

**Montevelle of Scotts Valley, Inc.**  
**BOARD Meeting August 22, 2024 6:00 pm MILL**

1. **Call to Order /Roll Call** the meeting was called to order by Kevin Brown at 6:00pm. Roll call: Carolee Curtin, Treasurer; Shelly Neal, Secretary; Kevin Brown, Director; Margie Jennings, Director; Julia Halladay, Director and Rachael Milroy, Community Manger. 38 residents in attendance.
2. **Adoption of Agenda** Carolee Curtin moved to add new item #7 to the agenda under new business, letter from Fire Marshall referencing speed bumps, seconded by Margie Jennings, motion carried.
3. **Open Forum.**8 residents spoke about concerns.
4. **Appoint new officers positions for President and Vice President.** Carolee Curtin nominated Kevin Brown as president and Margie Jennings as Vice President, Kevin and Margie accepted the positions, seconded by Shelly Neal, motion carried.
5. **Appoint new liaisons for Safety Committee and Adhoc committee.** Kevin Brown will be the new Safety Committee liaison and Margie Jennings will be the new Adhoc Committee liaison.
6. **Memorial(s):** Gordon Reidt #14
7. **President's Report:** Resignation of Rinley Deeds. Kevin thanked Rinley Deeds for the time he spent on the Board of Directors. Kevin also thanked Rachael for her 17+ years of service. With the transition of the Board and the upcoming elections, Kevin reminded people that we have 3 two year terms and 1 one year term coming up for the election in November. He asked people to think about running for the Board and don't forget to get your nominations submitted by August 31, 2024. (Nominations should be place in mailbox #45)
8. **Approval of Minutes:**
  - a. Monthly Board meeting, August 1, 2024.
  - b. Open Board meeting, August 12, 2024.
  - c. Executive Board meetings, Personnel, August 6, and August 13, 2024.
  - d. Emergency Board Meeting, Legal, August 21, 2024.

Julia Halladay moved to approve the minutes, seconded by Margie Jennings, motion carried.

9. **Treasurer's Report:** July 2024.

**10.Reports:**

The Architectural report is included with the Park Service Foreperson's report. Montevelle Park Foreperson's & Maintenance Report for July 2024.

Committee Reports:

- i. Bylaws (N )
- ii. Elections (N)
- iii. Housekeeping (N )
- iv. Recreation (N )
- v. Safety and Emergency (N)
- vi. Senior Resources (N )
- vii. Social Activities (Y)
- viii. Adhoc Committee (Yes in minutes)

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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.

**11. Old business:**

- a. NOTE FROM OFFICE ON GOVERNING DOCUMENTS: We are awaiting the final version of the Governing Documents from our Attorney.
- b. Prox Card locks/mailroom security. After a discussion, the Board decided that this item will be tabled until they can get more information.
- c. Discuss New Sign at Montevelle Entrance on Aviza Road. The Aviza sign has been moved, Aviza is going to provide another smaller wooden sign with the address on it so it is clear that its for the 440 Kings Village address and not Montevelle.

**12. New Business:**

- a. Approval of Julia Halladay to Adhoc committee as member. Carolee Curtin moved to approve Julia Halladay as a member as the Adhoc committee, seconded by Margie Jennings, 4 approved, Julia abstained.
- b. Approve Stephanie Smith as Adhoc committee chair. Julia Halladay moved to approve Stephanie Smith as the chair of the Adhoc committee, seconded by Margie Jennings, motion carried.
- c. Adhoc committee update. Julia Halladay said the committee has met on two different occasions and has narrowed down the applicants to 4. Interviews will start next week. Once they have completed the interview, the Board of Directors will receive the recommendations and the Board will schedule interviews.
- d. Information regarding Rachael's position at Montevelle. **Rachael will continue to work remote and in the office as needed for training, audits or any other issues that may arise. If you need assistance, she will still be available for staff and residents. Rachael can be reached by email or phone when she is not onsite.** Most of you know that Rachael's last day as staff, or an employee of Montevelle, is August 23<sup>rd</sup>. However, Rachael is willing to continue doing the Community Management work at Montevelle as a contractor/consultant for the next few months. This will give us time to find someone that Rachael will train. After we hire a new person, it is in Montevelle's best interest for Rachael to be working as a contractor, since if she was an employee while we trained someone else, we would have 5 employees, which would require us to update our Employee Handbook to incorporate the labor laws that apply to organizations with 5 or more employees. Rachael has been such an asset to Montevelle and it's very difficult for us to accept that she will no longer be our Community Manager. She started working here as an Administrative Assistant in November 2007. In July 2018, her job title was changed to Office Manager after the bookkeeper resigned and Rachael took over the bookkeeping duties, becoming proficient in Quickbooks after a 3-month training period. In April 2019 Rachael's title was changed to Community Manager after the residents at the Community

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Meeting that year voted to keep Monteville as a self-managed park rather than hire a property management company. Rachael then became a Certified Community Association Manager. Rachael's leadership and dedication to Monteville was really apparent in 2020 when the Pandemic hit. She successfully applied for a PPP loan that allowed our staff to be paid using PPP funds even though they were not allowed to work during the shelter in place period. This saved Monteville a lot of money and preserved our staff. Then in August 2020, during the pandemic, Monteville had to evacuate along with the City of Scotts Valley due to the CZU fire. Rachael worked with staff and the fire department to make sure every single resident was accounted for and safe. Rachael hard work and diligence for the past 17+ is greatly appreciated and the Board would like to present her with a token of our appreciation on behalf of Monteville. Thank you Rachael!

