentation, Gail Evans moved to thank the committee members for their service and to disband the Ad-hoc committee at this time, seconded by Shelley Neal, motion carried.
2. Housekeeping (N)
3. Personnel (Y)
4. Recreation (N)
5. Safety and Emergency (Y)
6. Senior Resources (N)
7. 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 will be presented by committee representatives at today's meeting.

9. Old business:

- a. Update on Redwood Grove remodel. A Grand Opening will be scheduled for all residents to join in a BBQ, Date to be scheduled in April or early May.
- b. Sewer update: The next phase will include 2 projects:
 - Replace failed storm drain between Lot 142 and 128 on Mountain View Drive (unplanned)
 - The next phase of the sewer project will be on Monteville Drive with remaining funds after storm drain project. Total funds for 22/23 to be expensed is \$517,342.00.

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- c. Recreation committee will be meeting on March 9, 2023 to discuss options on the mural paintings on far wall of the South pool.
- d. Changing the design in the Montevelle street signs. (Resident request to be tabled to further meeting).
- e. Conference Room is open, staff will be using it Mon-Fri, 12:00-1:30pm for lunch breaks.

10. New Business:

- a. A/C rules on colored paint (white). (Resident request, rule change). After a long discussion, the Board will not be taking any action on rules changes for paint colors. However, a motion was made to revised the Architectural Form, which will be posted for 30 days for Owner review and comment.

Lori Strusis made a motion to revise the Architectural Form to clarify courtesy notification requirements, seconded by Gail Evans, the motion carried.

- b. *Tabled* Discussion on alternate meeting for no agenda or canceled board meetings. Rin Deeds asked to have this tabled to next month's meeting.
- c. Update on North Pool resurfacing. The North pool is scheduled to be resurfaced starting April 3rd, and will take a month and a half to complete, weather permitting.
- d. Discussion on update on lots #89 & #188. Lot #89 - all outside construction is due to be completed by May 15, 2023. Lot #188 is still going through probate process.
- e. Committee structure – This will be discussed at the Recreation meeting, and a community meeting will be scheduled to look at the vision for Montevelle.
- f. Approval of Committee Chairs and members: Gail Evans moved to approve the Committee chairs and members, seconded by Shelley Neal, motion carried.

11. Adjourn Meeting: Lori Strusis moved to adjourn the meeting at 7:16pm, seconded by Rin Deeds, motion carried.

Friendly Reminders:

- If you are in a club/group or using the exercise room or buildings (Mill and Lodge) and open the windows, please make sure all windows and doors are closed when leaving the buildings. Gas price have increased and we do not want to heat the outdoors.
- 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. When submitting your request please included all Montevelle Board on your email to the office.
- Note: unless a Board meeting has been rescheduled or cancelled.

Dates to remember:

Board Meeting, Thursday, March 23, 2023, 6:00pm, Mill
Drama Group Performance, March 25 & 26, 2023, 2:00pm, Mill
New Comers' Dinner, April 29, 2023, 4:00 to 7:00pm

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MONTEVALLE TREASURER'S REPORT SEPTEMBER 2022

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

Petty Cash	\$300
Comerica Checking	\$122,648
TOTAL OF ALL OPERATING ACCOUNTS	\$122,948

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	\$482,844
Comerica Reserve Money Market	\$245,132
TOTAL OF ALL RESERVE ACCOUNTS	\$727,976

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$850,924**
(as of September 30, 2022)

Total funds change from August 31, 2022 = \$-42,194.

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$112,398.	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:

1 residents for 1 month	
0 residents for 2 months	
4 residents for > 2mths	
Total assessments in advance	\$11,480

unaudited figures

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

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MONTEVALLE TREASURER'S REPORT OCTOBER 2022

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

Petty Cash	\$300
Comerica Checking	\$91,492
TOTAL OF ALL OPERATING ACCOUNTS	\$91,792

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	\$476,195
Comerica Reserve Money Market	\$245,139
TOTAL OF ALL RESERVE ACCOUNTS	\$721,334

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$813,126**
(as of October 31, 2022)

Total funds change from September 30, 2022 = \$-37,798.

