

Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

1. **Call to Order /Roll Call:** the meeting was called to order by Kevin Brown at 6:02pm. Roll call: Kevin Brown, President; Margie Jennings, Vice President; Carolee Curtin, Treasurer; Shelly Neal, Secretary; Julia Halladay, Director; Rachael Milroy and Elizabeth Leonhardt, Community Mangers also present. 36 residents in attendance.
2. **Adoption of Agenda:** Julia Halladay moved to adopt the agenda, seconded by Carolee Curtin, motion carried.
3. **Open Forum:** 2 residents spoke about concerns.
4. **Memorial(s):** Della Orzel (former resident lot #186), Bob Carlson #135.
5. **President's Report:** Kevin Brown announced that Fall has returned to Montevelle and to please get out and enjoy the fall colors around the community. Kevin apologized to Carolee Curtin and Tim Prater for not speaking on their behalf during the Candidates night. Kevin also announced that executive meetings are confidential and are not to be shared with non-board members and when new Board members are appointed, they are required to review and sign a confidentiality agreement. The confidentiality agreement must always remain in effect even when you are not an active Board member anymore.
 - A homeowner requested a community meeting to understand the reserve study and budget for 10–30-year plan. A community meeting will be planned to accommodate this request.
6. **Approval of Minutes:**
 - a. Monthly Board meeting, August 22, 2024.
 - b. Executive Board meeting, Personnel and legal, Sept 3, 2024, and Sept 6, 2024.
 - c. Executive Board meeting, Personnel and Legal, October 14, 2024.

Carolee Curtin moved to approve the minutes listed above, seconded by Margie Jennings, motion carried.

Treasurer's Report: August 2024 and September 2024. The financial records for Month end of August and September 2024 have been reviewed by the Treasurer and two board members and are hereby ratified.

Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

7. Reports:

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

Committee Reports:

- i. Bylaws (N)
- ii. Elections (N)
- iii. Housekeeping (N)
- iv. Recreation (N)
- v. Safety and Emergency (Y)
 - #14 – The homeowner expressed concerns regarding the vehicle speeding and requested speed reflector road dots to be installed.
- vi. Senior Resources (N)
- vii. 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.

8. Old business:

- a. Discussion on reinstating the personnel committee:** The board discussed this topic in detail. Kevin Brown moved to reinstate the Personnel committee consisting of three members, with the same requirements as Board Members regarding harassment training and signing a Confidentiality Agreement seconded by Carolee Curtin, motion carried.

If a resident is interested in joining the Personnel Committee, they are to contact Margie by email at margie@montevelle.org.

- b. Speed Bumps/Speed reflector road dots:** Margie Jennings moved to approve a trial run to have the maintenance team install the speed reflector road dots located in two areas by the lower lake, seconded by Carolee Curtin, motion carried.

Monteville of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

9. New Business:

- a. **Approval of Election committee members. Chair, Jeanne Sikes, Members: Erin Edmundson, Marilyn Mickelwait and Arlene Steele:** Carolee Curtin moved to approve the Election committee members, seconded by Margie Jennings, motion carried.

- b. **Audit update (Carolee):** Carolee Curtin announced that the audit will be completed by the end of November 2024.

- c. **Announcement of Office hours and define emergencies:** Carolee Curtin stated that the community manager hours are as follows: Monday through Friday 9AM- 5PM, and the office is open for residents during the hours of 10:00AM- 11:30AM and 4:00PM-5:00PM.
 - i. It was discussed when it was an “emergency” for when it was appropriate to contact a staff member outside of regular office hours. The defined emergencies consist of life safety, fire, flood, and security are emergencies in which the residents should call local authorities first, the Board second and management third.

10. Adjourn Meeting. Margie Jennings moved to adjourn the meeting at 7:22pm, seconded by Kevin Brown, motion carried.

Dates to Remember:

- Board meeting, November 7, 2024, 6:00 pm, Mill
- Newcomers Dinner, November 9, 2024, Mill

**Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL**

MINUTES

MONTEVALLE TREASURER'S AUGUST 2024 REPORT

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

Petty Cash	\$300
Comerica Checking	\$84,202.
TOTAL OF ALL OPERATING ACCOUNTS	\$84,502.

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	\$150,070.
Comerica Reserve Money Market	\$503,777.
TOTAL OF ALL RESERVE ACCOUNTS	\$653,847.

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$738,349.**
(as of August 30, 2024)

Total funds change from July 31, 2024 = \$-17,543.00

Anticipated Reserve Fund expenditures for this fiscal year	\$838,476.	
Actual Reserve Fund expenditures spent to end of month	\$12,913.	.01%

Assessments and fees in Arrears:

1 residents for 2 months	
0 resident for > 2 months	
Total assessments in arrears	\$3,475.

