

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 12, 2015
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BOARD MEMBERS PRESENT: Signe Keller
Sharon Fisher
Sally Phelps
Herbert Roth

BOARD MEMBERS ABSENT: Greg Lynch

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

ITEMS DISCUSSED IN EXECUTIVE SESSION – SEPTEMBER 10, 2015

- Executive Minutes from July 9, 2015 were approved.
- Homeowner requests were discussed.
- Legal matters were discussed.
- The Montserrat Parking Rules and Regulations amendment was discussed.

GENERAL SESSION

- I. CALL TO ORDER** – The meeting was called to order by the Management at 6:07 PM, 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 to discuss parking grievances.
- IV. 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 September 10, 2015 General Session Board Meeting Minutes, and the Architectural Submittal Report from September 1, 2015 – November 4, 2015, as submitted.
- B. Approval of the Financial Statements – RESOLVED**, to ratify the action taken and accept the August 31, 2015 and the September 30, 2015 financial statements, as presented.
- V. OLD/NEW BUSINESS**
- A. Delinquent Account** – A motion was made, seconded and carried to approve to file a lien on APN#461-191-51 for the collection of outstanding assessments and applicable charges. Motion carried 4/0.

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- B. Annual Meeting & Election 2016** – A motion was made, seconded and carried to hold the Annual Election on March 10, 2016, to set January 26, 2016 as the record date and to have a Keystone Pacific representative act as the Inspector of Election and Ballot Custodian. Motion carried 4/0.
- C. 2016 O’Connell Landscape Maintenance Monthly Contract Fee Increase** – A motion was made, seconded and carried not to approve the 2016 O’Connell Landscape Maintenance monthly contract fee increase, to place O’Connell Landscape Maintenance on sixty (60) day notice and to obtain 3 additional proposals to be presented at the January 14, 2016 Board Meeting. Motion carried 4/0.
- D. 2015 – 2016 Audit & Income Tax Proposals** – A motion was made, seconded and carried to approve to have Robert A. Owens, C.P.A. price match and prepare the Association’s 2015 – 2016 audit and taxes for a total cost of \$900.00. Motion carried 4/0.
- E. Title 22 of the California Code of Regulations Notification – Blue Balance Pool and Janitorial Service, Inc.** – This item was included for informational purposes only; no action was needed.
- F. Montserrat Parking Rules and Regulations and Towing Policy** – This item was tabled until the January Board meeting.
- G. 2016 Personal Touch Cleaning & Maintenance, Inc. Monthly Janitorial Contract Fee Increase** – A motion was made, seconded and carried not to approve the 2016 Personal Touch Cleaning & Maintenance, Inc. Monthly Janitorial Contract Fee Increase. Motion carried 4/0.
- H. 2016 Keystone Pacific Property Management, Inc. Monthly Contract Fee Increase** – A motion was made, seconded and carried to approve the 2016 Keystone Pacific Property Management, Inc. monthly contract fee increase, in the amount of \$61.00 or 3%, as submitted. Motion carried 4/0
- I. Common Area Repairs – T.R. Construction** – A motion was made, seconded and carried to approve the following common area item repairs: Pool Entrance Stucco Repair in the amount of \$250.0, Painting of (34) Mailbox Posts and (5) Light Posts in the amount of \$1,500.00 and the Community Wall Painting in the amount of \$300.00, as submitted. Motion carried 4/0.
- J. Gate Access Control Program – HOA Technology** – This item was tabled until the January Board Meeting.
- K. Security Camera Proposals** – This item was tabled until the January Board meeting.

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- L. Next Meeting Agenda** – A motion was made, seconded and carried to add a Reserve Study and Budget discussion to the January agenda. Motion carried 4/0.

- M. Next Meeting Date** – The next meeting date is scheduled for Thursday, January 14, 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 6:57 PM to enter into Executive Session.

ACCEPTED: *Patty Phelps* DATE: 1/14/16