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$115,090.	11%

Assessments and fees in Arrears:

1 residents for 2 months		
1 resident for > 2 months	Lot 208,188	\$27,490
Total assessments in arrears		

Assessments in Advance:

1 residents for 1 month		
1 residents for 2 months		
4 residents for > 2mths		
Total assessments in advance		\$13,260

unaudited figures

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

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MONTEVALLE TREASURER'S REPORT NOVEMBER 2022
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OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

Petty Cash	\$300
Comerica Checking	\$100,078
TOTAL OF ALL OPERATING ACCOUNTS	\$100,378

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	\$517,432
Comerica Reserve Money Market	\$245,288
TOTAL OF ALL RESERVE ACCOUNTS	\$762,630

TOTAL OF ALL MONTEVALLE ACCOUNTS	\$863,008
(as of November 30, 2022)	

Total funds change from October 31, 2022 = \$49,882.

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$142,334.	13%

Assessments and fees in Arrears:

0 residents for 2 months		
2 resident for > 2 months	Lot 208,188	\$27,950
Total assessments in arrears		

Assessments in Advance:

2 residents for 1 month		
0 residents for 2 months		
5 residents for > 2mths		
Total assessments in advance		\$13,710

unaudited figures

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

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MONTEVALLE TREASURER'S REPORT DECEMBER 2022

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

Petty Cash	\$300
Comerica Checking	\$94,140
TOTAL OF ALL OPERATING ACCOUNTS	\$94,440

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	\$545,559
Comerica Reserve Money Market	\$245,302
TOTAL OF ALL RESERVE ACCOUNTS	\$790,861

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$885,302**
(as of December 31, 2022)

Total funds change from November 30, 2022 = \$22,294.

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$152,138.	14%

Assessments and fees in Arrears:

1 residents for 2 months		
1 resident for > 2 months	Lot 208,188	\$28,410
Total assessments in arrears		

Assessments in Advance:

7 residents for 1 month		
2 residents for 2 months		
5 residents for > 2mths		
Total assessments in advance		\$20,076

unaudited figures

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

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PARK FORMAN REPORT DECEMBER 2022/ JANUARY 2023.

The park was able to manage most of the rain. We had a little flooding in the Mill. When you get that much rain in such a short time frame and the ground is saturated, it's virtually impossible to control the flow of water. The water coming down the roads is normal during the rainy season, which can last into May. And the storm drains are all working properly. Some people have noticed ground water coming into their downstairs or garage. What I have noticed is the ground water has nowhere to go, so it finds little cracks in your block walls or your garage floor. It will take time, but it will go away when the weather gets better. We have found that a shop vacuum is best to remove the water. Be sure to take out the filter before you use it for sucking up water.

We have one more connection to make at the end of Madrone Court to complete that part of the sewer project. Next is Monteville Drive, where we will replace the failing part of the sewer line.

The North pool is on the calendar to be remodeled and get up to code in April. We currently have a large crack in the shallow end and environmental health says we need to get up to modern codes. That involves resurfacing, new fencing, new plumbing, and some new pumps. This is in the reserve study to be completed this year, so the money is available.

The Redwood grove is almost complete with a new face lift - come check it out when it is finished in the next 2 weeks (weather permitting). The park staff is planning a grand re-opening with a BBQ for all park residents. This will be no cost to residents, it will be covered by the funds raised by the Monteville staff (e.g. raffles).

Thanks to Scotts Valley Senior Life Association for the park bench donation at the Redwood Grove.

If you have any questions or concerns, please contact me at (831)438-1590 or montevallesteen@gmail.com.

Tony Steen, Park Service Foreman.

Architectural Report 9/17/22 – 1/19/23				
Date:	Name:	Lot#	Job description:	Minor/Major
9/21/22	Robinson	11	Repaint house	Minor
9/21/22	McGrew	126	Reroof	Major
9/22/22	Catherinein	98	Reroof	Major
9/26/22	Curtin	51	Repaint house	Minor
10/17/22	Buchheim	165	New gutters	Minor
10/20/22	Robinson	11	Reroof	Major
10/21/22	Bonnie	184	Gutters	Minor

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10/24/22	Fong	46	Repaint deck railing	Minor
10/27/22	Meadows	206	Wheel chair elevator	Minor
11/7/22	Mathews	65	Chair lift	Minor
11/8/22	Dodd	44	Repaint house	Minor
11/9/22	Sandretti	146	Retaining wall	Major
11/11/22	Stewart	195	Solar on roof	Major
11/30/22	Kingston	198	Repaint house	Minor
12/19/22	Buchheim	165	Replace deck	Major
12/20/22	Stewart	195	Replace stairs & retaining wall	Minor
1/6/23	McCarthy	150	Handicap ramp	Minor
1/16/23	McHenry	86	Install generator	Major

