

**MONTSERRAT AT NEWPORT RIDGE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
MARCH 10, 2016
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BOARD MEMBERS PRESENT:

Sharon Fisher
Herbert Roth
Stephanie Sandoz
Gerhard Widtmann

BOARD MEMBERS ABSENT:

Signe Keller President

MANAGEMENT REPRESENTATIVE:

Adrian Robertson, CMCA
Keystone Pacific Property Management, Inc.

ITEMS DISCUSSED IN EXECUTIVE SESSION – JANUARY 14, 2016

- Executive Minutes from November 12, 2015 were approved.
- A hearing was held.
- A Homeowner request was 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. APPOINTMENT OF OFFICERS** – A motion was made seconded and carried not to re-seat the Board until the following Board Meeting.
- IV. HOMEOWNER FORUM** – There were five (5) homeowners present during Homeowner Forum to discuss parking grievances.
- V. 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 January 14, 2016 General Session Board Meeting Minutes, and the Architectural Submittal Report from January 1, 2016 – March 2, 2016, as submitted.
 - B. Approval of the Financial Statements and Variance Report – RESOLVED**, to ratify the action taken and accept the December 31, 2015 and the January 31, 2016 financial statements, as presented.

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V. UNFINISHED/NEW BUSINESS

- A. EarthCo Commercial Landscape – Guest Speaker: Manny Vargas –** No action was needed.
- B. Annual Maintenance Inspection Proposals –** A motion was made, seconded and carried to approve the La Jolla Pacific Construction Services proposal to perform the annual maintenance inspection and generate a report to be mailed to the membership, for a total cost of \$1,050.00, as submitted. Motion carried 4/0.
- C. Spring Cleaning Proposal – Personal Touch Cleaning & Maintenance, Inc. –** A motion was made, seconded and carried to postpone this item until the next board meeting, for further discussion. Motion carried 4/0.
- D. 3 Year Tree Trimming Proposal – Great Scott Tree Service, Inc. –** A motion was made, seconded and carried to approve the Great Scott Tree Trimming Service, Inc. proposal to perform the 2016 tree trimming service at Montserrat, for a total cost of \$7,040.00, as submitted. Motion carried 4/0.
- E. Pool and Spa Re-Plaster Proposals –** A motion was made, seconded and carried to approve to invite a representative from Alan Smith Pools to create a power point presentation for the pool and spa re-plaster to present to the Board at the next meeting and answer any further questions the Board of Directors may have about the pool and spa re-plaster project so that the project can commence. Motion carried 4/0.
- F. Executive Committee Charter –** A motion was made seconded and carried to formally appoint Herb Roth and Gerhard Widtmann to the Executive Committee with the revisions noted at the March 10, 2016 Board Meeting. Motion carried 4/0.
- G. Next Meeting Agenda –** A motion was made, seconded and carried to allow the Board of Directors time to discuss future agenda items. Motion carried 4/0.
- H. Next Meeting Date –** The next Board Meeting date is scheduled for Thursday, May 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 7:37 PM to enter into Executive Session.

ACCEPTED: _____

DATE: _____

[Handwritten Signature] 5/12/16