

NORTHWOOD POINTE MAINTENANCE ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 09, 2016
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BOARD MEMBERS PRESENT: Jan Northcutt
Bob King
Lata Jobanputra

BOARD MEMBERS ABSENT: Melody Alvarado

MANAGEMENT REPRESENTATIVE: Teresa Duhoux, Keystone Pacific

**ITEMS DISCUSSED IN THE EXECUTIVE SESSION MEETING –
March 14, 2016**

The Executive Session minutes from the January 26, 2016 meeting were approved. Additionally, the Board discussed and took action on delinquent accounts and homeowner requests.

CALL TO ORDER

Bob King, Treasurer, called the meeting to order at 6:10 p.m.

BOARD APPOINTMENTS – DIRECTORS APPOINT OFFICERS

President – Melody Alvarado
Vice President – Jan Northcutt
Treasurer – Bob King
Secretary – Lata Jobanputra
Member at Large – Vacant

SOCIAL COMMITTEE UPDATE

The Snow Day expenses totaled \$13,846.71 for the event on February 6, 2016. Renee Shaffer, committee chair, is requesting for the 2017 budget to remain the same. Susan Dickerson, committee chair for the Concerts in the Park, is requesting to increase the budget to secure the band, Journey, to perform for the Concerts in the Park.

HOMEOWNER FORUM

At this time, it was noted that Kim Collins and Bob Jenkins from Non Toxic Irvine, were in attendance to present organic materials used in communities throughout Irvine and what measures Northwood Pointe can take to utilize organic fertilizer throughout the Association.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the consent calendar as follows:
Vote 3/0

Item A: **Approval of General Session Meeting Minutes, April 11, 2016 Annual Meeting Minutes of the Districts, April 12, 2016 Annual Meeting Minutes of the Delegates and Architectural Report - RESOLVED**, to ratify the action taken and approve the March 14, 2016 General Session Board Meeting, the Annual

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Meeting Minutes of the Districts on April 11, 2016, the Annual Meeting Minutes of the Delegates on April 12, 2016 and the Architectural Submittal Report from 3/5/16 – 5/2/16, as submitted.

- Item B: **Acceptance of Financial Statements - RESOLVED**, to accept the February 29, 2016 and March 31, 2016 financial statements, as presented.
- Item C: **Delinquency Policy Resolution – RESOLVED**, to approve the adoption of the Delinquency Policy Resolution.
- Item D: **Delinquency Report –Place Liens - RESOLVED**, to file liens on APN#935-535-37, APN#530-242-16, APN#530-352-16 and APN#935-541-93 for outstanding assessments and all applicable charges.
- Item E: **Executive Committee Report – RESOLVED**, to accept the Executive Committee Report as follows:
- 5/12/16 – Opus Bank - \$179,939.08 For a 24 Month Term**
- Approved to close the Opus Bank reserve CD, in the amount of \$179,939.08, plus any interest earned, maturing on May 12, 2016, and to reinvest the funds with Merrill Lynch, for a twenty four (24) month term, at the highest interest rate available.
- 5/16/16 – Orange County Business Bank - \$102,424.51 For a 12 Month Term** - Approved to close the Orange County Business Bank, in the amount of \$102,424.51, plus any interest earned, maturing on May 16, 2016, and to reinvest the funds with Merrill Lynch, for a twenty four (24) month term, at the highest interest rate available.
- 5/17/16 – Pacific Western Bank - \$149,161.86 For an 11 Month Term** - Approved to close the Pacific Western Bank reserve CD, in the amount of \$149,161.86, plus any earned interest earned, maturing on May 17, 2016, and to reinvest the funds with Merrill Lynch, for a twenty four (24) month term, at the highest interest rate available.
- 6/14/16 – One West Bank – \$42,180.02 For a 12 Month Term** - Approved to close the One West Bank reserve CD, in the amount of \$42,180.02, plus any interest earned, maturing on June 14, 2016, and to reinvest the funds with Merrill Lynch for a twenty four (24) month term, at the highest interest rate available.
- Item F: **2017/2018 Reserve Study Proposal - RESOLVED**, to approve the proposal from ARS, in the amount of \$1,200.00, to perform an onsite reserve study for the 2017/2018 fiscal year.

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A motion was made, seconded and carried to approve the following items from the consent calendar, with further discussion: Vote 3/0

Item A: Ratification of the Pool Furniture Proposal – Meadowood Pool - A motion was made, seconded and carried to approve the proposal from Outdoor Hospitality, Costco.com, to purchase the furniture for the Meadowood pool, at a cost of \$35,249.04 and to direct Board member Jan Northcutt and Management to determine the purchase of labels for the pool furniture.

UNFINISHED/NEW BUSINESS

Executive Finance Committee Charter - A motion was made, seconded and carried to form an Executive Finance Committee and appoint Board members, Bob King and Jan Northcutt to review and make decisions on maturing CD's, insurance renewals, audit approvals, common area maintenance issues and other items in a timely manner when necessary. Vote 3/0

Architectural Guideline Revisions – A motion was made, seconded and carried to approve the proposed design guidelines as submitted by Robert Mitchell. The proposed guidelines will be sent out to the membership, giving homeowners 30 days to comment before being adopted by the Board at the July 11, 2016. Vote 3/0

Wrought Iron Painting Proposals - A motion was made, seconded and carried to approve the proposal from Brooker and Associates, to repaint the wrought iron painting throughout the community, for a cost of \$63,860.00, expensed to the reserve Painting line item #3120. Vote 3/0.

Villa Park Landscape Proposal – Organic Fertilizer Application – This item was postponed until the July meeting to allow Management and Villa Park to determine the costs associated with organic fertilizer.

Solar System Panel Proposals – Meadowood Pool - A motion was made, seconded and carried to approve the proposal from Suntlet Solar, to replace the solar panels which services the Meadowood pool, for a cost of \$13,089.04, with estimated rebates totaling \$5,175.00, bringing the final estimated cost to \$7,915.00, expensed to reserve Pool/Cabana line item #3140. Vote 3/0

Insurance Requirement Discussion – A motion was made, seconded and carried not waive the insurance requirements for the Association, to allow the Flash team to assist with the unpacking of the pool furniture upon arrival and to seek assistance from Villa Park with the unpacking of the furniture. Vote 3/0

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Community Events - Concerts in the Park Discussion – A motion was made, seconded and carried to approve committee chair, Susan Dickerson, to schedule two (2) Concerts in the Park for the summer, totaling \$8,000.00, expensed to operating Community Events line item #8470. Vote 3/0

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:15 p.m. The next Board meeting will be held on July 11, 2016 with Homeowner Forum at 6:00 p.m.

ATTEST: *Lata Deban*

DATE: 7/12/2016