

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
SEPTEMBER 8, 2016  
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<b>BOARD MEMBERS PRESENT:</b>	Sharon Fisher	President
	Herb Roth	Vice President
	Gerhard Widtmann	Treasurer
	Stephanie Sandoz	Secretary
	Signe Keller	Member at Large

**BOARD MEMBERS ABSENT:** None

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

**ITEMS DISCUSSED IN EXECUTIVE SESSION – JULY 14, 2016**

- Executive Minutes from May 12, 2016 were approved.
- Written communication provided for informational purposes only.
- A delinquent account was discussed.
- A hearing was held.

**GENERAL SESSION**

- I. CALL TO ORDER** – The meeting was called to order by Board President, Sharon Fisher, at 6:06 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 record that all Directors will remain in their current position. Motion carried 5/0.
- IV. HOMEOWNER FORUM** – There were no 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/Architectural Report – RESOLVED**, to ratify the action taken to approve the July 14, 2016 General Session Board Meeting Minutes and the Architectural Submittal Report from June 1, 2016 – September 1, 2016, as submitted.
  - B. Approval of the Financial Statements – RESOLVED**, to ratify the action taken and accept the June 30, 2016 and the July 31, 2016 financial statements, as presented.

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- C. Plant Installation – EarthCo Commercial Landscape – 6 Chatelaine – RESOLVED**, to ratify the action taken and accept the correspondence from the homeowner at 6 Chatelaine and the approved proposal sent to EarthCo Commercial Landscape authorizing them to proceed with the new plant installation at 6 Chatelaine, for a total cost of \$347.00. The cost was invoiced to, and paid for by, the homeowners at 6 Chatelaine to officially deem this address back onto the Association’s regular front yard common area maintenance and plant replacement schedule, as presented

**V. UNFINISHED/NEW BUSINESS**

- A. Reserve CD Maturation** – A motion was made, seconded and carried to approve to authorize the Executive Committee members, Herb Roth and Gerhard Widtmann, to make the final decision on the action to be taken on the reserve CD, CIT Bank FKA, at One West Bank, that will mature on 11/5/16, in the amount of \$50,180.45, once the rate sheet is received. Motion carried 5/0.
- B. Landscape Committee Report** – No action was needed.
- C. Security Camera Discussion – Hilltop Alarms, Inc.** – No action was needed.
- D. 2017 Personal Touch Cleaning & Maintenance, Inc. Monthly Janitorial Contract Fee Increase** – A motion was made, seconded and carried to approve the Personal Touch Cleaning & Maintenance, Inc. monthly Janitorial contract increase of \$17.16 or 6%, as submitted. Motion carried 5/0.
- E. Utility Box Painting Proposals** – A motion was made, seconded and carried to approve the Pacifica Painting & Contracting, Inc. proposal, Option B, for a total cost of \$1,675.00, using Sherwin Williams High Solids 2 Part Polyurethane gloss in Basalt Green. The Board has requested a sample of the Basalt Green be applied prior to approving this color. Motion carried 5/0.
- F. Pool Pump Room Remediation Proposals** – A motion was made, seconded and carried to approve the 24 Hour Restoration and Construction proposal to restore the pool pump room, for a total cost of \$3,479.30, as submitted. Motion carried 5/0.
- G. 2017 Parking Permit Renewal Program** – A motion was made, seconded and carried to approve the 2017 Parking Permit Application mail out by Nordic Security. Motion carried 5/0.
- H. Over Seeding Proposal – EarthCo Commercial Landscape** – A motion was made, seconded and carried to approve the EarthCo Commercial Landscape over seeding proposal, for a total cost of \$1,470.00, as submitted. Motion carried 4/1.

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- I. Architectural Review Committee Discussion** – A motion was made, seconded and carried to approve to have Board member, Gerhard Widtmann, begin to review the Newport Ridge Architectural Rules/Guidelines and to begin implementing all architectural application fees as listed on the Montserrat at Newport Ridge Maintenance Associational architectural application form. Motion carried 5/0.
  
- J. 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.
  
- K. Next Meeting Date** – The next Board Meeting date is scheduled for Thursday, November 10, 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 6:55 PM to enter into Executive Session.

ACCEPTED:  DATE: 11/16/2016