

**Montevelle of Scotts Valley, Inc.**  
**BOARD Meeting January 25, 2024 6:00 pm**

**1. Call to Order / Establish Quorum (Roll Call)** The meeting was called to order at 6:00 pm by Gail Evans. 5 Board members were present. Gail Evans, President; Rinley Deeds, Vice President; Julia Halladay, Director; Margie Jennings, Director; Kevin Brown, Director; and Rachael Milroy, Community Manager. Shelley Neal, Secretary; and Carolee Curtin, Treasurer, joined the meeting by phone for new business. Thirteen residents present.

**2. Adoption of Agenda:** Kevin Brown moved to adopt the agenda, seconded by Julia Halladay, motion carried.

**3. Open Forum:** 3 residents spoke about the storage shed for clubs and groups.

**4. Memorial(s):** Paul Iverson #193, Jennifer Dewey #93, Ruth Hinds #212, and Betty Taylor #70.

**5. President's Report:** Welcome to the first Open Board meeting of 2024. We appreciate you all for taking the time to attend.

Montevelle's year started off great with a wonderful New Year's Eve party!! Thank you to the Social Activities Committee members, the chefs, and all of the other volunteers who made it happen! If you missed it, I hope that you will be able to make our next Community event. In my six years of living in Montevelle, everything I have attended has been terrific – including the food, the entertainment, and the time socializing with friends and neighbors!

As you know, the sewer project on Montevelle Drive started on January 15<sup>th</sup> and is expected to last about two months. We know it will cause an inconvenience, especially for those who live on Montevelle Dr., so we want to thank everyone for your patience. We'll discuss this more under old business.

Many of you remember the issues we had last year with a pair of geese who decided to "raise" their family here. We would like to remind everyone to please not feed the geese!! And if you observe a pair trying to start a nest, please let Tony or Rachael know immediately. It is legal to dismantle a nest that has no eggs in it, but once they have laid their eggs, they cannot be disturbed until the goslings are ready to fly, which can take about 6 months. The geese droppings carry many diseases that can be transferred to pets and humans. Thank you all for your help!!

And finally, I hope all of you will share one of my goals for the next year, which is to keep Montevelle the greatest Senior modular home park in the county – no the state – oh heck, in the world!!

**6. Approval of Minutes:**

a. Nomination Meeting, November 9, 2023, 2023.

b. Executive Meeting, Personnel, November 20, 2023 and January 15, 2024,  
Personnel

(who made the motion and seconded?)

**7. Treasurer's Report:** October and November 2023.

**8. Reports:**

The Architectural report is included with the Park Service Foreperson's report. Montevelle Park Foreperson's & Maintenance Report for October and November 2023.

Committee Reports:

Bylaws (N)

Housekeeping ( Y )

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Recreation ( N )  
Safety and Emergency ( N )  
Senior Resources ( N )  
Social Activities ( Y )

All committee reports received will be attached at the end of the minutes for this meeting. In addition, committee reports are all in the Committee Report Binder in the Mill.

**9. Old business:**

- a. Sewer update: The Phase 6 of our sewer project included 2 areas: The Storm drain located from lot 142 to lot 128 was completed at a cost of \$215,800.00. It came in under the approved budgeted amount. Phase 7 of the sewer project has begun on Monteville Drive. This project will be from the first entrance down Monteville drive to the back of the Lodge. The project may take up to 2 months to complete, weather permitting. The staging area is in the back of Lodge next to #51.
- b. Updated Governing documents: No member comments were received during the 30-day posting period. We are awaiting the draft back from our Attorney who is reviewing it to make sure any new laws are included.

**10. New Business:**

- a. Committee chairs/members approvals. Margie Jennings moved to approve the committee chairs and members, seconded by Julia Halladay, motion carried.
- b. Discussion of date for 2023/2024 Newcomers' Dinner. Prior to COVID, the dinner was held during the transition from Old Board to New Board. (Proposed date: Nov 09, 2024). Shelley Neal moved to approve the Newcomers' Dinner on Nov 09, 2024, seconded by Julia Halladay, motion carried.
- c. Discussion of club and group storage. Gail Evans moved to have the clubs/groups storage moved to an alternative location within 2 months, seconded by Carolee Curtin. After discussion, Gail Evans withdrew the motion, Carolee Curtin withdrew her second, and it was decided that further investigation and research was needed.
- d. Discussion of having liaison for Social Activities to also serve as the liaison to the Monteville Players' Club (drama). Margie Jennings moved to approve the Players' Club to have the same Board Liaison as Social Activities, seconded by Shelley Neal, motion carried.
- e. Community Meetings. (Julia)  
Julia Hallday discussed the history of Community Meetings, and asked residents to provide suggestions for future meetings. Please place any suggestions in the suggestion box below the Board pictures in front of the mail room.