Ed's Monthly Report. November & December 2022

1. Repair men's bathroom ceiling Lower Mill.
2. Remove concrete and debris from Redwood Grove.
3. Replace chlorine feeder lines and connection.
4. Install retaining wall at Upper Lake. Need to finish.
5. Clean lights around park.
6. Take down Festival set up.
7. Fix mailbox doors.
8. Clean up woodshop from construction.
9. Replace broken sprinkler in Doghouse yard.
10. Paint mailroom countertop.
11. Shut down South Pool.
11. Put away all patio furniture.
12. Drain Solar Panels.
13. Install new toilet at Lodge.
14. Sewer backup at 117.
15. Prep wood shop for painting.
16. Paint the whole woodshop.
17. Put tarp over office.
18. Install 2 new lights in woodshop.
19. Run electricity to Redwood Grove picnic area.
20. Put up railings at Redwood Grove.
21. Put tables together for Redwood Grove.

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22. Put up Christmas Lights.
23. Set up and tear down for Christmas concert and Bells.
24. Work on Medical shed doors.
25. Clean gutters and roof at Mill.
26. Clean gutters at Lodge.
27. Work on furnace at Lodge.
28. Power wash front entrance wall.
29. Install junction box at Front Entrance.
30. Install repainted Montevelle sign.
31. Relocate Air Pump for North Spa.
32. Work on new water lines for Redwood Grove.

Kevin's Landscape report, November & December 2022.

1. Worked at the Old Mill and at the rose garden weeding and trimming.
2. Weeding the golf park and trimming the Ice plants back.
3. Worked at the lower lake weeding, and trimming.
4. Worked at the step pond weeding and trimming.
5. Weeding at the upper lake.
6. Planting some succulents by the lower lake and trimming some bushes at main entrance.
7. Worked at the south entrance remodeling the square that is in front the roses putting gravel and trimming the olive trees.
8. Worked at the redwood grove demolishing the old deck.
9. Worked at the redwood grove lining up the posts for the new decking replacement.
11. Worked at the Oak circle weeding and trimming.
12. Worked at the upper lake weeding.
13. Cleaning around the Old Mill all the leaves around.
14. Cleaning out and Painting the wood shop.
15. Organizing the cleaning storage room.
17. Worked at the golf course weeding and blowing.
18. Weeding the lower lake.
19. Worked at the step pond trimming and weeding.
20. Christmas lights for the month of December.

Personnel Committee Report February 2023

Rachaell Milroy – Certified Community Association Manager

Rachaell has been working at Montevelle 15 years. Under general supervision of Board of Directors, directs, coordinates, and performs full range of clerical, administrative, bookkeeping, management of staff, and other support functions for Montevelle including maintaining the budget and development and maintenance of Montevelle procedures.

In addition, Rachaell:

- Works with Board of Directors regarding any new laws that apply each calendar year to ensure Montevelle's Governing Documents are compliant.

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- Maintains the files for all residents; is knowledgeable in escrow processes, and is often the first person new residents interact with at Monteville
- Rachael assists the Board of Directors in providing Board Binders for new directors which includes all of the governing documents, budget, calendar, Davis Stirling/Echo information, election rules and other pertinent information.
- Rachael communicates with the Board regarding issues that are brought to her attention at Monteville and distributes the Board agendas, meeting minutes and other pertinent information to all residents.

Tony Steen - Park Services Foreman

Tony has been with Monteville since May 2016. Tony supervises all park service workers, prioritizing and directing their daily work. He coordinates all landscaping, maintenance and repair projects at the common areas of Monteville. Coordinates projects with outside contractors to ensure they are qualified and licensed to perform required work.

- An example of some of the larger projects Tony has managed successfully as Park Forman
 - Sanitation Project, which began in 2018 and is a 30 year project with 7+Phases. During each phase of the project, due to Tony's knowledge of construction, he was able to have the work streamlined and the cost savings have been significant and enabled Monteville to complete more work than planned during each phase.
 - Remodeling of the pottery room, recreation room and the upstairs Mill
 - Repaving the Roads at Monteville in 2019

Ed (Edward DePlae) - Maintenance Worker II

Ed has been with Monteville since September 2014. Ed is Responsible for general maintenance and repair of the Monteville Common Areas, including Mill and Lodge.

- Ed works with the landscaper/gardener in training on irrigation and land maintenance
- Ed maintains the pools and sauna, checking the chemicals each day and other required duties

Kevin Recinos - Landscape Maintenance Worker

Kevin has been at Monteville for a little more than 1 year. He is responsible for general landscaping and irrigation repairs or replacements of Monteville Common Areas.

