

NORTHWOOD POINTE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 10, 2014
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BOARD MEMBERS PRESENT: Jan Northcutt
 Bob King
 Melody Alvarado

BOARD MEMBERS ABSENT: Brian Kodi

MANAGEMENT REPRESENTATIVES: Lani Kaneshiro, Keystone Pacific

ITEMS DISCUSSED IN THE EXECUTIVE SESSION MEETING – September 8, 2014
The Executive Session minutes from the July 28, 2014 meeting were approved.
Additionally, the Board discussed and took action on delinquent accounts.

CALL TO ORDER

Jan Northcutt, President called the meeting to order at 6:14 p.m.

HOMEOWNER FORUM

At this time, it was noted that no homeowners were present.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the consent calendar as follows:

- Item A: To ratify the action taken and approve the September 8, 2014 General Session minutes and accept the Architectural Reports for August 10, 2014 through Septembers 10, 2014, as submitted.
- Item B: To accept the August 31, 2014 and September 30, 2014 financial statements as presented.
- Item C: To accept the Executive Committee Report as follows:
 - September 8, 2014 – Approved to open two (2) new \$75,000.00 operating CDs with Merrill Lynch for nine (9) month terms, at the highest rates at the time of investment.
- Item D: To file a lien against APN#530-631-147 for outstanding assessments and applicable charges.
- Item E: To ratify the action taken and approve the Variance Request for 16 Spring Grove to construct the proposed patio cover at an overall height of 9' with a minimum 4' setback (versus the 5' setback in the guidelines) to replace the existing patio cover in the same location.
- Item F: To ratify the action taken and approve the Variance Request for 7 Middleton to construct the proposed patio cover at an overall height of 10' (versus the 9' height restriction in the guidelines).

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CONSENT CALENDAR – (Con’t.)

Item G: To appoint the delegates/alternate delegates as listed below:

<u>District #</u>	<u>Delegate</u>	<u>Back-Up Delegate</u>
District 1 (Silverado)	Jan Northcutt	Bob King
District 2 (Tremaine)	Jan Northcutt	Bob King
District 3 (Fairmont)	Jan Northcutt	Bob King
District 4 (Bainbridge)	Jan Northcutt	Bob King
District 5 (Mahogany)	Bob King	Melody Alvarado
District 6 (Oakhurst)	Bob King	Melody Alvarado
District 7 (Lexington)	Bob King	Melody Alvarado
District 8 (Mayfield)	Bob King	Melody Alvarado
District 9 (Cristal)	Melody Alvarado	Jan Northcutt
District 10 (Rosegate/Lanesend)	Melody Alvarado	Jan Northcutt
District 15 (Somerton/Collage)	Melody Alvarado	Jan Northcutt

Item H: To set the cut-off date for Candidacy Statements to be submitted as January 31, 2015, to set a record date for Members entitled to notice of the April 7, 2015 Delegate District Meeting as March 1, 2015, to set a record date for Members entitled to vote at the April 13, 2015 Delegate District Meetings as March 1, 2015, and to appoint Keystone Pacific as the Inspector of Election for the April 2015 Delegate District & Delegate Meetings.

Item I: To appoint Melody Alvarado, Bob King and Jan Northcutt to the Architectural Committee to serve for 2015. Additionally, to resolve to allow the current third party architect, Rob Mitchell & Associates to review architectural submittals and render decisions on the Architectural Committee’s behalf with the Architectural Committee reserving the right to review any submittals and make final approvals/denials at its discretion.

Item J: To appoint Jan Northcutt and Bob King to serve as the Executive Committee with the responsibilities as outlined in the Executive Committee Charter.

Item K: To reappoint Renee Shaffer to continue to chair the Social Committee for the 2015.

Item L: To ratify the action to be taken and approve Icon to hang the holiday wreaths by the Monday after Thanksgiving and to remove these on January 5th.

Item M: To adopt the 2015 Board meeting schedule as noted below:

- January 12, 2015
- March 9, 2015
- April 13 & 14, 2015*
- May 11, 2015
- July 13, 2015
- September 14, 2015
- November 9, 2015

* Meeting of the Delegate Districts & Annual Meeting of the Delegates.

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CONSENT CALENDAR – (Con't.)

- Item N: To approve the proposal (\$1,025.00) from Inouye, Shively, Longtin & Klatt to prepare the 2014/2015 year end audit and taxes.
- Item O: To approve the 2015/2016 reserve study as prepared by Advanced Reserve Solutions.
- Item P: To approve the 2015 lifeguard schedule and Safe Swim contract renewal (\$55,841.20) as proposed.
- Item Q: To approve the renewal of the Association's liability, property, auto, D&O, umbrella, fidelity bond, and worker's compensation policies as outlined in the proposal from Armstrong/Robitaille/Riegle Business and Insurance Solutions for an estimated total premium cost of \$22,357.48.
- Item R: Pulled from the Consent Calendar for discussion.
- Item S: To approve the proposal (\$22,200.00) from Villa Park for the trimming of the Wind Row Eucalyptus trees. This item will be expensed to Reserves – Tree Trimming – Wind Rows.

Vote 3-0-0

ITEM R: TREE REMOVALS/REPLACEMENTS – WIND ROWS

A motion was made, seconded and carried to approve the proposal by Villa Park dated October 22, 2014 in the amount of \$8,180.00 to remove eight (8) Eucalyptus trees and replace ten (10) Eucalyptus trees as identified by the Association's arborists. Six (6) additional Eucalyptus trees are being removed by Villa Park at no charge for the removals. This item will be expensed to Reserves – Tree Replacement. Vote 3-0-0

OLD/NEW BUSINESS

2015/2016 Fiscal Year Budget & Reserve Maintenance Disclosure – Upon review and discussion, a motion was made, seconded and carried to approve the 2015/2016 Fiscal Year Budget & Reserve Maintenance Disclosure with the assessments increasing \$5.00/month to \$45.00 per month beginning April 1, 2015. Additionally, to approve the 4% requested increase from the landscape service, the 4% requested increase from the light maintenance service and the 1.7% requested increase from Management to be effective April 1, 2015 with the Association's new fiscal year budget. Vote 3-0-0

Defibrillator – Pool Area – At this time, the Board chose not to pursue this item further.

Wi-Fi – Pool Area – This item was tabled for further review at the January meeting.

BBQ Grills/Sinks/Shade Structure – Pool Area – A motion was made, seconded and carried to proceed with these items and designate Ms. Northcutt as the project liaison, subject to the final Board approval of the design and project costs. Vote 3-0-0

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OLD/NEW BUSINESS – (Con't.)

Restroom/Shower Floor Re-Coating Proposals – Pool Area – A motion was made, seconded and carried to proceed with this item in conjunction with the BBQ/Shade Structure Project. Vote 3-0-0

Trellis Woodwork replacement – Pool Area – A motion was made, seconded and carried to proceed with this item in conjunction with the BBQ/Shade Structure Project.
Vote 3-0-0

Emergency Preparedness Plan – Upon discussion, the Board agreed to leave this issue to the discretion of each sub-association and suggest that each sub-association solicit interest in the newsletters.

Additional Lifeguard Service –Weekends – At this time, the Board choose not to act on this item. Lifeguard service will continue through the end of October.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:44 p.m. The next Board meeting will be held on November 10, 2014 with Homeowner Forum at 6:00 p.m.

ATTEST: *Kerlody Alvarado* DATE: 1-12-15