

NORTHWOOD POINTE MAINTENANCE ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
NOVEMBER 7, 2016  
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**BOARD MEMBERS PRESENT:** Jan Northcutt  
Bob King  
Lata Jobanputra  
Melody Alvarado

**BOARD MEMBERS ABSENT:** None

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

**ITEMS DISCUSSED IN THE EXECUTIVE SESSION MEETING –  
September 12, 2016**

The Executive Session minutes from the July 11, 2016 meeting were approved. Additionally, the Board discussed and took action on delinquent accounts.

**CALL TO ORDER**

Melody Alvarado, President, called the meeting to order at 6:01 p.m.

**SOCIAL COMMITTEE UPDATE**

There were no updates at this time.

**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 4/0

- A. **Approval of General Session Meeting Minutes from September 12, 2016 and Architectural Report - RESOLVED**, to ratify the action taken and approve the September 12, 2016 General Session Board Meeting minutes and the Architectural Submittal Report from 08/30/16 – 10/30/16, as submitted.
- B. **Acceptance of Financial Statements - RESOLVED**, to accept the August 31, 2016 and September 30, 2016 financial statements, as presented.
- C. **Delinquency Report –Place Liens - RESOLVED**, to file liens on APN#935-534-25, APN#530-301-26, APN#530-232-19, APN#530-352-16, APN#530-342-58, APN#530-331-47, APN#530-342-51, APN#530-631-36, APN#935-540-57, APN#530-631-37, APN#935-541-45 and APN#935-542-93 for outstanding assessments and all applicable charges.

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- D. **Delegate Appointments - RESOLVED**, to appoint the delegates/alternate delegates, as listed below.

<u>District #</u>	<u>Delegate</u>	<u>Back-Up</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

- E. **Set Candidate Application Cut-Off, Record Date & Appoint Inspectors of Elections for the April 2017 Annual Meeting – RESOLVED**, to set the cut-off date for Candidacy Statements to be submitted as January 31, 2017, to set a record date for Members entitled to notice of the April 10, 2017 Delegate District Meeting as March 1, 2017, to set a record date for Members entitled to vote at the April 11, 2017 Annual Meeting of the Delegates as March 1, 2016, and to appoint Keystone Pacific, as the Inspector of Election for the April 2017 Delegate District Meeting and a representative of Berding Weil, as the Inspector of Election for the April 2017 Annual Meeting of the Delegates.

- F. **2017 Social Committee Appointment - RESOLVED**, to reappoint Renee Shaffer to continue to chair the Social Committee for 2017.

- G. **Holiday Wreaths – Display Dates – RESOLVED**, to ratify the action to be taken and approve Icon to hang the holiday wreaths by the Monday after Thanksgiving, (November 28<sup>th</sup>) and to remove these on Tuesday, January 3rd.

- H. **2017 Board Meeting Schedule – RESOLVED**, to adopt the 2017 Board meeting schedule below, as presented.

January 9, 2017  
 March 13, 2017  
 April 10 & 11, 2017\*  
 May 8, 2017  
 July 10, 2017  
 September 11, 2017  
 November 13, 2017

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*\*Meeting of the Delegate Districts & Annual Meeting of the Delegates Only. Board members designated to act as delegates will need to attend on April 11th.*

- I. **2016/2017 Year End Audit & Tax Proposals – RESOLVED**, to approve the proposal (\$1,050.00) from Inouye, Shively, Longtin & Klatt, to prepare the 2016/2017 year-end audit and taxes for a cost of \$1,050.00, expensed to operating audit line item #8222.
- J. **2017 Proposed Lifeguard Schedule & Contract – RESOLVED**, to approve the 2017 lifeguard schedule and Safe Swim contract renewal (\$59,096.40) as proposed.
- K. **Insurance Renewal – Liability, Property, Auto, D&O, Umbrella, Fidelity & Worker’s Compensation – RESOLVED**, 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 \$19,517.00.
- L. **Maturing Reserve CD Investment – RESOLVED**, to ratify the action and approve to close the reserve OneWest Bk CD and reinvest with Merrill Lynch, for a one (1) year term, at the highest rate possible at the time of investment.

**UNFINISHED/NEW BUSINESS**

- A. **2017/2018 Proposed Budget & Reserve Maintenance Disclosure – A** motion was made, seconded and carried to approve the proposed 2017/2018 budget and reserve maintenance disclosure with assessments to remain at \$45.00 per month. In accordance with California Civil Code, an approved budget must be mailed to the membership no less than 30 days prior to the Association’s fiscal year end of March 31, 2017 or by February 28, 2017. Vote 4/0
- B. **Lanesend Pedestrian Gate – Architectural Modification – A** motion was made, seconded and carried to approve the proposed architectural modification from the Lanesend Board of Directors, to install a pedestrian door along Portola Parkway at Trellis Lane, to allow residents access into the community. Vote 4/0
- C. **Protec Building Services – Doggie Walk Bag Stations – No motion made.** No action taken.

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- D. **Sims Tree Health Specialist, Inc. Proposal – Spray Pine Trees on Culver & Portola** - A motion was made, seconded and carried to approve the proposal from Sims Tree Health Specialists Inc., to treat sixty-nine (69) Pine trees targeting Pitch Moth infestation, along Culver and Portola, at a cost of \$5,865.00, expensed to the reserve Landscape line item #3180.  
Vote 4/0

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:46 p.m to enter into Executive Session. The next Board meeting will be held on January 9, 2017 with Homeowner Forum at 6:00 p.m.

ATTEST: Late Debraun DATE: 1/9/2017