

Montevelle of Scotts Valley, Inc.
BOARD Meeting January 23, 2025 6:00 pm MILL

MINUTES

1. **Call to Order /Roll Call:** the meeting was called to order by Kevin Brown at 6:00pm. Roll call: Kevin Brown, President; Margie Jennings, Vice President; Lori Strusis, Treasurer; Shelley Neal, Secretary; Stephanie Smith, Director; George Milder Director; and Elizabeth Leonhardt, Community Manger. 37 residents in attendance.
2. **Adoption of Agenda:** Margie Jennings made a motion to amend the agenda to include a discussion for Community Meeting and Board officer positions, seconded by Lori Strusis, motion carried.
3. **Open Forum:** During Open Forum the following topics were reported from residents in attendance.
 - Notification to the residents regarding staff hours.
 - Budget/finance committee.
 - Pool access.
 - Board of Directors photos displayed.
 - Budget concerns regarding staff salary.
4. **Memorial(s):** Bob Briggs (Lot #115)
5. **President's Report:** Kevin Brown wished the community a happy new year and welcomed the new Board Members to their first full Board Meeting. He then acknowledged and thanked Jody Cramer for her time as a Board Member. The community was reminded of Elizabeth's open office hours and that residents have a suggestion box for anonymous input.
6. **Approval of Minutes:**
 - a. Annual Board Meeting, November 7, 2024.
 - b. Executive Board Meeting, November 20, 2024, Legal, Member Concerns, and Personnel.
 - c. Executive Meeting, December 23, 2024, Legal, Member Concerns, and Personnel.
 - d. Executive Meeting, January 13, 2024, Legal, Member Concerns, and Personnel.

Margie Jennings moved to approve the minutes listed above, seconded by Lori Strusis, motion carried.
7. **Treasurer's Report:** October, November, and December 2024. The financial records for Month end of October, November, and December 2024, have been reviewed by the Treasurer and two board members and are hereby ratified.

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- 8. Reports:** The Architectural report is included with the Park Service Foreperson's report. Montevelle Park Foreperson's & Maintenance Report for October through December 2024.

Committee Reports:

- i. Bylaws (N)
- ii. Elections (N)
- iii. Housekeeping (Y)
- iv. Recreation (N)
- v. Safety and Emergency (N)
- 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.

9. Old business:

- a. Audit:** The board informed the members present the 5 year audit is complete with no findings.

10. New Business:

- a. Resignation of Board member, Appoint new Board member:** Lori Strusis moved to appoint Carolee Curtin to serve a two year term, seconded by Shelley Neal, motion carried.

Kevin Brown moved to appoint Carolee Curtin as treasurer, seconded by George Milder, motion carried. The Board unanimously agreed that Lori Strusis will serve a two year term as Director at Large.

- b. Approval of Committee Chairs and members for 2024/2025:** Margie Jennings moved to postpone the approval of Personnel committee members and Bylaws committee members and will be added to the February agenda, seconded by George Milder, motion carried.

George Milder moved to approve the Committees and Chairs, seconded by Shelley Neal, motion carried.

Lori Strusis moved to approve Kim Turley as Chair to the Bylaws Committee, seconded by Margie Jennings, motion carried.

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Kevin Brown moved to approve Carolee Curtin as liaison to the Bylaws Committee, seconded by Shelley Neal, motion carried.

- c. **Discussion of approval of Annual Monthly Calendar Dates for Committees and Groups:** Lori Strusis moved to approve the annual monthly calendar dates for Committees and Groups, seconded by Shelley Neal, motion carried.
- d. **Ratify the approval of Lot 214:** The Board met with the homeowner's for 214, discussed the plans and foundation installation with Tony and it is here by ratified.
- e. **Discussion of the Pool Hours:** The Board listened to the residents request to adjust the pool gate hours to allow access to the sauna area. The Board will further discuss and add this agenda item to the February meeting.
- f. **Community Meeting:** The Board unanimously agreed to hold a community meeting for residents to learn more about the reserve and budget process. The timeframe is March-April 2025.

11. **Adjourn Meeting.** Kevin Brown moved to adjourn the meeting at 7:40pm, seconded by Margie Jennings, motion carried.

Dates to Remember:

Approved by the Board of Directors

Shelley Neal
Signature Title
Secretary

Feb 28, 2025
Date

MONTEVALLE TREASURER'S OCTOBER 2024 REPORT

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

Petty Cash	\$300
Comerica Checking	\$91,474.
TOTAL OF ALL OPERATING ACCOUNTS	\$91,774.

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	\$253,754.
Comerica Reserve Money Market	\$509,092.
TOTAL OF ALL RESERVE ACCOUNTS	\$762,846.

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$854,620.**
 (as of October 31, 2024)

Total funds change from September, 2024 = \$29,299

Anticipated Reserve Fund expenditures for this fiscal year	\$838,476.	
Actual Reserve Fund expenditures spent to end of month	\$40,528.	5%

Assessments and fees in Arrears:

0 residents for 2 months	
0 resident for > 2 months	
Total assessments in arrears	\$1,003.

