

**Montevelle of Scotts Valley, Inc.**  
**BOARD Meeting August 1, 2024 6:00 pm**

1. Meeting was Called to Order at 6pm. Roll Call – all directors present: Rinley Deeds (Vice President), Carolee Curtin (Treasurer), Shelley Neal (Secretary) Julia Halladay (Director), Margie Jennings (Director), Kevin Brown (Director) present.
2. Shelley Neal made a motion to adopt the agenda, Julia Halladay seconded, motion carried.
3. Open Forum. Three (3) residents spoke
4. Memorial(s): Charmaine Stello #30, Phyllis Edmundson
5. President's Report: Rinley Deeds thanked the Social Activities Committee for the wonderful July 4<sup>th</sup> event and Tony Steen, Park Foreman was also thanked for managing the recent roadwork.
6. Approval of Minutes: Julia made a motion to approve the minutes listed below, Shelley seconded, motion carried.
  - a. Monthly Board meeting, May 30, 2024, 2024.
  - b. Executive Board meeting, Personnel, June 2, 10, 17, and 24. 2024.
  - c. Executive Board meeting, Contracts, July 16, 2024.
  - d. Executive Board meeting, Personnel, July 23, 2024.
7. **Treasurer's Report:** May and June 2024.
8. **Reports:**
  - a. The Architectural report is included with the Park Service Foreperson's report. Montevelle Park Foreperson's & Maintenance Report for May and June 2024.
  - b. Committee Reports:
  - c. Bylaws (N )
  - d. Elections (Y)
  - e. Housekeeping (Y)
  - f. Recreation (N )
  - g. Safety and Emergency (N)
  - h. Senior Resources (N )
  - i. Social Activities (Y)
  - j. 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 current project has been completed; lateral work on the existing Phase will be continuing and be completed after August 1, 2024.
  - b. NOTE FROM OFFICE ON GOVERNING DOCUMENTS: We are awaiting the final version of the Governing Documents from our Attorney. Once they are received, members will be notified.
10. **New Business:**
  - a. Discussion on Prox card or Pins for mailroom access tabled no new information.
  - b. Keven reported the Recommendations from the Internal Investigation at Montevelle:

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- i. All Board members should be required to attend a minimum of one hour of harassment training within three months of the beginning of their first term and each subsequent term they serve.
  - ii. The Board's Staff Liaison should not be the President or Treasurer. Both of those positions serve as direct managers of staff, and the liaison should not be directly within the chain of command. This will provide the staff with someone to whom they can speak when issues related to staff management need to be brought before the Board.
  - iii. The standing agenda of every Executive Board Meeting should include an update regarding staff from the President and Treasurer.
  - iv. If any Board member hears of or suspects any form of harassment of or by Board Members, staff or residents, the Board should be made immediately aware of the incident.
  - v. The definition of an Emergency requiring staff to be available outside of normal working hours needs to be formalized.
- c. The New Sign at Montevelle Entrance on Aviza Road was discussed. Shelley reported that the owners of Aviza Road made the sign because huge semi-trucks were trying to access the entrance to the businesses at the end of Aviza Road by going this way instead of using the entrance on Blue Bonnet. Apparently, Google Maps directs drivers to use our road. The plan is to put another sign on the signpost to clarify the current sign. Also, the sign was at the request of Montevelle after many semi-trucks get stuck in the park or down the Aviza Road, requiring staff to help get them out of the park.
- d. Julia presented the suggestion of creating an Adhoc committee to review applications received for the Community Manager position, since Rachael is resigning at the end of the month. Carolee made a motion to create an Adhoc Selection Committee with Julia as the liaison and Kevin seconded the motion carried.
- e. Julia explained that a new Social Activities Chairperson was needed and made a motion to approve Bonnie Schwank as the committee chairperson, Carolee seconded, the motion carried.
- f. The Board discussed appointing a new Inspector of Elections since Erin resigned. Carolee made a motion to appoint Jeanne Sikes #45 as the Inspector of Elections, Julia seconded, motion carried.
- g. Liaison to the Bylaws Committee. Carolee made a motion to approve Margie Jennings as the liaison to the Bylaws Committee, Keven seconded, motion carried.
- h. Announcement: Community Meeting planned for Tuesday August 27<sup>TH</sup> 5:30 pm to 7:00 pm at Montevelle Mill. The purpose of the meeting is to explain the vegetation work being done in September, including a controlled burn on adjacent property. The community meeting will have two main objectives: 1) Informing the community about the Bean Creek project and taking any

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questions they have, and 2) Talking to folks about defensible space for their home. SV Fire said they can assist in this aspect.

