

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
JULY 14, 2016
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BOARD MEMBERS PRESENT: Herb Roth Vice President
Gerhard Widtmann Treasurer
Stephanie Sandoz Secretary
Signe Keller Member at Large

BOARD MEMBERS ABSENT: Sharon Fisher President

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

ITEMS DISCUSSED IN EXECUTIVE SESSION – MAY 12, 2016

- Executive Minutes from March 10, 2016 were approved.
- Legal business was conducted.
- Homeowner requests were discussed.
- Hearings were held.

GENERAL SESSION

I. CALL TO ORDER – The meeting was called to order by Board Member at Large, Signe Keller, at 6:08 P.M., adjourned at 7:46 P.M., and reconvened at 7:55 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. RE-SEATING OF THE BOARD – A motion was made, seconded and carried to re-seat the Board as follows: President, Sharon Fisher; Vice President, Herb Roth; Treasurer, Gerhard Widtmann; Secretary, Stephanie Sandoz and Member at Large, Signe Keller. Motion carried 4/0.

IV. HOMEOWNER FORUM – There were two (2) 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 4/0.

A. Approval of the General Session Meeting Minutes/Architectural Report – RESOLVED, to ratify the action taken to approve the May 12, 2016 General Session Board Meeting Minutes and the Architectural Submittal Report from April 1, 2016 – June 29, 2016, as submitted.

B. Approval of the Financial Statements – RESOLVED, to ratify the action taken and accept the April 30, 2016 and the May 31, 2016 financial statements, as presented.

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- C. 2015 – 2016 Draft Audit – RESOLVED**, to ratify the action taken and accept the approved 2015 – 2016 Draft Audit, as prepared by Robert A. Owens, C.P.A., for the February 29, 2016 fiscal year end, as presented.
 - D. Pool Furniture – The Great Room – RESOLVED**, to ratify the action taken and accept The Great Room invoice, detailing the finalized pool furniture purchase order, for a total cost of \$5,317.38, as presented.
 - E. Pool and Spa Re-Plaster – RESOLVED**, to ratify the action taken and accept the Alan Smith Pools contract detailing the final details for the pool and spa re-plaster, for a total cost of \$28,696.00, as presented.
 - F. Executive Committee Report – Nordic Security – Homeowner Request – RESOLVED**, to ratify the action taken and accept the Executive Committee's approval, of the homeowner's request to obtain a temporary parking permit for her daughter's Gold Mercedes C300, license plate# 6EJA475, who is home from college from May 25th – September 1st, as presented.
 - G. Pool Umbrellas and Fasteners – RESOLVED**, to ratify the action taken and accept the Costco and Crown Ace Hardware receipts for the purchase of eight (8) 9' umbrellas and fourteen (14) fasteners, for a total cost of \$1,049.08, as presented.
 - H. Tow Reimbursement – Extreme Towing Services – Homeowner Request – RESOLVED**, to ratify the action taken and reimburse the homeowner at 15 Chatelaine, in the amount of \$315.00, for the towing of her vehicle, as backup documentation has been provided, indicating the date of the tow and the receipt for the cost of the tow. This action was previously approved by the Board pending receipt of payment to Extreme Towing Services, in the amount of \$315.00, from the homeowner at 15 Chatelaine, as presented.
- V. UNFINISHED/NEW BUSINESS**
- A. Landscape Committee Report** – The Landscape Committee reported an influx of rabbit and squirrel colonies due to the removal of the coyotes. Subsequently the grass and plant material are being destroyed by the rabbits. No further action was taken.
 - B. Approved May and June 2016 Landscape Walk Proposals – EarthCo Commercial Landscape** – No further action was taken.

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- C. Board Discussion on Homeowner Modifications Made to Association Maintained Common Area Landscape** – A motion was made, seconded and carried to approve the landscape modification procedure as follows: Motion carried 4/0.

If a homeowner would like to install and maintain their own plant material, in the Association maintained front yard common area, it will be their responsibility to replace and maintain indefinitely. The homeowner will need to submit an architectural application to be approved by the architectural committee, prior to any modifications. If they move/sell their home, they will be responsible to pay for a new front yard plant pallet installation based on the Association's plant palette, prior to selling their home.

If a homeowner would like to have a reasonable plant pallet upgrade that does not deviate too far from the Association's existing plant pallet, the homeowner will be required to pay for the upgraded plant pallet and the Association will continue to maintain and replace any plant material that perishes naturally.