Assessments in Advance:

2 residents for 1 month	
0 residents for 2 months	
2 residents for > 2mths	
Total assessments in advance	\$7,692.

unaudited figures

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

MONTEVALLE TREASURER'S NOVEMBER 2024 REPORT

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

Petty Cash	\$300
Comerica Checking	\$75,115.
TOTAL OF ALL OPERATING ACCOUNTS	\$75,415.

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	\$260,498.
Comerica Reserve Money Market	\$510,656.
TOTAL OF ALL RESERVE ACCOUNTS	\$771,154.

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$846,569.**
 (as of November 30, 2024)

Total funds change from October 2024 = -\$8,051

Anticipated Reserve Fund expenditures for this fiscal year	\$838,476.
Actual Reserve Fund expenditures spent to end of month	\$63,070.
	7.5%

Assessments and fees in Arrears:

2 residents for 2 months	
0 resident for > 2 months	
Total assessments in arrears	\$2,521.

Assessments in Advance:

1 residents for 1 month	
0 residents for 2 months	
2 residents for > 2mths	
Total assessments in advance	\$7,692.

unaudited figures

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

MONTEVALLE TREASURER'S DECEMBER 2024 REPORT

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

Petty Cash	\$300
Comerica Checking	\$50,755.
TOTAL OF ALL OPERATING ACCOUNTS	\$51,055.

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	\$311,845.
Comerica Reserve Money Market	\$510,655.
TOTAL OF ALL RESERVE ACCOUNTS	\$822,500.

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$873,555.**
 (as of December 31, 2024)

Total funds change from November 2024 = 26,986

Anticipated Reserve Fund expenditures for this fiscal year	\$838,476.	
Actual Reserve Fund expenditures spent to end of month	\$68,241.	8.1%

Assessments and fees in Arrears:

2 residents for 2 months	
0 resident for > 2 months	
Total assessments in arrears	\$4,433.

Assessments in Advance:

6 residents for 1 month	
0 residents for 2 months	
2 residents for > 2mths	
Total assessments in advance	\$9,829.

unaudited figures

The financial records for Month end December 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 October - December 2024

Happy New Year, it's been a quiet couple of months not many projects expected till spring, I will keep you updated for any major project to happen.

A lot of people are asking why we cut down the oak tree in the rose garden, will it fell. The oak trees have been falling over in the park from a boring beetle that gets into the bark a slowly eats it way around the bark and kills the roots. You can tell if you have the beetle by looking at the bark if you see little bore holes and your bark is falling off, another sign is if you have fungus growing at the roots, if you're not sure give me a call and I will take a look.

I will be meeting with Hana from Land Trust to discuss where they can get water from us to for a hose line going down to the controlled burn that will happen after a good soaking of rain. They talked to a few residents about going through their back yard for access to the burn piles. I will keep everybody informed of what is next after the meeting. If any residents need more information stop by the office.

Reserve project 2024/2025.

Completed:

Landscaping: Minor

H-Vac Mill

Reserve project in progress:

Sewer Line Phase Project

Landscape Trees

Fountain lights 1

Fountain lights 2

Fountain pumps

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.

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Ed's Monthly Report. October - December 2024

1. Install New Chlorine Feeders.
2. Drain Hot Tub. Acid Wash Hot Tub and refill.
3. Put up Christmas lights and decorations.
4. Take down Christmas lights and decorations.
5. Clean Upper lake fountain and install new lights.
6. Set up for New Year's party.
7. Take down New Year's set up.
8. Set up for Baby Shower.
9. Take down Baby shower set up.
10. Build new retaining wall at Secret Garden.
11. Clean up debris after wind storm.
12. Clean out gutters and blow roof off at Mill.
13. Clean out gutters and blow off roof at Lodge.
14. Clean out gutters at South Pool bathrooms.
15. Replace boards in Fire Escape Stairs at Mill. (rotten).
16. Build new map holder at Front Entrance.
17. Trim trees and help with Landscaping around park.
18. Clean out all storm drains.
20. Unplug shower drains in Women's bathroom at South Pool. (Twice).
21. Weed and Feed Lawns.
22. Drain small pond. Fix leak with Hydraulic cement.
23. Replace burned out lights around park.
24. General maintenance around park.
25. Fix Mill kitchen faucet.
26. Replace dead batteries in smoke detectors.
27. Replace batteries in door locks. (2).
28. Put together storage racks in Lodge storage room.

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**Housekeeping/Property Enhancement Committee Report
January 2025**

- * Asked Park Services to fix loose table leg on rolling cart Lodge kitchen
- * Requested Janitors to clean Lodge kitchen floor
- * Purchased salad spinner, cutting boards, utensils & caddies for Lodge kitchen
- * Purchased pillowcases for Lodge bedrooms to replace missing ones
- * Engaged person to clean Mill kitchen as Shelley had reported need for cleaning
- * More detail cleaning done in Mill kitchen following December and New Year's parties.
- * Inspected lodge bedrooms and kitchen following recent rentals.

Betty Dodd #44
Housekeeping /Property Enhancement Committee
January 17, 2025

