

**ALTEZZA AT NEWPORT COAST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES**

**MAY 3, 2016**

**Rescheduled from April 26, 2016**

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**BOARD MEMBERS PRESENT:**

Hector Macias – President  
Jerry Dotson – Vice President  
Sue Crider – Secretary  
David Canaday – Treasurer  
Roger Naff – Member at Large

**BOARD MEMBERS ABSENT:**

None

**MANAGEMENT REPRESENTATIVE:**

Greg Oymaian, District Manager  
Keystone Pacific Property Management, Inc.

**ITEMS DISCUSSED IN EXECUTIVE SESSION – March 22, 2016**

Approved the Executive Minutes – February 23, 2016  
Hearing for Non-Compliance of the Governing Documents  
Delinquency Report – No action required  
Legal Discussion

**HOMEOWNER FORUM**

There was one homeowner in attendance to address architectural standards.

**CALL TO ORDER**

The General Session meeting of the Altezza at Newport Coast Homeowners Association was called to order by the Board President, Hector Macias, at 6:35 P.M. at the Coastal Canyon Facility, 6700 Ridge Park, Newport Coast, CA 92660. Roll Call and Proof of Notice was recorded by Management on behalf of the Board of Directors.

**CONSENT CALENDAR**

- A. **Approval of the March 22, 2016 General Session Meeting Minutes – Resolved**, to ratify the action taken and approve the March 22, 2016 General Session Board Meeting minutes as submitted.

**ITEMS OF UNFINISHED/NEW BUSINESS**

- A. **Financial Statement** – A motion was made, seconded and carried to accept the March 31, 2016 financial statement and variance reports as submitted. **Motion carried 5/0**
- B. **2017 Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal from Advance Reserve Solutions to prepare an onsite reserve study, in the amount of \$875.00. **Motion carried 5/0**
- C. **Utility Box Painting Proposal – Various Items Throughout** – A motion was made, seconded and carried to approve the proposal from Brooker Associates to paint the utility boxes and safety poles throughout the community, in the amount of \$1,560.00. **Motion carried 5/0**

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- D. Grants Landscape Proposals – Various Items Throughout** – A motion was made, seconded and carried to approve the proposal from Grant’s Landscape from the landscape walk in March 2016, for various replacement throughout the community, in the amount of \$3,799.00. **Motion carried 5/0**
- E. Grants Landscape Proposal – Main Entry Renovation** – A motion was made, seconded and carried to approve the proposal from Grant’s Landscape to remove the boxwood hedges, install irrigation and new grass sod around the fountain and planter area around the statue, in the amount of \$2,150.00. **Motion carried 5/0**
- F. Landscape Arborist** – No action required.
- G. Spa Furniture Replacement Proposals** – This item was tabled so that Management can obtain proposals for a more updated furniture without the nylon straps.
- H. Earthquake Insurance – Borrowing from Reserves** – A motion was made, seconded and carried to approve to borrow funds from the Reserve account to pay the insurance premium balance in full. Reserve funds will need to be paid back to the Reserve account within one year. The membership was notified via the newsletter in March 2016. The Board of Directors authorized Board Treasurer, David Canaday, to make the final decision in between meetings after he speaks with Keystone Pacific’s accounting department, whether to borrow the funds from reserves or expense from the operating account. **Motion carried 5/0**
- I. Spa Heater Replacement** – A motion was made, seconded and carried to approve the proposal from Aquatic Balance, to replace the aging spa heater, contingent that Aquatic Balance matches the lowest proposal, in the amount of \$3,100.00. **Motion carried 5/0**
- J. NCCA Pine Tree Replacement on Vista Ridge Road, North of the Main Entrance** – Management will obtain the addresses of the homeowners in Altezza whose view may be blocked from the pine trees on Vista Ridge. The NCCA may consider replacing the trees at the cost of the Association or homeowners. **Motion carried 5/0**
- K. Architectural Report and Decisions** – No action required.
- L. Homeowner Request for Reimbursement for Carpet Cleaning from a Sliding Glass Door leak – 1 Ultima Drive** – A motion was made, seconded and carried to approve to reimburse the homeowner of 1 Ultima Drive, for the cleaning of her carpet from a leak in the rear patio sliding glass door, in the amount of \$150.00. The leak in the sliding glass door was determined to be the Association’s responsibility to repair. **Motion carried 5/0**
- M. Front Entry Door Staining** – This item was tabled and will be discussed during the next property inspection.
- N. Newport Coast Community Association Master** – No action taken.
- O. Next Meeting Agenda Discussion** – Add all items to the next meeting that were tabled from the May 3, 2016 meeting.

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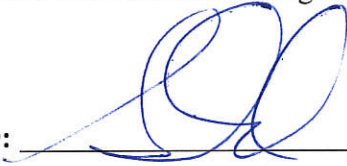
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- P. Next Meeting Date** – The next meeting is scheduled for Tuesday, May 24, 2016 at 6:30 P.M. The location of the meeting will be the Coastal Canyon Facility in Newport Coast.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:05 P.M. to Executive Session to discuss minutes and hearings for non-compliance of the Governing Documents.

**ACCEPTED:** \_\_\_\_\_



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

*May 24, 2016*