11. Meeting was adjourned at 6:50 pm, motion made by Carolee, Kevin seconded, motion carried.

**Dates to Remember:**

- Board Meeting, August 22, 2024 6:00pm, Mill
- **Community Meeting August 27, 2024 5:30pm Mill**



**SOUTH POOL PARTY, Sunday August 11<sup>th</sup> 3:30 to 7:30pm**  
Sponsored by Recreation Committee with help from Social Activities.

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**MONTEVALLE TREASURER'S REPORT JUNE 2024**

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

Petty Cash	\$300
Comerica Checking	\$57,635
<b>TOTAL OF ALL OPERATING ACCOUNTS</b>	<b>\$57,935</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	\$180,041
Comerica Reserve Money Market	\$501,899
<b>TOTAL OF ALL RESERVE ACCOUNTS</b>	<b>\$681,940</b>

**TOTAL OF ALL MONTEVALLE ACCOUNTS** **\$739,875**  
(as of June 30,2024)

Total funds change from May 31, 2024 = 52,843.

Anticipated Reserve Fund expenditures for this fiscal year	981,330.
Actual Reserve Fund expenditures spent to end of month	\$611,411.
	62.%

**Assessments and fees in Arrears:**

1 residents for 2 months	
0 resident for > 2 months	
<b>Total assessments in arrears</b>	<b>\$1,940.</b>

**Assessments in Advance:**

3 residents for 1 month	
4 residents for 2 months	
0 residents for > 2mths	
<b>Total assessments in advance</b>	<b>\$6,035.</b>

unaudited figures

The financial records for Month end June 2024 have been reviewed by the Treasurer and two board members and are hereby ratified.

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**MONTEVALLE TREASURER'S REPORT MAY 2024**

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

Petty Cash	\$300
Comerica Checking	\$51,846
<b>TOTAL OF ALL OPERATING ACCOUNTS</b>	<b>\$52,146</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	\$134,797
Comerica Reserve Money Market	\$500,089
<b>TOTAL OF ALL RESERVE ACCOUNTS</b>	<b>\$634,886</b>

<b>TOTAL OF ALL MONTEVALLE ACCOUNTS</b> (as of May 31,2024)	<b>\$687,032</b>
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Total funds change from April 30, 2024 = -13,729.

Anticipated Reserve Fund expenditures for this fiscal year	<b>981,330.</b>
Actual Reserve Fund expenditures spent to end of month	<b>\$592,220.</b>
	<b>60.%</b>

**Assessments and fees in Arrears:**

0 residents for 2 months	
0 resident for > 2 months	
<b>Total assessments in arrears</b>	<b>\$485.</b>

**Assessments in Advance:**

2 residents for 1 month	
1 residents for 2 months	
0 residents for > 2mths	
<b>Total assessments in advance</b>	<b>\$1,980.</b>

unaudited figures

The financial records for Month end May 2024 have been reviewed by the Treasurer and two board members and are hereby ratified.

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**Park Service Foreman's Report for May-July 2024**

What a couple of months we have had here at Montevelle. From the sewer projects to the 4th of July, then onto the street sealing. It's been a long couple of months. Thanks to all the residents for being patient while all the projects and parties was going on, we will now be able to get back to everyday activities.

I had a meeting with Santa Cruz Land Trust, owners of the property located on the North hillside below Sorrento Drive. Santa Cruz Land Trust received a grant from Cal Fire to clear that property of dead fire vegetation. Their plan is to have a controlled burn at the bottom of their hill. There will be a community meeting coming up in August or beginnings of September were they will explain the details to the community. Will keep you updated on the dates.

