

NORTHWOOD POINTE MAINTENANCE ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
SEPTEMBER 12, 2016

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**BOARD MEMBERS PRESENT:** Jan Northcutt  
Bob King  
Lata Jobanputra

**BOARD MEMBERS ABSENT:** Melody Alvarado

**MANAGEMENT REPRESENTATIVE:** Teresa Duhoux, CMCA, AMS  
Keystone Pacific

**ITEMS DISCUSSED IN THE EXECUTIVE SESSION MEETING –**

**July 11, 2016**

The Executive Session minutes from the May 9, 2016 meeting were approved. Additionally, the Board discussed and took action on delinquent accounts and the SCE Grant of Easement to the Meadowood and Citrusglen planter.

**CALL TO ORDER**

Jan Northcutt, Vice-President, called the meeting to order at 6:06 p.m.

**SOCIAL COMMITTEE UPDATE**

The Concert in the Park, which was held on July 30, 2016, was a tremendous success. Unfortunately, due to the City of Irvine's activities schedule at Meadowood Park, the Association cannot secure another date for another Concert in the Park for 2016.

**HOMEOWNER FORUM**

There were no homeowners in attendance.

**CONSENT CALENDAR**

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

- A. **Approval of General Session Meeting Minutes from July 11, 2016 and Architectural Report - RESOLVED**, to ratify the action taken and approve the July 11, 2016 General Session Board Meeting and the Architectural Submittal Report from 6/28/16 – 08/29/16, as submitted.
- B. **Acceptance of Financial Statements - RESOLVED**, to accept the June 30, 2016 and July 31, 2016 financial statements, as presented.
- C. **2017/2018 Draft Reserve Study – RESOLVED**, to approve the 2017/2018 draft reserve study as prepared by Advanced Reserve Solutions.
- D. **Brooker & Associates - Wrought Iron Repairs Addendums - RESOLVED**, to ratify the action and approve the addendums provided by Brookers & Associates, to repair the wrought iron fencing damages caused by

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foliage, in the amount of \$8,720.00, expensed to reserve Wrought Iron line item #3178.

- E. **Executive Committee Report - RESOLVED**, to accept the Executive Committee Report as follows:
- Villa Park Landscape – Tree Removal/Installation Proposal –** To approve the proposal from Villa Park Landscape, to remove and replace one dead Pine tree on Culver, for a cost of \$1,585.00, expensed to reserve Tree Trimming line item #3185.
- Villa Park Landscape – Tree Removal Proposal –** To approve the proposal from Villa Park Landscape, to remove two dead Eucalyptus trees on Arborwood, for a cost of \$3,190.00, expensed to reserve Tree Trimming line item #3185.
- F. **Variance Request – 107 Silver Fox – Installation of Rock - RESOLVED**, to ratify the action taken and approve the appeal request for 107 Silver Fox, to installed the naturally green rock on the lawn areas of the homeowners front yard, as presented.
- G. **Arbor Crest II – Pedestrian Gate Replacement/Modification – RESOLVED**, to approve the proposed changes from Arbor Crest II, by replacing seven (7) pedestrian gates, installing the metal mesh and keypad locks on all gates in their community, for a cost of \$12,445.00, paid by the Arbor Crest II Association.
- H. **Delinquency Report –Place Liens - RESOLVED**, to file liens on APN#530-611-52, APN#530-631-22 and APN#935-541-54 for outstanding assessments and all applicable charges.

**UNFINISHED/NEW BUSINESS**

- A. **Pool/Wader Re-plaster Proposals –** A motion was made, seconded and carried to approve the proposal from Adams Bros., to re-plaster the pool and wader pool, for a cost of \$74,705.27, expensed to reserve Pool/Cabana line item #3140. Vote 3/0
- B. **Cabana Re-Roof Proposals –** A motion was made, seconded and carried to approve the proposal from Fontaine Weatherproofing & Roofing, to re-roof the cabana pool house with Certainteed Presidential Composite Shingles, for a cost of \$20,850.00, expensed from equity line item #3300. Vote 3/0
- C. **Three Year Tree Trimming Proposals -** A motion was made, seconded

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and carried to approve the proposal from Villa Park Landscape, for a scheduled three year tree trimming plan, from 2017-2019, for a cost in 2017 of \$83,620.00, 2018 of \$47,795.00 and 2019 of \$88,905.00, expensed to reserve Tree Trimming line item #3185. Vote 3/0

- D. **Concrete Grinding Proposals** - A motion was made, seconded and carried to approve the proposal from Concrete Hazard Solutions, to grind the concrete on the sidewalks that are lifting in the community, for a cost of \$2,555.00, expensed to reserve Streets/Drives line item #3135. Vote 3/0
- E. **Villa Park Landscape Proposal – Removal/Replacement of Trees on Yale** – A motion was made, seconded and carried to approve the proposal from Villa Park Landscape, to remove and install two Liquidambar trees that have died in the parkway on Yale and Arborwood, for a cost of \$865.00, expensed to reserve Landscape line item #3180. Vote 3/0

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:42 p.m to enter into Executive Session. The next Board meeting will be held on November 7, 2016 with Homeowner Forum at 6:00 p.m.

ATTEST: Kate Gebauer DATE: Nov. 7, 2016