

**BAYSIDE COVE COMMUNITY ASSOCIATION
GENERAL SESSION MEETING MINUTES
JANUARY 24, 2018
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BOARD MEMBERS PRESENT: John Merrell, President
John Perrone, Vice President
Carole Ciraulo, Secretary
Jim Moore, Member-at-Large

BOARD MEMBER ABSENT: Tom Addis, Member-at-Large

MANAGEMENT REPRESENTATIVE: Maggie Rahm
Keystone Pacific Property Management, LLC

ITEMS DISCUSSED IN EXECUTIVE SESSION – JANUARY 24, 2018

The Board of Directors:

- Approved the Executive Session Minutes from October 18, 2017
- Held Homeowner Hearings

CALL TO ORDER

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

HOMEOWNER FORUM

Four (4) homeowners were in attendance.

TREASURER'S REPORT

Board Treasurer, John Merrell, presented a Treasurer's Report to the attendees. A motion was made, seconded and carried to approve an \$80,000.00 transfer from equity to reserves. **4/0**

CONSENT CALENDAR

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

- A. General Session Meeting Minutes and Architectural Submittal Report – RESOLVED**, to ratify the action taken and approve the October 18, 2017 General Session Meeting Minutes, as submitted, and to accept the Architectural Submittal Report dated January 17, 2018.
- B. Financial Statement – RESOLVED**, to ratify the action taken and accept the October 31, 2017, November 30, 2017, and December 31, 2017 financial statements.
- C. Ratification of Executive Finance Committee Decision – RESOLVED**, to ratify the actions taken and accept the Executive Committee's approval of the repair of dryrot on 1025 Bayside Cove's balcony railing by PCW Contracting Services for a cost of \$4,365.00 and the repair of the soffit at 981 Bayside Cove by 24HRC for a cost of \$4,818.00. **4/0**

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- D. Annual Election of the Board – Record Date, Election Date, and Inspector of the Election – RESOLVED**, to accept the Record Date of March 19, 2018, the Election Date of May 16, 2018 and the Inspector of the Election to be a representative of Keystone Pacific Property Management, LLC.

UNFINISHED/NEW BUSINESS

- A. Delinquency Report** – No action was required.
- B. 2018-2019 Draft Budget** – A motion was made, seconded and carried to raise assessments by \$45.00 to \$650.00 per unit per month and to approve the Operating Budget as provided by Keystone Pacific Property Management, LLC and utilize the \$45.00 per unit per month assessment increase to fund Reserves. **4/0**
- C. 2018-2019 Contract Increase** – A motion was made, seconded and carried to accept the 3% increase to the monthly management contract from Keystone Pacific Property Management, LLC. **4/0**
- D. 2017-2018 Tax and Audit Proposals** – A motion was made, seconded and carried to approve the proposal from Robert A. Owens for the preparation of the Association’s audit and taxes. **4/0**
- E. Repair Proposals** –
1. A motion was made, seconded and carried to approve the proposal from Service First for the restoration of 1003 Bayside Cove for a cost of \$2,350.00. **4/0**
 2. Management was directed to obtain a new proposal for the repair of the water intrusion at 995 Bayside Cove as the Association is only responsible for the water intrusion in the master bedroom and the homeowner is responsible for the water intrusion in the garage as they have altered their patio surface.
 3. Management was directed to obtain a proposal for the full replacement of the staircase at 1026 Bayside Cove from 24HRC.
 4. A motion was made seconded and carried to deny the proposal from PCW Contracting Services for the high performance paint on the stairs at 1007 Bayside Cove. **4/0** Management was directed to obtain the services of a company to attempt to clean the rust off.
- F. Seawall Repair** – A motion was made, seconded and carried to approve the proposal from Integrity Builders West for the repair to the seawall for a cost of \$55,753.00. **4/0** Management was directed to see if the cost included permits or if permits were needed for the repair.

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- G. Earthquake Insurance Proposal** – A motion was made, seconded and carried to deny the proposal from Prendiville Insurance Agency for Earthquake Insurance. **4/0**
- H. Landscape Proposals** – No action was required.
- I. Common Area Maintenance Discussion** – Management was directed to write an article for the newsletter about construction mess needing to be cleaned up daily.
- J. Punch List Discussion** – The punch list was discussed and Management will continue to send to the Board.
- K. Homeowner Requests** –
1. Management was directed to tell the homeowner at 1003 Bayside Cove that the Association is working on Staircases and is addressing them in priority order.
 2. A motion was made, seconded and carried to approve local treatment of drywood termites at 995 Bayside Cove. **4/0** Management was directed to obtain bids for the dryrot and termite damage.
- L. Review of Architectural Applications** – One (1) application was partially approved.
- M. Next Meeting Agenda Requests** – No action was taken. Any requests will be emailed at a later date.
- N. Next Board Meeting** – The next Board meeting will be held on Wednesday, February 21, 2018 immediately following Executive Session, at the Newport Beach Yacht Club located at 1099 Bayside Drive, Newport Beach, CA 92660.

ADJOURNMENT

There being no further business to come before the Board, the General Session meeting was adjourned at 5:47 P.M.

SIGNED: Carole Ciranto **DATE:** 2-21-18