

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 12, 2016
PAGE 1 OF 3**

BOARD MEMBERS PRESENT:

Signe Keller	President
Stephanie Sandoz	Vice President
Sharon Fisher	Treasurer
Gerhard Widtmann	Secretary
Herbert Roth	Member at Large

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVE: Adrian Robertson, CMCA
Keystone Pacific Property Management, Inc.

ITEMS DISCUSSED IN EXECUTIVE SESSION – MARCH 10, 2016

- Executive Minutes from January 14, 2016 were approved.
- A hearing was held.
- A Homeowner request was discussed.

GENERAL SESSION

- I. **CALL TO ORDER** – The meeting was called to order by Board President, Signe Keller, at 6:03 P.M., adjourned at 6:07 P.M., and reconvened at 6:51 P.M., at the Newport Coast Community Center, located at 6401 San Joaquin Hills Road, Newport Coast, CA 92657.
- II. **PROOF OF NOTICE OF MEETING** – Proof of Notice was recorded by Management on behalf of the Board of Directors.
- III. **APPOINTMENT OF OFFICERS** – No action was taken.
- IV. **HOMEOWNER FORUM** – There were eight (8) homeowners present during Homeowner Forum.
- V. **CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: Motion carried 5/0.

 - A. **Approval of the General Session Meeting Minutes/Election Meeting Minutes/Architectural Report – RESOLVED**, to ratify the action taken to approve the March 10, 2016 Election Meeting Minutes, the March 10, 2016 General Session Board Meeting Minutes, and the Architectural Submittal Report from March 1, 2016 – May 5, 2016, as submitted.
 - B. **Approval of the Financial Statement – RESOLVED**, to ratify the action taken and accept the February 29, 2016 and the March 31, 2016 financial statement, as presented.
 - C. **Executive Committee Charter – RESOLVED**, to ratify the action taken and accept the revised Executive Committee Charter as discussed and approved at the March 10, 2016 Board Meeting, as presented.

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 12, 2016
PAGE 2 OF 3**

V. UNFINISHED/NEW BUSINESS

- A. Pool and Spa Re-Plaster – Alan Smith Pools** – A motion was made, seconded and carried to approve the proposal, submitted by Alan Smith Pools, including all vendor suggested options, for a total cost of \$30,316.00. All design tiles and features will be selected by Board President, Signe Keller, and homeowner Kim Sefarian. Motion carried 5/0.
- B. Spring Cleaning Proposal and Pool Furniture Estimates** – A motion was made, seconded and carried to approve the Personal Touch Cleaning & Maintenance, Inc. proposal to clean the twenty (20) criss-cross strap lounges and twenty (20) criss-cross strap chairs proposal, for a total cost of \$780.00, as submitted. A motion was made seconded and carried to approve The Great Room proposal to purchase and replace three (3) 42” aluminum tops, nine (9) 20” tea table tops, one (1) 84” x 42” oval dining table, twenty – seven (27) new table clips for the tops, one (1) 5oz can of touch up paint for existing furniture and to refurbish eight (8) umbrella stands, for a total cost of \$5,317.38, as submitted. A motion was made, seconded and carried to approve to have Board member, Stephanie Sandoz, purchase eight (8) new Sunbrella umbrellas from Costco, for a not to exceed amount of \$2,000.00. Motion carried 5/0.
- C. 2016 Annual Maintenance Review Report – La Jolla Pacific Construction Services, Ltd.** – A motion was made, seconded and carried to approve the 2016 Annual Maintenance Review reports, as prepared by La Jolla Pacific Construction Services, Ltd., and to approve to provide the five (5) page summary report to the Montserrat at Newport Ridge Maintenance Association homeowners via mail out, as presented. Motion carried 5/0.
- D. Reserve TCD Maturation** – A motion was made, seconded and carried to approve to reinvest the OneWest Bank TCD maturing, in the amount of \$50,016.52, plus any interest earned, on 5/5/16, for a one (1) year term. Motion carried 5/0.
- E. Montserrat Parking Rules and Regulations and Towing Policy** – This item was postponed.
- F. Landscape Proposals – EarthCo Commercial Landscape** – This item was postponed.
- G. Mailbox Latch Repair Proposal – Orange County Contractor Services** – A motion was made, seconded and carried not to approve the Orange County Contractor Services proposal to repair 54 mailbox latches, for a total cost of \$4,050.00, as submitted. A motion was made, seconded and carried to have Board Member, Gerhard Widtmann, make the necessary latch repairs to homeowner’s mailboxes, on a case by case, written request from homeowners. Motion carried 5/0.

**MONTERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 12, 2016
PAGE 3 OF 3**

- H. ABM Lighting Proposal** – A motion was made, seconded and carried not to approve the ABM lighting proposal to retrofit the existing lighting system with energy efficient, long lasting LED technology, for a total cost of \$4,693.00, as submitted. Motion carried 5/0.
- I. Homeowner Request – Additional Lighting** – No further action at this time.
- J. Reserve Study “Zero” Remaining Life Discussion** – A motion was made, seconded and carried to obtain a proposal to re-paint the mailbox bases and posts and all of the utility boxes throughout the community. Motion carried 5/0.
- K. Security Camera Discussion** – This item was postponed.
- L. Board Meeting Banner Discussion** – A motion was made, seconded and carried to obtain a proposal for a vinyl Board Meeting banner that reads: Montserrat HOA Meeting Tonight at 6:00P.M. Motion carried 5/0.
- M. Next Meeting Agenda** – A motion was made, seconded and carried to allow the Board of Directors time to discuss future agenda items. Motion carried 5/0.
- N. Next Meeting Date** – The next Board Meeting date is scheduled for Thursday, July 14, 2016 at 6:00 PM at the Newport Coast Community Center, located at 6401 San Joaquin Hills Road, Newport Coast, CA 92657.

VI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:51 PM to enter into Executive Session.

ACCEPTED: _____



DATE: _____

7-14-16