

MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MINUTES – JANUARY 8, 2015

BOARD MEMBERS PRESENT:

Sharon Fisher
Signe Keller
Greg Lynch
Sally Phelps

BOARD MEMBER ABSENT:

Gilbert Almarez

MANAGEMENT REPRESENTATIVE:

Bea Garrahy, CCAM
Keystone Pacific Property Management, Inc.

CALL TO ORDER:

The meeting was called to order at 6:05 P.M. by the Board President, Signe Keller, at the Newport Coast Community Center, 6401 San Joaquin Hills Road, Newport Coast, CA.

EXECUTIVE SUMMARY FROM THE NOVEMBER 13, 2014 MEETING:

The minutes of the September 10, 2014 meeting and Emergency Executive Minutes from July 22, 2014 were approved, appropriate action was taken on hearing notices and homeowner concerns and third party contracts were approved.

HOMEOWNER FORUM: There were two homeowners present to discuss parking and children playing in the street and unattended play equipment, mailbox responsibility for repairs and who is responsible for over grown vines on perimeter walls.

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 General Session Meeting Minutes and Architectural Reports – RESOLVED**, to ratify the action taken and approve the November 13, 2014 General Session Meeting Minutes and Architectural Reports as prepared Management.
- B. **Approval of Emergency Executive Committee Meeting Resolution – December 3, 2014 – RESOLVED**, to ratify the action taken and approve the Emergency Executive Committee decision for a holiday cash bonus to the onsite gardener from O’Connell Landscape in the amount of \$200.00 and to reimburse Signe Keller for this bonus.
- C. **Approval of Emergency Executive Committee Meeting Resolution – November 11, 2014 – RESOLVED**, to ratify the action taken and approve the Emergency Executive Committee Meeting Resolution to approve the proposal from MAB Pools & Spas to replace the pool pump and motor in the amount of \$1,817.50.
- D. **Approval of Emergency Committee Meeting Resolution – November 17, 2014 – RESOLVED**, to ratify the action taken and approve the Emergency Executive Committee Meeting Resolution to approve the fee reduction from \$1,100.00 to \$1,000.00 to have Robert A. Owens, C.P.A. prepare the 2014-2015 Audit.

MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MINUTES – JANUARY 8, 2015

- E. **Approval of Emergency Committee Meeting Resolution – December 11, 2014 – RESOLVED**, to ratify the Emergency Executive Committee Meeting Resolution to approve the mailbox repairs from Hillcrest Construction in the amount of \$230.00.
- F. **Approval of Emergency Committee Meeting Resolution – November 24, 2014 – RESOLVED**, to ratify the action taken and approve the Emergency Executive Committee Meeting Resolution to approve the proposal from MAB Pools & Spas for the replacement of the spa pump and motor for the pump in the amount of \$1,667.80.
- G. **Approval of the Financial Statements – RESOLVED**, to ratify the actions taken and approve the October 30, 2014 and November 30, 2014 financial statements as prepared by Management.
Motion carried 4/0

UNFINISHED/NEW BUSINESS

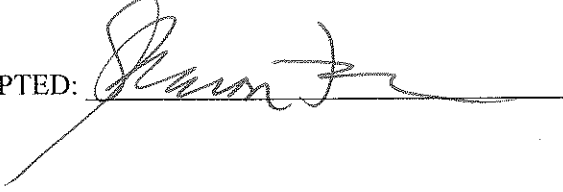
- A. **Insurance Renewal** – A motion was made, seconded and carried to approve the 2015-2016 insurance premium with Great American Insurance with the D&O policy through Liberty Mutual insurance for a total cost of \$6,046.00. Motion carried 4/0
- B. **Annual Inspection Report/Storm Drain Cleaning** – A motion was made, seconded and carried to approve the proposal from Pro Tec Building Services to clean the storm drains at a cost of \$1,394.00. Motion carried 4/0
- C. **Mailbox Painting** – This item has been tabled until the March 12, 2015 meeting.
- D. **Mailbox Latch Repairs** – This item has been tabled until the March 12, 2015 meeting.
- E. **Pool/Spa Re-Surfacing Proposals** – A motion was made, second and carried to schedule a Special General Session Meeting with the Board on January 26, 2015 with Alan Smith Pools and Adams Brothers Pools to review the proposals and to select a vendor to proceed with the pool and spa re-plastering before the March 12, 2015 meeting. 4/0
- F. **Alan Smith Proposal/Mastic Joints & Stamped Concrete Repairs** – A motion was made, seconded and carried to review this project at the Special General Session meeting on January 26, 2015. 4/0
- G. **Real Estate Signs** – A motion was made, seconded and carried to approve the real estate signs as used by Newport Ridge Master Association and to notify the local real estate vendors of this requirement. 4/0
- H. **Gate Directory** – This item has been tabled until the March 12, 2015 meeting.
- I. **Pool Maintenance Contract and Janitorial Contract/Blue Balance** – This item has been tabled until the March 12, 2015 meeting.
- J. **Next Meeting Agenda** – This item has been added to the agenda to allow Board members time to add items to the agenda for the March 12, 2015 meeting.
- K. **Next Meeting Date** – Thursday, March 12, 2015 at 6:00 P.M. at the Newport Coast Community Center.

MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MINUTES – JANUARY 8, 2015

ADJOURNMENT

There being no further business to discuss, the General Session meeting was adjourned at 7:10 PM. to enter into Executive Session.

ACCEPTED:

A handwritten signature in cursive script, appearing to read "Stan J.", written over a horizontal line.

DATE:

3/12/2015