- e. Discussion regarding reinstating Personnel Committee. After a discussion it was decided that this will be tabled for a future meeting.
- f. Discussion regarding open board meeting formats for community issues. The Board discussed allowing input from residents during key items on the agenda and approved the idea. Speed bump letter from Fire Marshall. After the discussion on the letter from the Fire Marshall, Kevin Brown moved to return the already purchased speed bump and the Board will review the matter before repurchasing them, seconded by Margie Jennings, motion carried.

**13. Adjourn Meeting.** Margie Jennings moved to adjourn the meeting at 6:58pm, seconded by Kevin Brown, motion carried.

**Dates to Remember:**

- Community Meeting **August 27, 2024, 5:30 pm. at Mill** with Santa Cruz Land Trust, Cal Fire and Scotts Valley Fire Dept regarding planned Vegetation work and controlled burn on adjoining property
- Artisan Fair, September 21, 2024, Mill, 1:00pm
- Monthly Board Meeting, September 26, 2024, 6:00 pm.
- NOTE FROM PLAYER GROUP. Starting Sept 7, every Saturday, the Players Group will be meeting in the Mill for Play reading. Everyone is welcome to join and read plays.

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<b>MONTEVALLE TREASURER'S REPORT JULY 2024</b>
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OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

Petty Cash	\$300
Comerica Checking	\$41,496
<b>TOTAL OF ALL OPERATING ACCOUNTS</b>	<b>\$41,796</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	\$210,319
Comerica Reserve Money Market	\$503,776
<b>TOTAL OF ALL RESERVE ACCOUNTS</b>	<b>\$741,096</b>

<b>TOTAL OF ALL MONTEVALLE ACCOUNTS</b> (as of July 31,2024)	<b>\$755,892</b>
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Total funds change from June 30, 2024 = \$16,017.

Anticipated Reserve Fund expenditures for this fiscal year	<b>981,330.</b>
Actual Reserve Fund expenditures spent to end of month	<b>\$721,824.</b>
	<b>74%</b>

**Assessments and fees in Arrears:**

1 residents for 2 months	
0 resident for > 2 months	
<b>Total assessments in arrears</b>	<b>\$2,690.</b>

**Assessments in Advance:**

3 residents for 1 month	
0 residents for 2 months	
0 residents for > 2mths	
<b>Total assessments in advance</b>	<b>\$2,005.</b>

unaudited figures

The financial records for Month end July 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 July - August 2024**

The new H-VAC system should be up and running by the time this report is read. The old one was 25 years old burn and needed to be replaced.

We will be placing speed bumps around the park where there have been people speeding or not stopping a stop sign you must slow down or stop where some of these bumps are at not slowing down may cause front end damage to your vehicle. Any questions or complaints contact the safety chair Paula Reidt.

The community meeting is scheduled for August 27, 2024 at the mill 5:30 to 6:30. Land Trust, SV Fire, and contractors will be there to answer any question you have about the project.

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.

**Architectural Report 7/26/24 - 8/16/24**

<b>Date:</b>	<b>Name:</b>	<b>Lot#</b>	<b>Job description:</b>	<b>Minor/Major</b>
7/31/24	Deeds	4	Ev charger	Major
7/13/24	Turly	183	Repair shed	Minor
7/13/24	Turly	183	Replace garage door	Minor
7/13/24	Turly	183	Replace pergola	Minor
7/16/24	Carlson	135	New concrete approach	Minor

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

1. Fix Irrigation Electrical wires under Wheel.
2. Install new pump for Wheel.
3. Fix broken main line at Step Ponds Lawn.
4. Applications of Microbes to both Lakes.
5. Install new timer Oak Circle.
6. Set up and Tear down Pool Party.
7. Rewiring to Tie a Mule to irrigation.
8. Rewiring Lower Hill irrigation.
9. Rewiring Simpkins irrigation.
10. Rewiring next to Tanners irrigation.
11. Take panels down for A/C install.

**Social Activities Minutes:** Attendees: Bonny Schwank, Lori Strusis, Julie Mazurek, Suzy Hunt, Debby Goodell, Sheri Beatton, Julia Halladay, Judy Smith, Judy Bland, Gail Evans, Shelley Neal and Marian Brown. Meeting started at 3:00pm in Conference room, in the Mill

Judy Smith, treasurer - Balance of budgets: \$3,85.64 in main budget plus \$200.00 in cash to spend on events. \$2,500.00 in supplies budget which purchases supplies for both the Mill kitchen and the lodge. It was suggested that we purchase a step stool to have in the mill. Judy S. agreed to purchase one.

