

**BAYSIDE COVE COMMUNITY ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JUNE 15, 2016  
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**BOARD MEMBERS PRESENT:** Carole Ciraulo, Secretary  
John Merrell, Treasurer  
John Perrone, Member at Large

**BOARD MEMBERS ABSENT:** Michele Otting, President  
Tom Addis, Vice-President

**MANAGEMENT REPRESENTATIVES:** Lydia McCaig  
Joe Winkler, Vice President of Marketing  
Keystone Pacific Property Management, Inc.

**ITEMS DISCUSSED EXECUTIVE SESSION – JUNE 15, 2016**

The Board of Directors:

- Approved the Executive Session Minutes from May 18, 2016
- Discussed vendor contracts

**CALL TO ORDER**

The General Session was called to order Board Treasurer, John Merrell, at 5:00 P.M. at the Newport Beach Yacht Club located at 1099 Bayside Drive, Newport Beach, CA 92660.

**ORGANIZATIONAL MEETING**

A motion was made, second and carried to seat the Board of Directors as follows: Michele Otting – President, Tom Addis – Vice President, Carole Ciraulo – Secretary, John Merrell – Treasurer, and John Perrone – Member at Large.

**HOMEOWNER FORUM**

One homeowner was in attendance to observe the meeting.

**CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: (3/0)

- A. **Approval of General Session Meeting Minutes/Architectural Submittal Report – RESOLVED**, to ratify the action taken and approve the May 18, 2016 General Session Meeting Minutes, as submitted, and to accept the Architectural Submittal Report dated 1/01/16 – 6/08/16.

**UNFINISHED/NEW BUSINESS**

- A. **Audit & Income Tax Proposals** – A motion was made, seconded and carried to approve the proposal from Robert A. Owens, C.P.A. for the preparation of the Association’s audit, for a total cost of \$1,000.00. (3/0)
- B. **Executive Finance Committee** – A motion was made, seconded and carried to disbar the Executive Finance Committee as seated under prior Management and to appoint any two of the following Board members to act as the Executive Finance Committee with an authorized spending limit of \$5,000.00: Michele Otting, John Merrell, and Carole Ciraulo. (3/0)

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- C. Delinquency Policy Resolution** – A motion was made, seconded and carried to accept the Keystone Pacific Delinquency Policy and to distribute to the membership for a 30-day period of homeowner comment. **(3/0)**
- D. Architectural Application and Policy** – A motion was made, seconded and carried to proceed using the Association’s current architectural application, and to deduct Keystone Pacific’s \$25.00 processing fee from the homeowner’s \$200.00 fee, as stated on the application. **(3/0)**
- E. Association Annual Insurance Renewal** – A motion was made, seconded and carried to approve the Association’s annual insurance renewal, as prepared by Prendiville Insurance Agency, for a total annual premium cost of \$23,675.00. **(3/0)**
- F. June Check Run & Vendor Invoices** – A motion was made, seconded and carried to approve the Association’s June check run and to code, scan and email all check runs to the Board one week prior to the meeting for review. **(3/0)**
- G. Gate Directory Replacement Proposal** – A motion was made, seconded and carried to approve the proposal from Superior Access for the replacement of the gate directory system and hardware, for a total cost of \$4,323.00. **(3/0)**
- H. Sewer Maintenance Proposal** – A motion was made, seconded and carried to approve the proposal from Jimni Systems, Inc. for the inspection and cleaning of the Association’s common area sewer line, for a total cost of \$2,490.00. **(3/0)**
- I. Annual Maintenance Inspection** – A motion was made, seconded and carried to have the Board obtain the opinion of legal counsel for interpretation of the Association’s CC&R’s Article II, Section 2.7(v) to determine whether an annual maintenance inspection is needed, and if it is required to be distributed to the membership. **(3/0)**
- J. Premier Commercial Painting, Inc. Proposal** – A motion was made, seconded and carried to approve the proposal from Premier Commercial Painting, Inc. for change order #4 for replacement of damaged wood beams, for a total cost of \$12,790.00. **(3/0)**
- K. Community-Wide Stairway Maintenance and Repair** – A motion was made, seconded and carried to obtain three vendor bids for the repair and grout sealing of the stairways that are rusted the most. **(3/0)**
- L. Community-Wide Gutter Maintenance and Repair** – A motion was made, seconded and carried to direct Management to forward any homeowner reports of damaged gutters to the Board to inspect. The Board will then inspect and direct Management to issue a work order for vendor repair bids. **(3/0)**

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- M. Community-Wide Deck Maintenance and Repair** – A motion was made, seconded to direct Management to forward any homeowner reports of damaged patio decks to the Board to inspect. The Board will then inspect and direct Management to issue a work order for vendor repair bids; a motion was made seconded and carried to have Management obtain three proposals for deck repair at 1007 Bayside Cove. **(3/0)**
  
- N. Next Meeting Agenda Requests** – No action taken.
  
- O. Next Board Meeting** – The next Board meeting will be held on Tuesday, September 21, 2016 at 5:00 P.M. at the Newport Beach Yacht Club located at 1099 Bayside Drive, Newport Beach, CA 92660. **(3/0)**

**ADJOURNMENT**

There being no further business to come before the Board, the General Session meeting was adjourned at 5:35 P.M.

SIGNED: \_\_\_\_\_



DATE: \_\_\_\_\_

9/21/16