Assessments in Advance:

3 residents for 1 month	
1 residents for 2 months	
9 residents for > 2mths	
Total assessments in advance	\$24,424.

unaudited figures

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

**Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL**

MINUTES

MONTEVALLE TREASURER'S SEPTEMBER 2024 REPORT

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

Petty Cash	\$300
Comerica Checking	\$115,026.
TOTAL OF ALL OPERATING ACCOUNTS	\$115,326.

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	\$202,581.
Comerica Reserve Money Market	\$507,414.
TOTAL OF ALL RESERVE ACCOUNTS	\$709,995.

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$825,321.**
(as of September 30, 2024)

Total funds change from August 31, 2024 = \$86,972.00

Anticipated Reserve Fund expenditures for this fiscal year	\$838,476.	
Actual Reserve Fund expenditures spent to end of month	\$15,160.	.02%

Assessments and fees in Arrears:

1 residents for 2 months	
0 resident for > 2 months	
Total assessments in arrears	\$2,804.

Assessments in Advance:

6 residents for 1 month	
3 residents for 2 months	
9 residents for > 2mths	
Total assessments in advance	\$24,141.

unaudited figures

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

Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

Park Service Foreman's Report for August- October

Bye-Bye Summer hello Fall. You know what that means, lots of leaves. If you are blowing lots of debris out into the roads the street sweeper cannot pick it up, you must put it in your green can and any old batteries you have you can recycle them on top of your blue can in a plastic bag.

If you have noticed the heat wave, we have done a lot of damage to our landscape bushes and plants. We are crossing our fingers that this winter they will pick back up as the rainy season is approaching.

I have talked to Land Trust about their land clearing and burning. They will start burning after the first couple of good rains so if you see smoke on the North side of the park it's them. If you have any questions, contact Hanna Travers @ 831-854-5894

The South pool heater will be turned off November 3 for those that are willing to swim in the cold you are more than welcome.

The new H-Vac system is up and running, I am just waiting for final inspection to enclose the unit.

The speed bumps are on hold for now, the fire department wrote Paula Reidt the safety chair a letter saying they do not recommend speed bumps in Montevelle. Each speed bump would lower their response time by 10 seconds pure bump and may damage the fire trucks. It will be discussed in future Board meetings.

Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

Ed's Monthly Report. August thru October 2024

1. Installed new fountain Upper Lake.
2. Installed new lights on the fountain Upper Lake.
3. Installed new lights on Lower Lake fountain.
4. Installed a new timer for upper hill irrigation.
5. Installed soap dispensers in showers.
6. Installed toilet seat paper dispensers at Pool bathrooms.
7. Replaced bricks in front of #58.
8. Fixed patio covers at Lodge.
9. Pulled Lotus from Upper Lake.
10. Removed post and relocate sign at front entrance.
11. Installed new irrigation head at South Pool.
12. Installed new handrail pads at South Pool Hot Tub.
13. Removed battery in Golf Cart.
14. Weed and Feed Ken Karr lawns.
15. Help with pulling Lilly Pads from small pond.
16. Plug Step Pond holes with concrete.
17. Cleaned filters for South Pool Hot Tub.
18. Mowed lawns.
19. Thatched lawns.
20. Built retaining wall lower step ponds.
21. Built cover around outlets a pump house.
22. Cleaned shuffleboard courts and tables.
23. Installed new chlorine feeder at South Pool.
24. Repaired water wheel pump at Mill.
25. Cleaned filters at North Pool Hot Tub.
26. Top dress and thatched lawns.
27. Pulled and removed Lotus from upper lake.
28. Replaced broken lights at Redwood Grove.

**Montevalle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL**

MINUTES

29. Installed new sprinkler head lower lake.

HEAVY DUTY Clearline® Rubber Speed Hump End Cap Kit (two pieces)
Clearline, Speed HUMP Section With Six (6) 12" Galvanized Steel Spikes



On Sale You save 21% regardless of quantity

\$143.15	\$143.15	\$143.15
Quantity 1-10	Quantity 11-24	Quantity 25+

QUICK FACTS
INCLUDES:
 • Two (2) End Caps
 • Being 12" x 12" x 1.5" - Long x 2.123" Wide
 • 6 Pieces of 12" Galvanized Steel Spikes
 • Speed Hump Middle Sections are sold separately - MODEL E & DCT FOR NOT INCLUDED WITH END-CAP KIT

AMERICAN MADE HARDWARE
 12" Galvanized Steel Spikes - Asphalt or Gravel
 3" Concrete Bolt - Concrete Only
 1/2" Galvanized Steel Spikes - Asphalt, Gravel or LDC

5" High Amber - 4 concrete or Asphalt
 3" Galvanized Steel Spikes - Asphalt, Gravel or DPC

Description
 Clearline Speed Hump End Caps provide a finished look and better looking and performing installation when used with Clearline Speed Hump middle sections. Made out of 100% recycled rubber which ensures long-lasting performance, and provides an efficient solution to safety and traffic management.

