

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JANUARY 12, 2017  
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**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, LLC.

**ITEMS DISCUSSED IN EXECUTIVE SESSION – NOVEMBER 10, 2016**

- Executive Minutes from September 8, 2016 were approved.
- Auto incident and law enforcement response was discussed.
- Hearing was held.

**GENERAL SESSION**

- I. CALL TO ORDER** – The meeting was called to order by Board President, Sharon Fisher, at 6:05 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 was one (1) homeowner 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 November 10, 2016 General Session Board Meeting Minutes and the Architectural Submittal Report from November 1, 2016 – December 21, 2016, as submitted.
- B. Approval of the Financial Statements – RESOLVED**, to ratify the action taken and accept the October 31, 2016 and November 30, 2016 financial statements, as presented.
- C. Executive Committee Report – Holiday Bonus – RESOLVED**, to ratify the action taken and accept the correspondence sent between Management and the Executive Committee approving the emergency replacement of the inoperative pedestrian gate lock sets, on both sides of the entrance gate, for a total cost of \$627.00, as presented.

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**V. UNFINISHED/NEW BUSINESS**

**A. Adoption of the Proposed Montserrat Parking Rules and Regulations and Towing Policy** – A motion was made, seconded and carried to approve to formally adopt the proposed Montserrat Parking Rules and Regulations and Towing Policy and mail a copy out to the membership. Motion carried 5/0.

**B. Wrought Iron Repairs and Repaint Proposals** – A motion was made, seconded and carried to approve the contract submitted by Empire Works Reconstruction and Painting, to conduct all of the wrought iron repairs and repainting throughout the community, which consists of approximately 2,594 linear feet, utilizing Sherwin Williams ProCryl Metal Primer and Poly100 High Solids 2-Part Polyurethane Finish, with a three (3) year warranty on the repairs and a four (4) year warranty on the paint, for a total cost of \$39,214.00. The project was slated to commence in April 2017. Motion carried 5/0.

**C. Emergency Evacuation Plan Discussion** – No action was taken.

**D. 2017 – 2018 Insurance Renewal – LaBarre/Oksnee** – A motion was made, seconded and carried to approve the LaBarre/Oksnee Insurance Renewal proposal, in the amount of \$6,348.00, as submitted. Motion carried 5/0.

**E. Architectural Application Review Fee** – A motion was made, seconded and carried to approve the revised Montserrat architectural application, as follows:

A \$25.00 application fee is required for all architectural applications. Additional fees and deposits are required for minor, moderate and major architectural/landscape improvements as the plans must be reviewed by the contracted architect, which are as follows: Motion carried 5/0.

Minor Architectural/Landscape Improvements:	\$100.00 No Deposit Required
Moderate Landscape Improvements:	\$200.00 No Deposit Required
Moderate Architectural Improvements:	\$200.00 No Deposit Required
Major Landscape Improvements:	\$275.00; \$300.00 Deposit Required
Major Architectural Improvements:	\$350.00; \$300.00 Deposit Required

**F. 2017 – 2018 Draft Budget and Reserve Maintenance Disclosure** – A motion was made, seconded and carried to approve the 2017 – 2018 Draft Budget and Reserve Maintenance Disclosure for the Montserrat at Newport Ridge Maintenance Association, with an increase of \$30.00 to \$305.00 per month or 10.91%, with the additional funds to be added to the Landscape Extras operating line item, as discussed. Motion carried 5/0.

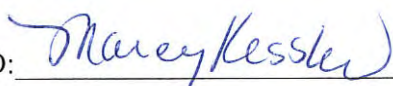
**G. Chlorine Generated Salt System Proposal for the Pool – Blue Balance Pool and Janitorial Service, Inc.** – A motion was made, seconded and carried to place this item on the March agenda and ask Alan Smith Pools if the current pool hardware would needed to be switched out if a salt water pool system was to be installed and obtain his opinion on salt water pool systems for HOA commercial use. Motion carried 5/0.

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- H. Landscape Committee Resignation** – No action was taken.
- I. Adoption of the Proposed Montserrat at Newport Ridge Maintenance Association Leasing Restrictions** – A motion was made, seconded and carried to approve to formally adopt the proposed Montserrat at Newport Ridge Maintenance Association Leasing Restrictions and mail a copy out to the membership. Motion carried 5/0.
- J. Homeowner Request – EarthCo Commercial Landscape Proposal – 15 Giverny** – A motion was made, seconded and carried to approve the proposal submitted by EarthCo Commercial Landscape to install ten (10) 5 gallon iceberg roses, twenty (20) 5 gallon Buxus green beauty and mulch, for a total cost of \$665.00, as submitted. Motion carried 5/0.
- K. Holiday Lighting Discussion** – A motion was made, seconded and carried to approve to obtain proposal to install GFI outlets near the pool to aid in adequate electric sources for 2017’s Holiday Lighting. Motion carried 5/0.
- L. Increasing CC&R Violation Fine Increments Discussion** – A motion was made, seconded and carried to approve to amend the current Montserrat schedule of fines from increments of \$100.00, \$300.00 and \$500.00 and increase the fines to increments of \$250.00, \$500.00 and \$1,000.00, for all CC&R violations, and mail out for a thirty (30) day comment period. Motion carried 5/0.
- M. Annual Maintenance Inspection Proposals** – A motion was made, seconded and carried to approve the proposal, submitted by Orange Coast Building Service, Inc., to perform the Annual Maintenance Inspection for Montserrat at Newport Ridge Maintenance Association, for a total cost of \$551.00, as submitted. Motion carried 5/0.
- N. Homeowner Request for Tree Removal – 15 Avignon** – A motion was made, seconded and carried to request a proposal, from EarthCo Commercial Landscape, to remove the Liquid Amber tree from the front yard of 15 Avignon, per the homeowner’s request, and to obtain a recommendation, from the arborist, as to any immediate emergency for the removal. Motion carried 5/0.
- O. 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.
- P. Next Meeting Date** – The next Board Meeting date is scheduled for Thursday, March 9, 2017 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 8:16 PM to enter into Executive Session.

ACCEPTED:  DATE: \_\_\_\_\_