- D. Homeowner Request – EarthCo Landscape Plant Installation** – A motion was made, seconded and carried to have the homeowner pay to restore the front yard common area landscape that was modified and maintained by the homeowner many years. At this time, the homeowner would like the Association to maintain the front yard common area; therefore, she will be responsible to pay for a new front yard plant pallet installation based on the Association's plant palette. A new proposal will be obtained from EarthCo Landscape. Motion carried 4/0.
- E. Blue Balance Pool and Janitorial Service, Inc., with/ Title 22 Compliant Maintenance** – A motion was made, seconded and carried to approve the Blue Balance Pool and Janitorial Service, Inc. contract proposal, w/ Title 22 Compliant Maintenance, to service the Montserrat at Newport Ridge Maintenance Association pool and spa, for a monthly average of \$747.00, as submitted. Motion carried 4/0.
- F. Board Request to Re-Paint Mailbox Posts and Bases** – A motion was made, seconded and carried not to re-paint the mailbox posts and bases as they were re-painted in December 2015. A motion was made, seconded and carried to obtain a proposal to have the utility boxes re-painted, throughout the community. Motion carried 4/0.
- G. Homeowner Reimbursement Request – Common Area Root Intrusion – 15 Chatelaine** – A motion was made, seconded and carried to grant the homeowner's request for the plumbing repair reimbursement at 15 Chatelaine, in the amount of \$1,795.00, due to common area root intrusion, as submitted. Motion carried 4/0.
- H. Holiday Lighting Proposals** – A motion was made, seconded and carried to approve the California Christmas holiday lighting proposal, for a total cost of \$2,850.00, as submitted. The Board would like the holiday lighting installed and operating by November 25, 2016. Motion carried 4/0.

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- I. 2017 Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal from Advanced Reserve Solutions to prepare the Montserrat at Newport Ridge Maintenance Association reserve study, without a site inspection for FYE 2017, for a total cost of \$500.00, as submitted. Motion carried 4/0.
- J. Items in the Pool Pump Room** – A motion was made, seconded and carried to allow Ariel, with EarthCo Commercial Landscape, to store the following items in the pool pump room: shovel, rake, pole pruner, ladder, water, microwave and a chair. Management recommended that the microwave be omitted as it may be considered a liability in general and by the insurance carrier. The Board of Directors overruled Management's aforementioned recommendation. Motion carried 4/0.
- K. Security Camera – Hilltop Alarms, Inc.** – A motion was made, seconded and carried to approve the security camera installation proposal amount of \$1,200.00, at the Terrace Ridge Gate, and the security camera installation amount of \$1,750.00, at the pool area. A motion was made, seconded and carried to meet with Harold Pike, from Hilltop Alarms, to confirm security camera placement and possibly add two (2) more security cameras at the pool, as well as, discuss enforceable surveillance signage installation. Motion carried 4/0.
- L. Montserrat Parking Rules and Regulations Towing Policy** – A motion was made, seconded and carried to approve to mail out the amended Montserrat Parking Rules and Regulations and Towing Policy, to the membership for thirty (30) day comment. Motion carried 4/0.
- M. Budget and Reserve Study Discussion** – A motion was made, seconded and carried to inquire if the unfunded stamped concrete reserve line item would be considered the pool decking, which is not currently being funded. A pool deck reserve line item must be added and funded. Motion carried 4/0.
- N. Board Meeting Banner Discussion** – A motion was made, seconded and carried to obtain a proposal for an 18" x 24" vinyl sign, with grommets on all four corners that can be secured with zip ties. Motion carried 4/0.
- O. Delinquent Account** – A motion was made, seconded and carried to take the following action: Motion carried 4/0.
- **APN#461-191-51** – To file a lien for the collection of outstanding assessments and applicable charges.
- P. Next Meeting Agenda** – A motion was made, seconded and carried to allow the Board of Directors time to discuss future agenda items. Motion carried 4/0.
- Q. Next Meeting Date** – The next Board Meeting date is scheduled for Thursday, September 8, 2016 at 6:00 PM at the Newport Coast Community Center, located at 6401 San Joaquin Hills Road, Newport Coast, CA 92657.

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VI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:59 PM to enter into Executive Session.

ACCEPTED:  DATE: 9/8/16