

NORTHWOOD POINTE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 9, 2015
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BOARD MEMBERS PRESENT: Jan Northcutt
 Bob King
 Melody Alvarado
 (called in to establish quorum)

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVES: Lani Kaneshiro, Keystone Pacific

ITEMS DISCUSSED IN THE EXECUTIVE SESSION MEETING – September 14, 2015
The Executive Session minutes from the July 13, 2015 meeting were approved.
Additionally, the Board discussed and took action on delinquent accounts.

CALL TO ORDER

Bob King, President, called the meeting to order at 6:04 p.m.

At this time, it was noted that Mrs. Alvarado left the meeting.

SOCIAL COMMITTEE UPDATE

The next event will be the Annual Snow Day in January.

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 14, 2015 General Session minutes and accept the Architectural Reports for September 1, 2015 through October 31, 2015, as submitted.
- Item B: To accept the August 31, 2015 and September 30, 2015 financial statements, as presented.
- Item C: To accept the Executive Committee Report as follows:

September 14, 2015 – Approved to roll over one (1) \$36,881.47 reserve CD with One West Bank for a one (1) year term, at the highest rate at the time of investment. Additionally, approved to roll over one (1) \$245,000.00 reserve CD with Preferred Bank for a twenty-four (24) month term, at the highest rate at the time of investment. Finally, approved to close one (1) \$200,000.00 reserve CD with Union Bank and reinvest it with Merrill Lynch for a thirty-six (36) month term, at the highest rate at the time of investment.

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CONSENT CALENDAR – (Con't.)

- Item D: To file liens against APN#530-432-10, APN#530-301-60, APN#530-231-28, APN#530-311-52, APN#530-611-36, APN#530-631-17, APN#935-540-74, APN#935-541-41, APN#530-631-39, APN#935-542-11, and APN#935-543-20 for outstanding assessments and applicable charges.
- Item E: 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	Jan Northcutt
District 6 (Oakhurst)	Bob King	Jan Northcutt
District 7 (Lexington)	Bob King	Jan Northcutt
District 8 (Mayfield)	Bob King	Jan Northcutt
District 9 (Cristal)	Melody Alvarado	Jan Northcutt
District 10 (Rosegate/Lanesend)	Melody Alvarado	Jan Northcutt
District 15 (Somerton/Collage)	Melody Alvarado	Jan Northcutt

- Item F: To set the cut-off date for Candidacy Statements to be submitted as January 31, 2016, to set a record date for Members entitled to notice of the April 11, 2016 Delegate District Meeting as March 1, 2016, to set a record date for Members entitled to vote at the April 11, 2016 Delegate District Meetings as March 1, 2016, and to appoint Keystone Pacific as the Inspector of Election for the April 2016 Delegate District & Delegate Meetings.
- Item G: To appoint Melody Alvarado, Bob King and Jan Northcutt to the Architectural Committee to serve for 2016. 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 H: To appoint Bob King and Jan Northcutt to serve as the Executive Committee with the responsibilities, as outlined in the Executive Committee Charter.
- Item I: To reappoint Renee Shaffer to continue to chair the Social Committee for 2016.
- Item J: 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 4th.
- Item K: To adopt the 2016 Board meeting schedule as noted below:

January 11, 2016
March 14, 2016
April 11 & 12, 2016*
May 19, 2016
July 11, 2016
September 12, 2016

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November 14, 2016

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

CONSENT CALENDAR – (Con't.)

- Item L: To approve the proposal from Inouye, Shively, Longtin & Klatt, in the amount of \$1,050.00, to prepare the 2015/2016 year-end audit and taxes.
- Item M: To approve the 2016 lifeguard schedule and Safe Swim contract renewal, in the amount of \$60,202.10, as proposed.
- Item N: 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 \$19,558.05.
- Item O: To approve the proposal from Villa Park, in the amount of \$36,340.00, to replace various trees throughout the community along the main arterial streets. This item will be expensed to Reserves – Tree Replacement.

Vote 2-0-0

NEW BUSINESS

2016/2017 Fiscal Year Budget & Reserve Maintenance Disclosure – At this time, the Board reviewed the proposed operating budget and the reserve maintenance disclosure. There was no increase in assessment proposed. This item was tabled for further review at the January meeting.

Architectural Guideline Revisions – This item was tabled for further review. Upon review, the Board will send any comments and questions to Management to be forwarded to the architect for a response.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:09 p.m. The next Board meeting will be held on January 11, 2016 with Homeowner Forum at 6:00 p.m.

ATTEST: *Nelody Alvarado*

DATE: 1-26-16