- Kevin works with the contract landscape companies as needed to keep Monteville Grounds in pristine condition

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Safety committee

The Stop signs that will be located at Blue Bonnet and Bean Creek Rd will not go up till summer. Paula Reidt will contact Mr. Lamm in the spring for updates.

Thanks, Paula Reidt, Safety Committee Chair.

SOCIAL ACTIVITIES MEETING MINUTES January 30, 2023

ATTENDING: Marian Brown, PJ Carlson, Judy Bland, Judy Smith, Lori Strusis,, Julie Mazurek, Bonnie Schwank and Brunella Deeds.

Marian called the meeting to order at 10:02am at the Mill

TREASURER: Judy Smith provided a financial report on the New Year's Eve event. Total expenses were \$3,480.55 while the total income was \$2,537.00 leaving a deficit of \$943.55. Deficit will be covered by our Montevelle account of \$1,000. We currently have \$2,198 in our checking accounts of which \$866 needs to be spent by July 31, 2023.

NEW YEARS EVE : The committee presented thoughts about the New Year's Eve event. Bottom line – everyone seemed to be having a grand time! However, there were some problems. The food was lukewarm and the potato salad was weird. Some of the chicken was under cooked. Dessert was great! (*We made the dessert*) We won't be using that food again. Had some trouble getting the Ball Drop visible and the balloons got stuck. Music started too soon, it was difficult to talk. Music should start later, perhaps after we finish eating. The cleaning folks didn't do well. We need to have a talk with them before next time. Despite all this, everyone did enjoy themselves. Marian appreciated the camaraderie of the Montevelle folks!

NEWCOMER EVENT: Our next event will be the welcoming of our Newcomers to Montevelle. This will be held on Saturday, April 29, 2023. Lori and Marian had discussed the food and decided on lasagna, salad and bread, with lemonade, water and wine. The event will be held outside (weather permitting) in front of the Mill by the flagpole from 4:00 – 7:00 We would put the salad and bread on the tables and serve the lasagna Should probably use paper plates. Kevin will do the introductions and we should let each Newcomer give a brief statement. It was suggested that brownies be served as dessert and those could go on the tables as well. Details will be discussed in the next couple of months. Lori is checking on the music. The B Movie Kings, a 3 piece band, is being considered. Lori will continue to check. Brunella also knows of a music group. There are 17 or 18 Newcomers in Montevelle that would likely attend. Invitations for this event should be delivered at the end of March.

NEW BUSINESS: Judy Smith agreed to stay on as treasurer of the committee for 2023 and PJ Carlson agreed to stay on as secretary.

FUTURE EVENT: Since we now have an active Drama group, the activities committee should consider having a Dinner Theater event. Something to think about for the future.

NEXT MEETING: TBD

ADJOURNED: 10:45am

PJ Carlson, Secretary

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2022/2023 Approved Committee Chairs and members

Bylaws	HOUSE KEEPING	Nominations ELECTIONS	PERSONNEL	RECREATION
Gail Evans	Shelley Neal	Julia Halladay	Carolee Curtin	Lori Strusis
Margie Jennings	Betty Dodd	Erin Hall	N/A	Peter Tyzack
Vickie Birdsall	Erin Edmundson	Mike Flynn	Julia Halladay	Shelley Neal
Matt Isreal	Dianne Overbo	Shelley Neal	Penny Mathews	Sylvia Lee
Carolee Curtin		Lori Strusis	Gail Evans	Gail Evans
Kim Turley		Mary Kelly		Barbara Brocchini
				Paul Machlis
Advisor-	Advisor-	Advisor-	Advisor-	Suzy Hunt
Rachaell Milroy	Rachaell Milroy	Rachaell Milroy	Rachaell Milroy	Peter Tyzack
SAFETY	SENIOR RESOURCES	SOCIAL ACTIVITIES		
Rin Deeds	Julia Halladay	Lori Strusis		
Paula Reidt	Kara Patterson	Marian Brown		
Dolores DeVogelaere	Carol DeLange	Lori Strusis		
Wilma McHenry		Shelley Neal		
Charlie Johnson		Debbie Goodell		
		PJ Carlson		
		Erin Hall		
		Julia Halladay		
		Judy Bland		
		Advisor-Decorating		
		Judy Smith		
		Saundra Norvell		