

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 10, 2016
PAGE 1 OF 3**

BOARD MEMBERS PRESENT:	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 – SEPTEMBER 8, 2016

- Executive Minutes from July 14, 2016 were approved.
- Hearings were held.

GENERAL SESSION

- I. CALL TO ORDER** – The meeting was called to order by Board President, Sharon Fisher, at 6:02 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. HOMEOWNER FORUM** – There were five (5) homeowners present during Homeowner Forum.
- IV. 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 September 8, 2016 General Session Board Meeting Minutes and the Architectural Submittal Report from September 1, 2016 – November 1, 2016, as submitted.
 - B. Approval of the Financial Statements – RESOLVED**, to ratify the action taken and accept the August 31, 2016 and September 30, 2016 financial statements, as presented.
 - C. Executive Committee Report – Reserve CD Maturation – CIT Bank FKA at One West Bank – RESOLVED**, to ratify the action taken and accept the correspondence sent between Management and the Executive Committee approving to roll over the reserve CD CIT Bank FKA, at One West Bank, maturing in the amount of \$50,180.45, on 11/5/16, for a term of six (6) months, as presented.

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 10, 2016
PAGE 2 OF 3**

V. UNFINISHED/NEW BUSINESS

- A. 2017 – 2018 Draft Reserve Study** – A motion was made, seconded and carried to approve the 2017 – 2018 Draft Reserve Study as prepared by Advanced Reserve Solutions, Inc. Motion carried 5/0.
- B. 2016 – 2017 Audit & Income Tax Proposals** – A motion was made, seconded and carried to approve to have Robert A. Owens, C.P.A. prepare the Association's 2016 – 2017 audit and taxes, for a total cost of \$1,100.00. Motion carried 5/0.
- C. Nordic Security Services Post Orders** – No action taken at this time.
- D. Landscape Committee Report – Plant Palette Profile** – No action taken at this time.
- E. Landscape Proposals – EarthCo Commercial Landscape** – A motion was made, seconded and carried to partially approve proposal #20187, for the installation of twenty (20) flats of red and white Cyclamen and mulch only, for a total cost of \$1,235.00 and to partially approve proposal #20404, for the installation of fifteen (15) flats of red and white Cyclamen and mulch only, for a total cost of \$935.00. All other items and proposals were not approved at this time. Motion carried 5/0.
- F. Exterior Color Scheme Palette Discussion** – A motion was made, seconded and carried to approve to have Board Member, Signe Keller, and homeowner, Kim Sefarian, meet with the Association's architect, Jeffery Smith, to devise a new exterior color scheme palette for the Montserrat community. Motion carried 5/0.
- G. Lighting Contract Proposals** – A motion was made, seconded and carried to approve to terminate the current monthly light maintenance contract with ABM Lighting and notify Comet Electric of the Board's approval for them to begin perform the monthly light maintenance, for a total cost of \$75.00 per month, commencing on December 15, 2016. Motion carried 5/0.
- H. Chlorine Generated Salt System Proposal for the Pool – Blue Balance Pool and Janitorial Service, Inc.** – This item was postponed until the next Board Meeting.
- I. Adoption of the Montserrat Proposed Revisions to the Parking Rules and Regulations and Towing Policy** – A motion was made, seconded and carried to approve to formally adopt the revised Montserrat Parking Rules and Regulations and Towing Policy. Motion carried 5/0.
- J. 2017 Keystone Pacific Property Management, Inc. Monthly Contract Fee Increase** – A motion was made, seconded and carried to approve the 2017 Keystone Pacific Property Management, Inc. monthly contract fee increase, in the amount of \$2,144.00 per month, which is an increase of \$62.00 or 3%. Motion carried 5/0.

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 10, 2016
PAGE 3 OF 3**

- K. Security Camera Discussion – Hilltop Alarms, Inc.** – A motion was made, seconded and carried to approve the Hilltop Alarms, Inc. Security Camera proposals for Phase 1, 2 and 3, for a total cost of \$4,800.00. Motion carried 5/0.
- L. 2017 Asphalt Removal and Replacement, Slurry Seal Coating and Striping Proposal** – A motion was made, seconded and carried to approve the JB Bostick Company proposal to conduct the 2017 Asphalt Removal and Replacement, Slurry Seal Coating, with two (2) coats of slurry, Striping, in two (2) Move In's, for a total cost of \$23,676.00. Motion carried 5/0.
- M. Architectural Review Committee Appointment Discussion** – A motion was made, seconded and carried to appoint Carolyn Hacker and Rita Lee to the Architectural Review Committee commencing in January 2017. Motion carried 5/0.
- N. Reimbursement for Stolen Items at the 2016 Halloween Event** – A motion was made, seconded and carried to approve to reimburse Carolyn Hacker, in the amount of \$172.78, for the eight (8) folding chairs that were stolen at the 2016 Halloween Event. Motion carried 5/0.
- O. 2017 Annual Meeting & Election** – A motion was made, seconded and carried to hold the Annual Election on March 9, 2017, to set January 23, 2017 as the record date, and to have a Keystone Pacific representative act as the Inspector of Election and Ballot Custodian. Motion carried 5/0.
- 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 5/0.
- Q. Next Meeting Date** – The next Board Meeting date is scheduled for Thursday, January 12, 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 7:42 PM to enter into Executive Session.

ACCEPTED: _____

Agne Keller

DATE: _____

1.11.17