

**BAYSIDE COVE COMMUNITY ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
MAY 18, 2016  
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**BOARD MEMBERS PRESENT:**

Michele Otting	President
Tom Addis	Vice-President
Carole Ciraulo	Secretary
John Merrell	Treasurer

**BOARD MEMBERS ABSENT:**

John Perrone	Member at Large
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**MANAGEMENT REPRESENTATIVES:**

Adrian Robertson, CMCA  
Joe Winkler, Vice President of Marketing  
Keystone Pacific Property Management, Inc.

**ITEMS DISCUSSED IN EXECUTIVE SESSION – APRIL 20, 2016**

- Executive Minutes from March 16, 2016 were approved.
- Delinquent accounts were discussed.

**GENERAL SESSION**

- I. CALL TO ORDER** – The meeting was called to order by the Board President, Michele, Otting, at 4:18 PM, at the Newport Beach Yacht Club, located at, 1099 Bayside Drive, Newport Beach, CA 92660.
- II. PROOF OF NOTICE OF MEETING** – Proof of Notice was recorded by Management on behalf of the Board of Directors.
- III. HOMEOWNER FORUM** – There were six (6) homeowners present during the Homeowner Forum.
- IV. CONSENT CALENDAR**  
A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: Motion carried 4/0.
  - A. Approval of the General Session Meeting Minutes – RESOLVED**, to approve the April 20, 2016 General Session Board Meeting Minutes, as presented.
- V. UNFINISHED/NEW BUSINESS**
  - A. Executive Committee Charter** – This item was postponed.
  - B. Delinquency Policy Resolution** – This item was postponed.

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- C. Change Orders #1 and #2 – Premier Commercial Painting, Inc.** – A motion was made, seconded and carried to approve the Premier Commercial Painting, Inc. Change Order #1, submitted for work conducted on Units 1020, 1024 and 1025, for a total cost of \$990.00. Change Order #2 was modified and the Board approved the following items only: Motion carried 4/0.

- Rebuild the bench by the pool \$850.00
- Unit 997: Rafter repair and fascia replacement \$775.00

A motion was made, seconded and carried to approve an additional change order, submitted via email, on the day of the Board meeting, with a not to exceed amount of \$1,400.00. The change order listed wood repairs on the Units 986, 988, 990, 992, 994. Motion carried 4/0.

- D. 2015 – 2016 Audit & Income Tax Proposals** – This item was postponed.
- E. Authorization for the Change of Management Company and Mailing Address for Bayside Cove Community Association's Comerica Bank Accounts and Union Bank Accounts** – A motion was made, seconded and carried to approve to authorize the change in Management Company and mailing address on the Comerica Bank accounts and the Union Bank accounts. Motion carried 4/0.
- F. Closing Authorization for the Union Bank Accounts** – A motion was made, seconded and carried to approve to authorize the closing of the Union Bank accounts, 1800076060, 1800082141 and 1800072960. Motion carried 4/0.
- G. Architectural Review Committee Members** – A motion was made, seconded and carried to confirm that the Architectural Review Committee Members are Carole Ciraulo and Jim Moore. Motion carried 4/0.
- H. Architectural Application and Notice of Completion Forms** – This item was postponed.
- I. Architectural Policy** – This item was postponed.
- J. Pool Proposal – Aquatic Balance** – A motion was made, seconded and carried to approve the Aquatic Balance proposal to conduct semi-annual Lochinvar heater maintenance on the pool and spa, for a total cost of \$430.00, as submitted. Motion carried 4/0.
- K. Homeowner Request – Rafters Repairs at 987 Bayside Cove Discussion** – A motion was made, seconded and carried to approve the homeowner's request to repair the rafters on the front deck, facing the bay, at 987 Bayside Cove. Motion carried 4/0.
- L. On-Call Sheet Review** – No action was taken.

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- M. Newsletter Topics** – A motion was made, seconded and carried to include the parking rules on the July Newsletter and not to have homeowners submit any announcements or newsletter suggestions, to Management, for inclusion. Motion carried 4/0.
- N. Utility Auto-Pay** – A motion was made, seconded and carried to approve to place all of the Association's utility invoices on auto-pay to allow them to be paid as received. Motion carried 4/0.
- O. Corporate Check Signing Authorization** – A motion was made, seconded and carried to approve two (2) Corporate Officers, at Keystone Pacific Property Management, Inc., sign the Association's operating checks, such as utility checks, insurance checks and tax checks. Motion carried 4/0.
- P. Handyman Discussion** – This item was postponed.
- Q. Holiday Lighting Discussion** – A motion was made, seconded and carried to approve an amount of \$3,500.00, for the installation of holiday lighting, at the entrance of the community. Three proposals will be requested by Management and submitted to the Board, for review, when received. Motion carried 4/0.
- R. Janitorial Contract Revision Discussion – Personal Touch Cleaning & Maintenance** – No further action needed.
- S. Painting Project Discussion** – No action taken.
- T. Next Meeting Agenda** – No action taken.
- U. Next Meeting Date** – The next Board Meeting date is scheduled for June 15, 2016 at 4:15 P.M. at the Newport Beach Yacht Club located at 1099 Bayside Drive, Newport Beach, CA 92660.

**VI. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:07 PM to enter into Executive Session.

ACCEPTED: Gale Giraud DATE: 6/15/16