

NORTHWOOD POINTE MAINTENANCE ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
NOVEMBER 14, 2011  
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BOARD MEMBERS PRESENT: Doug Christ  
Bob King  
Melody Alvarado  
Brian Kodi

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVE: Lani Kaneshiro, Keystone Pacific

ITEMS DISCUSSED IN THE EXECUTIVE SESSION MEETING – SEPTEMBER 12, 2011

1. Minutes of the July 25, 2011 meeting approved.
2. Filing of a small claims action on APN#935-53-531 approved if the balance is not paid within 30 days after the lien is filed.
3. Filing of a small claims action on APN#530-321-17 approved if the balance is not paid within 30 days after the lien is filed.
4. Filing of a small claims action on APN#530-341-12 approved if the balance is not paid within 30 days after the lien is filed.
5. Filing of a small claims action on APN#530-241-29 approved if the balance is not paid within 30 days after the lien is filed.
6. Filing of a small claims action on APN#530-341-61 approved if the balance is not paid within 30 days after the lien is filed.
7. Filing of a small claims action on APN#935-54-151 approved if the balance is not paid within 30 days after the lien is filed.
8. Filing of a small claims action on APN#935-54-275 approved if the balance is not paid within 30 days after the lien is filed.
9. After the lien is placed, continue to monitor APN#935-53-410.
10. Initiation of foreclosure proceedings on APN#935-54-170.
11. After the lien is placed, continue to monitor APN#935-534-377.
12. Placement of a hold on APN#935-54-377 and authorization to pursue another asset search in 6 months approved.
13. Approved to waive \$10.00 in late fees on APN#530-232-11 provided the account is paid in full in 30 days.
14. Homeowner request to reverse a pre-lien fee and accrued interest denied.

CALL TO ORDER

Doug Christ, President called the meeting to order at 6:05 p.m.

HOMEOWNER FORUM

At this time, it was noted that no homeowners were present for Homeowner Forum.

SOCIAL COMMITTEE UPDATE

Melody Alvarado updated the Board on the status of finding a person to chair the Social Committee. Ms. Alvarado advised the Board that she had spoken with Renee Shaffer who had volunteered to chair the Social Committee and that she was recommending that

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the Board appoint Ms. Shaffer as the new Social Committee Chairperson.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the consent calendar as follows:

- Item A: September 12, 2011 General Session Board Meeting minutes and the Architectural Submittal Reports for August 10, 2011 through October 10, 2011 approved.
- Item B: To accept the August 31, 2011 and September 30, 2011 financial statements as presented.
- Item C: To ratify the action taken concerning the placement of two (2) maturing reserve CD investments. One (1) Union Bank reserve CD in the amount of \$101,109.32 plus any earned interest was closed and reinvested at Capital Source Bank for an eleven (11) month term at the highest rate at the time of investment. Additionally, one (1) One West Bank reserve CD in the amount of \$87,179.76 plus any earned interest was rolled over for a one (1) year term at the highest rate at the time of investment.
- Item D: To appoint the delegates/alternate delegates as listed below.

<u>District #</u>	<u>Delegate</u>	<u>Back-Up Delegate</u>
District 1 (Silverado)	Doug Christ	Robert King
District 2 (Tremaine)	Doug Christ	Robert King
District 3 (Fairmont)	Doug Christ	Robert King
District 4 (Bainbridge)	Doug Christ	Robert King
District 5 (Mahogany)	Robert King	Doug Christ
District 6 (Oakhurst)	Robert King	Doug Christ
District 7 (Lexington)	Robert King	Doug Christ
District 8 (Mayfield)	Robert King	Doug Christ
District 9 (Cristal)	Melody Alvarado	Brian Kodi
District 10 (Rosegate/Lanesend)	Melody Alvarado	Brian Kodi
District 15 (Somerton/Collage)	Melody Alvarado	Brian Kodi

- Item E: To set the cut-off date for Candidacy Statements to be submitted as January 31, 2012, to set a record date for Members entitled to notice of the April 16, 2012 Delegate District Meeting as March 1, 2012, to set a record date for Members entitled to vote at the April 16, 2012 Delegate District Meeting as March 1, 2012 and to appoint Keystone Pacific as the Inspector of Election for the April 2012 Delegate District & Delegate Meetings.
- Item F: This item was pulled from the Consent Calendar for discussion.
- Item G: To ratify the action to be taken and approve Icon to hang the holiday wreaths by the Monday after Thanksgiving and remove them on January 2nd.
- Item H: To retain the snow cone machine as Association property and to continue to let Mr. Northcutt borrow the snow cone machine upon request.
- Item I: To approve the proposals submitted by Villa Park Landscape to a) install plant material to supplement the old plant material along the walking paseo between the Somerton and Arborcrest II sub-associations resulting from the September

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landscape inspection (\$1,567.50); b) remove and replace one (1) medium sized dead pine tree along Culver outside of the Trailwood (\$570.00); and c) remove two (2) very large diseased and dying eucalyptus trees along the paseo between Somerton and Arborcrest II which were also recommended for removal by the Association's consulting arborist (\$1,950.00). These items will be expensed to Landscape Replacement and Reserves – Tree Replacement as appropriate.

Item J: To adopt the 2012 Board meeting schedule as proposed.

Item K: To approve the 2012 lifeguard schedule and Safe Swim contract renewal (\$54,372.40) as proposed.

Item L: To approve the renewal of the Association's liability, property, D&O, umbrella and fidelity policies as outlined in the proposal from Robco Insurance Services, Inc. for an estimated total premium cost of \$18,783.81.

Item M: To approve the draft reserve study as prepared by Advanced Reserve Solutions.

