

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
JANUARY 14, 2016
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BOARD MEMBERS PRESENT: Signe Keller President
Sharon Fisher Treasurer
Sally Phelps Secretary

BOARD MEMBERS ABSENT: Greg Lynch Vice President
Herbert Roth Member At Large

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

ITEMS DISCUSSED IN EXECUTIVE SESSION – NOVEMBER 12, 2015

- Executive Minutes from September 10, 2015 were approved.
- Delinquent account was discussed.
- Annual Legal Retainer Renewal Contract was discussed.
- Legal matter was discussed.
- Homeowner requests were discussed.

GENERAL SESSION

- I. CALL TO ORDER** – The meeting was called to order by Management at 6:08 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 November 12, 2015 General Session Board Meeting Minutes, and the Architectural Submittal Report from November 1, 2015 – January 11, 2016, as submitted.
- B. Approval of the Financial Statements – RESOLVED**, to ratify the action taken and accept the October 31, 2015 and the November 30, 2015 financial statements, as presented.

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V. OLD/NEW BUSINESS

- A. Mailbox Latch Repair Proposal – Orange County Contractor Services –** A motion was made, seconded and carried not to approve the proposal submitted by Orange County Contractor Services and obtain a proposal from the handyman, Thomas Raffetto, at TR Construction with a not to exceed amount of \$500.00. Motion carried 3/0.
- B. Garage Inspection Fee Clarification –** It was discussed and confirmed that the \$25.00 fee, for the 2016 Parking Permit/Renewal Program at Montserrat, is paid directly to Nordic Security Services for a one-time inspection of a homeowner's garage. The \$25.00 fee is not per permit, it is only to pay for the cost incurred to have Nordic Security Services come out and inspect the homeowner's garage. No further action is needed.
- C. 2017 Draft Reserve Study –** A motion was made, seconded and carried to approve the 2017 Draft Reserve Study as prepared by Advanced Reserve Solutions, Inc. Motion carried 3/0.
- D. 2016 – 2017 Draft Budget and Reserve Maintenance Disclosure –** A motion was made, seconded and carried to approve the 2016 – 2017 Draft Budget and Reserve Maintenance Disclosure for the Montserrat At Newport Ridge Maintenance Association, with an increase of \$25.00 to \$275.00 per month or a 10% increase, as revised by the Board of Directors at the January 14, 2016 Board Meeting. The Board would like the excess funds to be put into the reserve account. Motion carried 3/0.
- E. Landscape Maintenance Contract Proposals –** A motion was made, seconded and carried to terminate the monthly landscape contract with O'Connell Landscape Maintenance, Inc. and approve the contract, submitted by EarthCo Commercial Landscape, to perform the Association's monthly landscape maintenance, for a cost of \$6,400.00 per month. O'Connell Landscape will be sent a 30 day termination notification on January 15, 2016 and EarthCo Commercial Landscape will begin their services on February 15, 2016. Additionally, the Board discussed having Great Scott Services perform their annual tree trimming. Motion carried 3/0.
- F. 2016 – 2017 Insurance Renewal – La Barre/Oksnee –** A motion was made, seconded and carried to approve the 2016 – 2017 Insurance Renewal submitted by La Barre/Oksnee, in the amount of \$6,065.00, as submitted. Motion carried 3/0.
- G. Montserrat Parking Rules and Regulations and Towing Policy –** This item was tabled until the May Board Meeting.
- H. Gate Access Control Program – HOA Technology –** This item was tabled at this time.

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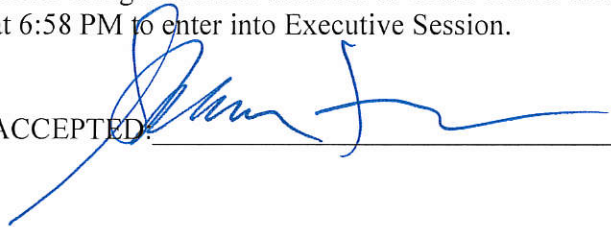
- I. Security Camera Proposals** – This item was tabled at this time.
- J. Next Meeting Agenda** – A motion was made, seconded and carried to add a Reserve Study and Budget discussion to the January agenda. Motion carried 3/0.
- K. Next Meeting Date** – The next Annual Meeting and Election date is scheduled for Thursday, March 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 6:58 PM to enter into Executive Session.

ACCEPTED: _____

DATE: _____

 3/10/16