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**Artisan Faire, September 21st, in the Mill:** Sheri Beaton, who will chair the event, stated there are 17 vendors, not including the Crack Pots who set up outside front door of Mill. A layout of tables will be given to Tony a week before the event. Suzy Hunt created posters which Marian will hang in Mill and take one to the senior center (adding address to the bottom). Marian asked Suzy for fliers to email to Sheri who will forward to vendors along with information about Faire. Marian asked that there be clarification about where vendors should park on the day of event. Sheri stated she will create a chart, pre assigning tables for the vendors. Bonny and Julia will set up coffee and water. Bonny offered to bring in pastries and pizza for lunch for the vendors and give the receipt to Judy S.

**Newcomers Dinner, November 9th, in the Mill:** Lori S. stated they will make lasagna plus fixings for dinner. They will include a vegan/gluten free option. Dessert will be cheesecakes. Wine, fruit punch and water will be available. She shared there are approximately 30 newcomers and board members who do not pay. For other attendees the cost will be approximately \$18.00 per person. Judy S. will have decorations for tables with wagon wheels and fall decorations. Sign-up sheet will be up asking for volunteers, Judy S. will be in charge of this. Bonny shared there will be a finalized list of newcomers that will be divided between activities members to call and personally invite.

**New Years Eve Dinner, December 31st, in the Mill:** Bonny shared, after receiving the resident's votes, the theme, will be "Forever in Blue Jeans." Marian confirmed she asked Kevin to look into balloon drop. Judy S. will look into decorating ideas and confirmed DJ and photo-booth are booked through Music Now DJ. The cost is \$995.00 for the DJ and \$895.00 for the photo booth. Judy stated the DJ will play 6:30-9:30pm. The event will go 6:00-10:00pm. The photo booth will take up 5' x 10', there will be further discussion about where it should be set up. Lori shared her ideas for the meal: Creamy mushroom noodle chicken, with broccoli, salad, and bread. There will be a vegan/gluten free option. Dessert will be French apple cake. Open bar as always. Cost will be finalized closer to the event. Judy S. shared the list of music DJ plays with a request sheet to be handed back to Judy S. once filled by activities members.

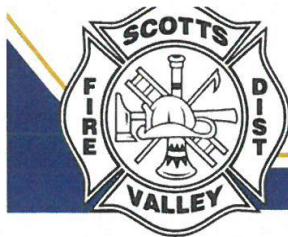
Bonny shared there are new storage boxes on racks filled with Activities supplies in storage room at lodge.

Bonny read an email from Paul Machlis regarding plans to have a talent night in early December. Peter Tyzack and Paul Machlis will be in charge. It was decided, unanimously, that the Activities Committee will not be in charge of this event.

Judy B. Shared the drama group will start on Saturday, September 7th, at 1:00pm. It will be a Reader's Group.

Next meeting is set for 2<sup>nd</sup> Wednesday of the month, in conference room at Mill, 3-4pm. The meeting ended at 4:00pm. Thank you, Marian Brown #217

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## SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, CA 95066-4199 • scottsvalleyfire.com • 831-438-0211

August 20, 2024

Montevelle of Scotts Valley, Safety Committee  
Attn: Paula Reidt, Chairperson  
552 Bean Creek Road, Spc 14  
Scotts Valley, CA 95066

Subject: Traffic Calming Devices/Speed Bumps

Dear Ms. Reidt:

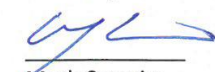
Thank you for contacting the Fire District regarding Montevelle Mobile Home Park's interest in installing speed bumps. It's our understanding the purpose of these traffic calming devices throughout the park is due to excessive speeding.


On March 20, 2024, the Fire District and Scotts Valley Police representatives were invited to present on traffic calming to the Montevelle Community. During this presentation, the Fire District encouraged the Community to avoid traffic calming devices that impede public safety. These devices, such as speed bumps, have a cumulative effect on the response time of emergency response vehicles and is why we advocate to avoid their installation. Since January 1, 2023, the Fire District has responded to 139 calls at Montevelle – an average of 17 times per month. Traffic calming devices will extend our response times to future emergencies. As presented on March 20, too, seconds matter in high-risk emergencies and traffic calming will only slow our response.

The 2022 California Fire Code Section 503.4.1 states "Traffic calming devices shall be prohibited unless approved by the fire code official." The Fire District has not approved any traffic calming devices in recent history. Because Montevelle is a privately owned community, we cannot enforce or regulate the installation of any traffic calming devices. However, we continue to strongly discourage these devices and would encourage looking to other options that don't impede emergency response. An example of this would be the installation of additional stop signs, buttons, or other similar devices.

Please let me know if you have any further questions or concerns.

Sincerely,

  
Mark Correira  
Fire Chief

  
Erin Collins  
Deputy Fire Marshal