

**BAYSIDE COVE COMMUNITY ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 21, 2016
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BOARD MEMBERS PRESENT: Michele Otting, President
Carole Ciraulo, Secretary
John Merrell, Treasurer
John Perrone, Member at Large

BOARD MEMBER ABSENT: Tom Addis, Vice-President

MANAGEMENT REPRESENTATIVE: Lydia McCaig, CMCA
Keystone Pacific Property Management, Inc.

ITEMS DISCUSSED EXECUTIVE SESSION – SEPTEMBER 21, 2016

The Board of Directors:

- Approved the Executive Session Minutes from June 15, 2016
- Discussed vendor payments
- Discussed parking rules

CALL TO ORDER

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

HOMEOWNER FORUM

Four homeowners were in attendance to discuss landscape and painting.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: **(4/0)**

- A. Approval of General Session Meeting Minutes/Architectural Submittal Report – RESOLVED**, to ratify the action taken and approve the June 15, 2016 General Session Meeting Minutes, as submitted, and to accept the Architectural Submittal Report dated 6/08/16 – 9/8/16.
- B. Annual Election Meeting Minutes – RESOLVED**, to ratify the action taken and approve the May 18, 2016 Annual Election Meeting Minutes, as submitted.
- C. Financial Statements – RESOLVED**, to ratify the action taken and accept the May 31, 2016, June 30, 2016, July 31, 2016, and August 31, 2016 financial statements, as submitted.
- D. Adoption of Delinquency Policy Resolution – RESOLVED**, to ratify the action taken and accept the Delinquency Policy Resolution.

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- E. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the action taken and approve the proposal from Premier Commercial Painting, Inc. for change order #7, for a total cost of \$1,975.00.
- F. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the action taken and approve the proposal from Antis Roofing & Waterproofing for replacement of the gutter at 1014, for a total cost of \$1,147.00.
- G. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the action taken and approve a reimbursement request to the owner of 996 Bayside for landscape expenses, for a total cost of \$361.08.
- H. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the action taken and approve the draft audit, as prepared by Robert A. Owens, C.P.A. and to distribute to the membership.
- I. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the action taken and approve the proposal from Holiday Harbor for the installation and maintenance of the 2016 seasonal lighting and décor, for a total cost of \$3,936.00.
- J. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the action taken and approve the proposal from 24 Hour Restoration & Construction for the stairway repair and investigation at 971 Bayside, for a total cost of \$8,250.00.

UNFINISHED/NEW BUSINESS

- A. Community-Wide Painting Project Update** – A motion was made, seconded and carried to approve with processing Premier Commercial Painting invoice #7857 for payment in the amount of \$25,163.35 and to transfer \$50,000.00 from the Comerica Bank Securities account to the City National Bank MMA to cover expenses; invoice #7796 has already been paid. **(4/0)**
- B. Deck Repair Proposals – 983** – A motion was made, seconded and carried to approve the proposal from Empire Works Construction and Painting for the recommended repair to the decking at 983 Bayside, for a cost not to exceed \$8,125.00. **(4/0)**
- C. Deck Repair Proposals – 992** – This item was postponed to allow Management to obtain a proposal from Empire Works Construction & Painting, at the Board's request.

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- D. Deck Repair Proposals – 1007** – This item was postponed to the next meeting to allow Management to obtain a proposal from Empire Works Construction & Painting, at the Board’s request.
- E. Community-Wide Stairway Inspection and Discussion** – This item was postponed to the next meeting to allow FENN Construction and Empire Works Construction & Painting to submit a bid for recommended repair to 971 Bayside.
- F. Google Fiber Discussion** – A motion was made, seconded and carried to deny the installation of fiber service within the Association. **(4/0)**
- G. Annual Maintenance Inspection Discussion** – A motion was made, seconded and carried to deny the proposals to perform an annual maintenance inspection for the 2016 year, and to obtain maintenance reports from the Board of Directors, as needed, for the following: wrought-iron fencing, decks, block walls, flagstone/pavers, stairways, vehicle gate motors, and other common area maintenance items. **(4/0)**
- H. Reserve Study Proposal – Advanced Reserve Solutions, Inc.** – A motion was made, seconded and carried to approve the proposal from Advanced Reserve Solutions, Inc. to conduct an off-site reserve study update, for a total cost of \$750.00. **(4/0)**
- I. Front Entrance Paver Stone Maintenance and Grouting Proposals** – A motion was made, seconded and carried to approve the proposal from FENN Construction, for the re-grouting of the stone paver entrance, for a total cost of \$11,995.00, contingent upon the vendor providing a detailed map and confirmation that either entrance gate will still be operational during the re-grouting. **(4/0)**
- J. Rules and Regulations Discussion** – This item has been postponed to the next meeting to allow time for the Board to review.
- K. CD Maturation/Reinvestment** – A motion was made, seconded and carried to purchase a CD at Morgan Stanley in the amount of \$100,000.00 for a term of 2 years. **(4/0)**
- L. Pool Signage Discussion** – No action taken.
- M. Executive Finance Committee Authorized Spending Limit** – A motion was made, seconded and carried to increase the authorized spending limit of the Executive Finance Committee to \$10,000.00 to address common area concerns and proposals. **(4/0)**
- N. Next Meeting Agenda Requests** – A motion was made, seconded and carried to place the speed limit signage on the agenda for discussion. **(4/0)**

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- O. Next Board Meeting** – The next Board meeting will be held on Wednesday, October 26, 2016 at 5:00 P.M. at the Newport Beach Yacht Club located at 1099 Bayside Drive, Newport Beach, CA 92660. **(4/0)**

ADJOURNMENT

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

SIGNED: Carole Crouse DATE: 10/26/16