Vote 4-0-0

ITEM F – 2012 ARCHITECTURAL COMMITTEE APPOINTMENTS

A motion was made, seconded and carried to appoint Melody Alvarado (chairperson), Doug Christ and Brian Kodi to serve on the Architectural Committee for 2012. Vote 4-0-0

LIEN ACTIONS TAKEN

Upon review of the delinquent accounts, a motion was made, seconded and carried to place liens on the following accounts for the collection of outstanding assessments and applicable fees:

APN#935-53-565  
APN#530-261-31  
APN#530-301-60  
APN#935-54-219  
APN#530-231-79  
APN#530-231-81

Vote 4-0-0

OLD/NEW BUSINESS

2012/2013 Fiscal Year Budget & Reserve Maintenance Disclosure – Upon review and discussion, a motion was made, seconded and carried to approve the 2012/2013 Fiscal Year Budget & Reserve Maintenance Disclosure with the assessments remaining the same at \$40.00 per month using approximately \$18,780.00. Vote 4-0-0

Snow Day Proposals – Upon substantive discussion, a motion was made, seconded and carried not to take any on the proposal as a volunteer had come forward to chair the Social Committee. A second motion was made, seconded and carried to appoint Renee Shaffer to

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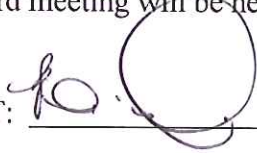
chair the Social Committee. Vote 4-0-0

Pool Deck Repairs & Pool Lift – Upon review and discussion, a motion was made, seconded and carried to defer the pool deck repairs to the next fiscal year and to direct management to go back to the vendors to try and obtain proposals for deck repairs with longer warranty. Additionally, a motion was made, seconded and carried to approve for the purchase of a portable pool lift to comply with ADA regulations at a cost not to exceed \$8,302.00 plus the costs of delivery and set-up. Vote 4-0-0

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:36 p.m. The next board meeting will be held on January 9, 2012 with Homeowner Forum at 6:00 p.m.

ATTEST: \_\_\_\_\_



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

1-9-2012

Unit No	Address #	Property Address	Last Name	Type	Rec Date	To Committee	Ret From Committee	Ruling	Reason/Cond	Owner Notified
22636-1	23	Hidden Creek (mansion)	Hsia	NOC Resub 1	10/13/2011	10/13/2011		Approved		11/02/2011
50208-2	47	Trailwood	Truong	Notice of Completion	10/24/2011	10/24/2011		Approved		10/27/2011
48010-1	8	Plumbago	Nelson, III	Notice of Completion	10/25/2011	10/26/2011		App w/Cond	PAINT ONLY	10/27/2011
24018-2	16	Laurelwood	More	Notice of Completion	11/01/2011	11/01/2011		App w/Cond	Paint only	11/07/2011
14186-1	935	Somerville	Watterlond, as Trustee of the	Door(s)	10/12/2011	10/12/2011		Approved		10/20/2011
90214-3	59	Trailwood	Van	Paint	10/18/2011	10/19/2011		App w/Cond	TRW scheme #8 - approved provided not painting the same scheme as an adjacent property.	10/21/2011
01014-3	2	Garnet	Liu	Paint	10/24/2011	10/24/2011		App w/Cond	Provided not painting the same scheme as an adjacent neighbor.	10/27/2011
22715-2	2	Bayleaf Ln	Shaver	Paint	10/24/2011	10/25/2011		App w/Cond	Provided not painting the same scheme as an adjacent neighbor.	10/27/2011
55003-1	10	Arborwood	Maroney	Solar Panels	10/26/2011	10/26/2011		In Committee		
14186-1	935	Somerville	Watterlond, as Trustee of the	Notice of Completion	10/27/2011	10/27/2011		In Committee		
22715-2	2	Bayleaf Ln	Shaver	Paint	10/31/2011	11/01/2011		In Committee		
22348-5	54	Parkcrest	Kim	SEE DESCRIPTION BEFORE SENDING FILE	11/07/2011			In Awareness		
22348-5	54	Parkcrest	Kim	Hardscape	11/07/2011	11/07/2011		In Committee		
25507-3	38	Silveroak	Weyand	Incomplete Submittal	11/07/2011			Denied	missing review fee	

Unit No	Address #	Property Address	Last Name	Type	Rec Date	To Committee	Ret From Committee	Ruling	Reason/Cond	Owner Notified
35913-1	32	Lynnfield	Nguyen	Submittal 1	11/17/2011	11/18/2011		Denied	See letter review - Driveway surfacing is not approved - it is not clear if the surface is only going to be painted, redone in concrete, etc. Clarify what the material or product is that will be installed on the driveway. See letter review.	11/30/2011
48004-2	9	Plumbago	Cardenas	Lighting	11/17/2011	11/17/2011		Denied		11/30/2011
22845-2	2	Orange Glen Cir	Kumar	Landscape Submittal	11/28/2011	11/29/2011		App w/Cond	Provided at lease one approved tree is replaced to meet the front yard tree requirement of 2 trees in the front yard.	12/01/2011
80609-4	2	Hidden Crk	Guth	Lighting ,Drains ,Hardscape ,Garage Door	11/29/2011	11/29/2011		Partial	Garage door changes - DENIED Remiander of submittal - APPROVED W/CONDITIONS	12/06/2011
47104-2	12	Middleton	Peabody	Notice of Completion	11/30/2011	11/30/2011		In Committee		
00311-2	29	Plumeria	Yoon	Paint	12/05/2011			Approved		12/05/2011
35913-1	32	Lynnfield	Nguyen	Resub 1	12/06/2011	12/06/2011		In Committee		