**11. Adjourn Meeting. Gail Evans moved to adjourn the meeting at 6:42 pm, seconded by Kevin Brown, motion carried.**

**Dates to Remember:** Board Meeting, February 22, 2024.

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**MONTEVALLE TREASURER'S REPORT NOVEMBER 2023**

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

Petty Cash	\$300
Comerica Checking	\$156,172
<b>TOTAL OF ALL OPERATING ACCOUNTS</b>	<b>\$156,472</b>

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	\$646,418
Comerica Reserve Money Market	\$246,427
<b>TOTAL OF ALL RESERVE ACCOUNTS</b>	<b>\$892,845</b>

**TOTAL OF ALL MONTEVALLE ACCOUNTS** **\$1,049,317**  
(as of November 30,2023)

Total funds change from October 31,2023 = 55,989

Anticipated Reserve Fund expenditures for this fiscal year	981,330.	
Actual Reserve Fund expenditures spent to end of month	\$10,934.	1%

**Assessments and fees in Arrears:**

0 residents for 2 months		
0 resident for > 2 months		
<b>Total assessments in arrears</b>		<b>\$0.00</b>

**Assessments in Advance:**

1 residents for 1 month		
2 residents for 2 months		
4 residents for > 2mths		
<b>Total assessments in advance</b>		<b>\$15,110</b>

unaudited figures

The financial records for Month end November 2023 have been reviewed by the Treasurer and two board members and are hereby ratified.

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**MONTEVALLE TREASURER'S REPORT OCTOBER 2023**

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

Petty Cash	\$300
Comerica Checking	\$149,828
<b>TOTAL OF ALL OPERATING ACCOUNTS</b>	<b>\$154,001</b>

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	\$593,001
Comerica Reserve Money Market	\$246,326
<b>TOTAL OF ALL RESERVE ACCOUNTS</b>	<b>\$839,327</b>

**TOTAL OF ALL MONTEVALLE ACCOUNTS** **\$993,328**  
(as of September 30,2023)

Total funds change from September 30,2023 = 51,576

Anticipated Reserve Fund expenditures for this fiscal year	<b>981,330.</b>	
Actual Reserve Fund expenditures spent to end of month	<b>\$9,279.</b>	<b>1%</b>

**Assessments and fees in Arrears:**

0 residents for 2 months  
0 resident for > 2 months

**\$0.00**

**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** **\$14,145.00**

unaudited figures

The financial records for Month end October 2023 have been reviewed by the Treasurer and two board members and are hereby ratified.

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Park Service's Foreperson's Report for November-December 2023  
Tony Steen (831) 438-1590

The holidays are over, and I hope everybody enjoyed the Christmas lights and tree with a visit from frosty the snowman. Thanks to all the residents that contacted us about lights that were out around the park. Since the staff is not here in the evenings, we rely on residents to notify us when lights are out.

Phase 7 of the sewer replacement project has begun. This is a large project and is expected to last through March. The affected area for the project is Upper Montevelle Drive down to #45 . Please be kind and courteous to the construction workers as there may be delays up to 15 minutes. Please be patient. You may have noticed there will be 2-way traffic on Montevelle drive so please proceed with caution. As the project moves forward, there may be times that owners will be asked not to flush their toilets or use water while the bypass is being completed. Park Services will notify each person when this process begins. I have contacted Green Waste to let them know to pick trash up first in that area on trash days. If anyone has a special time (scheduled appointment), that they need to get out, please contact me so I can arrange a time with the construction company for you to exit.

The next phase (Phase 8) is also on Montevelle Drive and involves connecting the lower houses 57-62 and 80-83 to the new sewer line. This is expected to start after August 1. More detail will be available when the project is getting closer.

Once Phase 8 of the replacement projects has been completed, the areas that did not require replacement we will begin the new phases of lining. The details of the lining phases have not been determined at this time. More information on this will be available next year.

**AS A FRIENDLY REMINDER:** On days where there is rain predicted or the ground is too wet for the street sweeper to pick up debris on Thursday's, **DO NOT** blow your yard waste into the road. Please use your green cans for your yard waste. Blowing it out in the road causes a slip hazard, and the office will need to contact you to clean up the roadway where your debris was left.