- End Caps are universal - Result in the purchase of only one kind, works on either side of middle section
- Mounting Hardware is included with purchase six styles to choose from
- 100% Recycled Rubber
- UV Resistance - Extends Lifespan and preventing premature degradation
- Raised Edges Around Reflective Tape - Prevents premature cracking and fraying of the reflection tape
- Reflective Tape - Its High-Visibility with yellow reflective caps
- Concrete/soil holes for a clean installation

* *Old Business: Speed bump/ Paula Peidt*

Designed to channelize traffic from unwanted areas. It can be used in gores or to create islands. The glossy amber or white housing is highly visible in the daytime and its 1-4 way reflectivity makes the PRB easily visible from any direction at night.

- Size: Approx. 4' x 4' x 3/14"
- Reflex Area: Approx. 1.5 square inches per side
- Housing: High impact plastic - traffic bearing
- Reflector: Methyl methacrylate (Acrylic)
- Standard Color: Amber and White
- Cost \$ 369.00 plus tax for 100



Montevelle of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

MONTEVALLE SOCIAL ACTIVITIES MEETING MINUTES

October 9, 2024 – 3:00 to 4:14 PM

ATTENDEES: Bonny Schwank, Chair, Debby Goodell, Judy Bland, Shelly Neil, Sheri Beaton, Marian Brown, Lori Strusis, Brunella Deeds, Julie Mazurek, Suzy Hunt, Julia Halladay

Budget: Bonnie reviewed. \$2,656.01 Events; \$2,337.70 Supplies.

Artisan Faire, September, 21, 2024. Feedback: put ½ sheet advertising in resident's mailbox; do event closer to Christmas (last week of October or 2nd week in November); more diversity in the wares offered by the vendors; don't feed the vendors; consider a food truck; signs advertising Faire on Bean Creek & by the Shell gas station; put on Facebook Events page.

Newcomers Dinner: Menu confirmed; wine, water and fall themed punch will be served. Table layout was reviewed. Judy Smith will make place cards for reserved tables. Caller assignments are being followed up on. Volunteer signup sheets will be posted 10/9/24. Suzy shared the mock-up of the invitation/posters. Posters will be hung 10/9/24; invitations went out 10/11/24.

New Years Eve: Theme "Forever in Blue Jeans". Limited seating although residents may invite a limited number of guests; DJ/photo booth has been confirmed; Terrance to make a spiked punch & mixed drinks; Menu was confirmed; Servers will have assigned tables as noted in Newcomer's dinner above; colors for the event will be white, silver and blue. Other assignments TBD.

Other Business: The Committee declined to assist Peter Tyzack and Paul Machlis with open mic night due commitments related to planned events.

Respectfully submitted,

Julia Halladay

Monteville of Scotts Valley, Inc.
BOARD Meeting October 24, 2024, 6:00 pm MILL

MINUTES

MONTEVALLE SOCIAL ACTIVITIES MEETING MINUTES

October 9, 2024 – 3:00 to 4:14 PM

ATTENDEES: Bonny Schwank, Chair, Debby Goodell, Judy Bland, Shelly Neil, Sheri Beaton, Marian Brown, Lori Strusis, Brunella Deeds, Julie Mazurek, Suzy Hunt, Julia Halladay

Budget: Bonnie reviewed. \$2,656.01 Events; \$2,337.70 Supplies.

Artisan Faire, September 21, 2024. Feedback: put ½ sheet advertising in resident's mailbox; do event closer to Christmas (last week of October or 2nd week in November); more diversity in the wares offered by the vendors; don't feed the vendors; consider a food truck; signs advertising Faire on Bean Creek & by the Shell gas station; put on Facebook Events page.

Newcomers Dinner: Menu confirmed; wine, water and fall themed punch will be served. The table layout was reviewed. Judy Smith will make place cards for reserved tables. Caller assignments are being followed up on. Volunteer signup sheets will be posted 10/9/24. Suzy shared the mock-up of the invitation/posters. Posters will be hung 10/9/24; invitations went out on 10/11/24.

New Years Eve: Theme "Forever in Blue Jeans". Limited seating although residents may invite a limited number of guests; DJ/photo booth has been confirmed; Terrance to make a spiked punch & mixed drinks; Menu was confirmed; Servers will have assigned tables as noted in Newcomer's dinner above; colors for the event will be white, silver and blue. Other assignments TBD.

Other Business: The Committee declined to assist Peter Tyzack and Paul Machlis with open mic night due commitments related to planned events.

Respectfully submitted,

Julia Halladay