Next sewer project will be hooking up the laterals at lots 80, 81 and 82 to finish up that project. After the completion of the lateral, we will be hydro jetting and videoing the remaining sewer main lines to see if there are other issues that might have occurred that need to be addressed.

**South pool is open 8:00 am to 10:00 pm remember quiet time is from 9pm to 10 pm., surrounding neighbors that hear people that are not residents are encouraged to contact the non-emergency number for Scotts Valley Police at (831)440-5670 if they hear parting in the pool after quiet time.**

<b>Architectural Report 5/22/24-7/25/24</b>				
<b>Date:</b>	<b>Name:</b>	<b>Lot#</b>	<b>Job description:</b>	<b>Minor/Major</b>
5/29/24	St Clair	209	Replace driveway	Minor
6/3/24	Santos	47	Re-Roof	Major
6/4/24	Israel	28	Dry rot repair	Minor
6/12/24	Herman	81	Repaint house	Minor
6/24/24	Robinson	11	RE-roof	Minor
6/25/24	Welder	126	Windows	Minor
7/8/24	Robinson	188	Install shed	Minor
7/9/24	Brown	48	Replace garage door	Minor
7/9/24	Goodell	128	Re-roof	Major
7/10/24	St Clair	209	Brick wall	Minor
7/22/24	Johnson	78	Re-paint/ Dry rot repair	Minor
7/23/24	Igoe	133	Replace fence	Minor
7/25/24	Jennings	188	Concrete pad	Minor

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**Ed's Monthly Report. June and July. 2024**

1. Set up for Symphony at Lodge
2. Set up for 4<sup>th</sup> of July.
3. Clean all BBQ grills.
4. Clean and lubricate rails for Lodge Canopy.
5. Replace Tank in men's bathroom toilet at Mill.
6. New wax ring and replace toilet men's bathroom at Mill.
7. Install new filter grids at North Pool.
8. Install new Filter cartridges at South Pool.
9. Repair and replace pump at South Spa.
10. Install new pump at Water Wheel.
11. Fix retaining wall behind #87.
12. Install window at Lodge.
13. Install new Door at lodge.
14. Work on irrigation Hill at Upper Parking Lot.
15. Work on Oak circle irrigation.
16. Build a new Turtle Island Lower Lake.
17. Repair Terraced Beds at Lower Lake.
18. Plant new Flowers Terraced Hill.
19. Work on irrigation Upper Lake Bench area.
20. Install new sprinkler head at Golf Lawn.
21. SICK WITH COVID.

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**Housekeeping/Property Enhancement July 2024 Report**

- \* Cleaned 13 rectangular tables at the Lodge so they could be used for Santa Cruz Symphony League luncheon which was held on the outdoor patio.
- \* Notified Tony that the garbage disposal at the Lodge was not working. That has since been fixed.
- \* Alerted the Janitorial service that the Lodge kitchen floor needed cleaning.
- \* We asked for the round 552 sign at the entrance to Montevelle to be painted. This was completed.
- \* Asked for the wicker chair and other two chairs that had been deposited at the Lodge patio to be removed.
- \* Cleaned out the Lodge refrigerator and straightened up Lodge kitchen following the 4th of July party.
- \* Checked the Lodge bedrooms after rentals to ensure sheets and supplies were properly returned for the next renters.
- \* Periodic checks on the pool change rooms and replaced missing soaps etc. Asked Rachael to order missing shower soaps. Some toilet seat cover dispensers not working properly and may be replaced with more efficient ones.
- \* Many thanks to Rachael, Tony and Ed for responding to our requests quickly.
- \* We will make a recommendation to the Board that the counters and sinks in the North pool change rooms be replaced and upgraded. Tony will advise us on this possible project.

Betty Dodd  
Housekeeping Chair  
July 29, 2024



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**Election Results**

Dear Montevelle Residents,

After many months of hard work and proper legal review of our draft restated governing documents, our Homeowners Association recently concluded the election seeking community approval of the restated CC&Rs and restated Bylaws. We received a total of 126 ballots from the community which represents just over half of the residences in Montevelle. 94 households failed to return ballots.