As bigger winter storms approach, you may start to see water flowing down the roads and out of lower areas and garages. The water flows down from above and up from underground. This causes the roadways to have drainage well into May and June, so there is no need to be concerned.

When leaving notes for maintenance on the Park Service door, please remember to write your name and unit number on them and also be continuous in what you write.

Thank you for the continued patience on the sewer projects. We are on the home stretch!

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## Ed's Monthly Report. October- December 2023

1. Pull weeds around Park.
2. Take out dead ferns on hillside.
3. Clean roofs and gutters.
4. Put up Xmas lights.
5. Take down Xmas lights.
6. Replace PSI gauges at Pools and Hot tubs.
7. Install new drainage pipe for downspout at Upper Mill Parking.
8. Replace GPM meters at all pools and hot tubs.
9. Clean out Bells closet and put stuff up in attic.
10. Clean Storm Drains.
11. Clean up debris piles. No Show on Sweeper.
12. Put up stage for concert.
- 13 Take down stage. Concert cancelled.
14. Set up for New Year's party.
15. Blow up balloons. Replace wire for balloon drop.
16. Set up stage for concert again.
17. Set up seating for concert.
18. Take down concert set up.
19. Take down the Mill entrance Xmas lights after concert.
20. Take down New Year set up.
21. Fix front door at Lodge. Door was sticking.
22. Install new pump for S. Spa bubbles.
23. Replace light pole and wires #165.
24. Winterize Solar Panels.
25. Shut down North Pool.
26. Put patio furniture at North Pool.
27. Blow off roof and clean gutters @ Lodge.
28. Work on pump for water wheel.
29. Shut down South Pool.
30. Put away patio furniture.
31. Set up for Drama play and Dinner.
32. Clean lights around park.
33. Replace wiring for park lights at Upper Lake.
34. Replace timers for both hot tub bubbles.

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Housekeeping Report:

Now that all the festivities of 2023 are finished, we are evaluating the status of the Mill kitchen, with the goal of doing a deep cleaning there. It was last done in 2019, so it is time. We'll likely hire some outside help to accomplish this task, with supervision of the Committee members. That's it for now until I get my keyboard fixed.

Sincerely Betty Dodd, Housekeeping,  
Chair

SOCIAL ACTIVITIES MEETING MINUTES December 26, 2023

ATTENDING: Marian Brown, PJ Carlson, Judy Smith, Judy Bland, Shelley Neal, Lori Strusis, Julia Halladay, Brunella Deeds, Angela Clark and Diane Overbo

Marian called the meeting to order at 2:02 at her home

NEW YEARS EVE: So far 72 folks have signed up. 6 are vegan, 4 for gluten and 4 for chicken. Lori will be doing the shopping on Friday. Staff will set up tables and chairs on Wednesday. 10 tables will be set up. Salad is a tossed green salad. Chicken is skinless chicken breast. A Carrot Cake will be available for gluten free requests. We will have salad plates on the tables. Prosecco will be served instead of champagne. Bill Alaga and Melanie Thiebout will be pouring cocktails. We have enough servers and cooks. Some cooking will be done a day ahead. Decorating is on Friday at 11:00. Set up tables on Saturday at 11:00 Hurricane lamps will be the center pieces. We do have a nice new BBQ for use as needed. Clean-up crew will come on New Year's Day.

**FUTURE EVENTS: Peter will be putting something together in the Drama Dept. for the Spring and October. Craft Fair was discussed. Julie will check on finding out about other craft shows in the area. We will probably open up our craft fair to the general public. Also talked about having a Cinco De Mayo event.**

NEXT MEETING: TBD

ADJOURNED: 2:53

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**2024 Committee Chairs and Liaisons:**

<b>Committee</b>	<b>Chair(s)</b>	<b>Liason</b>
Bylaws	Kim Turley	Gail Evans
Housekeeping	Betty Dodd	Shelley Neal
Nominating/Elections	Erin Edmundson	Julia Halladay
Recreation	Peter Tyzack	Margie Jennings
Safety & Emergency	Paula Reidt	Rin Deeds
Senior Resources	Kara Patterson	Kevin Brown
Social Activities / Event Coordinator	Marion Brown	Julia Halladay
Webhost	Maxine McCarthy	Office

Library Joan Georgiana  
Carolee Curtin, staff liaison for Personnel.