As was discussed at the May 30<sup>th</sup> 2024 Board meeting, twelve ballots were originally disqualified due to improper sealing of the ballot envelopes. After consulting with our attorneys, we were notified that since those ballots were submitted in the outer sealed and signed (brown) envelopes, we could add those ballots to a recount.

The recount was completed on June 12, 2024, and confirmed by the Inspector of Elections. The results of the tally are as follows:

- Restated Bylaws    Yes, 119      No, 7
- Restated CC&Rs    Yes, 117      No, 9

The affirmative votes of a majority of the voting power, or at least 111 “yes” votes are necessary to approve the Restated CC&Rs and the same for the Restated Bylaws.

Therefore, the Restated CC&Rs and the Restated Bylaws will be adopted.

The draft documents have been submitted to the attorneys for formatting to include the table of contents. Finalized copies of the documents with these changes will be distributed to you in the near future.

The board would like to thank those who voted for your participation in this important election.

Sincerely,

Erin Edmundson

Inspector of Elections

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**Social Activities Meeting July 10<sup>th</sup> 2024.**

Meeting was held at resident #217 house, Marian Brown

Start time: 3:10pm

Attendees: Judy Smith, Lori Strusis, Brunella Deeds, Julia Halladay, Julie Mazurek, Marian Brown and Bonnie Schwank

Bonnie chaired the meeting

**July 4<sup>th</sup> event** - It was suggested that in the future we provide shade for bbq area. Overall it was felt the event was a success.

Judy S., treasurer - Shared there is a gross profit of \$557.00

Judy S., treasurer - Stated Activities has \$3876.61 for events and \$1,000.00 for Montevelle supply purchases. She stated we will purchase shelves for storage unit to house totes with the Supply monies.

**Artisan Faire, September 21, 2024, held in Mill** - Marian stated Sheri Beaton will chair the event with support from both Bonnie Schwank and Julia Halladay. Coffee and water will be available. Marian will create a layout of tables for the staff. Suzy Hunt will create a poster and invites for event approximately one month before event.

**Newcomers Dinner, November 9, 2024, held in Mill** - Lori S. shared she was thinking Lasagna plus fixings would be good for this event, with a dessert. Judy S will find decorations for the tables. Suzy Hunt will be asked to create poster and invites a month before the event. Activities members will contact new comers personally.

**New Years Eve, held in Mill** - Discussion revolved around entertainment. The discussion was regarding getting a disc jockey (different than last years) and a photo booth. Judy S will look into prices. The theme of the event was discussed. Bonnie S will send out a survey asking residents what their preference would be with 4 options. Kevin Brown, #217, will look into finding a better "balloon drop."

Next Meeting - Bonnie suggested having the meetings on a set day of each month (if we need to meet). She suggested the 2<sup>nd</sup> Wednesday of each month at approximately 3pm. All agreed.

Meeting adjourned - 4:05pm

**Social Activities Meeting June 3<sup>rd</sup> 2024.**

Meeting started at 3:00pm

Attending: Marian Brown, Lori Strusis, Judy Smith, Shelley Neal, Julia Halladay, Bonny Schwank, Brunella Deeds.

Marian stated the committee needs to find a chair. There are no prospects at this time.

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Discussion: Lori shared what food will be served for the 4<sup>th</sup> of July event, including the usual faire plus Margarita's @ \$2.00 each/2 drink maximum.  
Price per ticket will be the same as last year @ \$15.00 adults/\$12.00 children. Water and lemonade will be offered; otherwise it is a BYOB event.

Julia offered to go to the Dollar Store to buy toys for dogs and children to put in the grab box.

Time of 4<sup>th</sup> of July event: 10:30 for pet parade and 11:00 for BBQ.

Music will be the Just Picked String Band.

The poster and invites will state "No Tickets Sold on Day of Event."

Judy Smith, treasurer, stated balance \$3,615.47.

Marian discussed the progress of Artisan Faire to be held in September stating only a few have confirmed tables so far. She will reach out to the Montevelle artisans first to ensure the residents have tables to sell their items.

Meeting ended @ 3:45PM