

**ONE FORD ROAD COMMUNITY ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
FEBRUARY 27, 2017**

**BOARD MEMBERS PRESENT:** F. Rene Alvarez, Jr. – President  
Steve Maguin – Vice President  
Christine Daily – Secretary  
Dean Morrow –  
Treasurer/Assistant Secretary  
(departed at 8:00 PM)  
Max Ko – Member at Large

**BOARD MEMBER ABSENT:** None

**MANAGEMENT REPRESENTATIVE:** Renee Barger, CMCA, AMS  
Keystone Pacific Property  
Management, LLC

**CALL TO ORDER**

The meeting was called to order at 5:02 PM by Board President, F. Rene Alvarez, Jr., at the One Ford Road Community Clubhouse.

**CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion (5/0):

- A. **Approval of General Session Meeting Minutes/Architectural Submittal Report – RESOLVED**, to approve the General Session Minutes as amended for the Board of Directors meeting held on January 18, 2017 and to accept the Architectural Submittal Report for January 11, 2017 through February 21, 2017.
- B. **Approval of Annual Election Meeting Minutes – RESOLVED**, to ratify the action taken and approve the Annual Election Meeting Minutes as recorded for the Board of Directors meeting held on January 24, 2017.
- C. **Financial Statements – RESOLVED**, to accept the December 31, 2016 and January 31, 2017 financial statements, as submitted.
- D. **Keystone Pacific Property Management Inc. – New Formed Entity – Keystone Pacific Property Management LLC – RESOLVED** to acknowledge receipt of the notification received from Keystone Pacific Property Management Inc. advising that the management agreement between One Ford Road Community Association and Keystone Pacific Property Management, Inc. has been assigned to Keystone Pacific Property Management, LLC.

**UNFINISHED/NEW BUSINESS**

- A. **Draft Audit** – A motion was made, seconded and carried to approve the 2016 Draft Audit prepared by Inouye, Shively & Klatt, C.P.A, as submitted. The final audit will be mailed to the membership by April 30, 2017. (5/0)

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- B. **Tot Lot Committee** – A motion was made, seconded and carried to approve the proposal from Dave Bang & Associates, to replace the playground equipment at the Tot Lot area and the poured in place rubber surfacing, for a total cost of \$207,202.83. (4/1 – Max Ko, No)
- C. **Formation and/or Abolishment of Executive Committee** – A motion was made, seconded and carried to not form an Executive Committee at this time. (5/0)
- D. **Management Authorization Limit** – A motion was made, seconded and carried to postpone this item to the March meeting for further discussion and to allow Management and Association’s legal counsel to draft and review a proposed Spending Authorization Policy for the Association. (5/0)
- E. **Simplifying the Committee Structure** – A motion was made, seconded and carried to postpone this item to the March meeting for further discussion. (5/0)
- F. **Proposed Changes in the Project Bidding Process** – No action was taken.
- G. **Proposed Architectural and Landscape Standards** – A motion was made, seconded and carried to postpone this item to the March meeting for further discussion. (5/0)

**ADJOURNMENT**

The meeting adjourned at 6:10 PM to enter into Executive Session.

**RECONVENE**

The meeting reconvened at 6:23 PM.

- H. **Wood Trellis Repair Proposals** – A motion was made, seconded and carried to approve the proposal from Empire Works Reconstruction & Painting to repair and repaint the wood trellises and all wood components community-wide, for a total cost of \$319,769.00. (5/0)
- I. **Construction Management Proposals** – A motion was made, seconded and carried to postpone this item for further discussion at the March meeting. (5/0)
- J. **Custom HTML Email Template Proposal** – A motion was made, seconded and carried to approve the proposal from Keystone Pacific Property Management LLC to create a custom HTML email template for One Ford Road, for a total cost of \$250.00. (5/0)
- K. **Landscape Proposals** – A motion was made, seconded and carried to approve proposal #36080 in the amount of \$1,409.58, proposal #36566 in the amount of \$38,624.00, proposal #36073 in the amount of \$2,767.50, proposal #30130 in the amount of \$1,230.00, proposal #36438 in the amount of \$5,000.00, proposal #36612 in the amount of \$19,553.68, proposal #30131 in the amount of \$1,883.13, proposal #36564 in the amount of \$91.03, proposal #36501 in the amount of \$726.80, proposal #36567 in the amount of \$910.87, and proposal #37198 in the amount of \$1,112.54. (5/0)



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- L. **Ford Exit Gate Operator Proposal** – A motion was made, seconded and carried to postpone this item for further discussion at the March meeting. (5/0)
- M. **Ford Pool Proposal** – A motion was made, seconded and carried to approve the proposal from Commercial Aquatic Services, Inc. to replace the damaged and destroyed vent for the Raypak swimming pool heater at the Ford pool, for a total cost of \$1,138.85. (5/0)
- N. **Wifi & Network Connection Upgrade Proposal** – A motion was made, seconded and carried to approve the proposal from Brilliant AV to provide a network adaptor from the Cox router to behind the TV in the pool house so that the Apple TV can be hard wired into the network for the most reliable connection to the internet, for a total cost of \$738.75. (5/0)
- A motion was made seconded and carried to approve the proposal from California Gate & Entry Systems to perform internet connection clean up and patch cord work, for a total cost of \$720.45. (5/0)
- O. **Social Events** – A motion was made, seconded and carried to approve a \$2,500.00 budget for the 2017 Easter event to include Management representation for the duration of the event which will be held on the Front Lawn on Sunday, April 2<sup>nd</sup>. (5/0)
- P. **CD Maturation** – A motion was made, seconded and carried to invest the following CDs that are near their maturity date at the highest interest rates available (5/0):
- Reserve CD MLCB Bank of Baroda 6 month CD maturing on 3/9/17 for \$249,000.00.  
Reserve CD MLCB First Bank 6 month CD maturing on 3/15/17 for \$249,000.00.  
Reserve CD MLCB Banc of CA 5 month CD maturing on 3/28/17 for \$249,000.00.
- Q. **Safe Traffic & Roadways Campaign** – No action was taken.
- R. **Mission Linen Supply – Towel Service Proposal** – A motion was made, seconded and carried to approve the proposal from Mission Linen Supply to provide and clean the fitness center towels, for a total cost of \$140.36 per week. (4/0)
- S. **Delinquent Account** – A motion was made, seconded and carried to place a lien on APN#442-441-02 for the collection of past due assessments and applicable charges. (4/0)
- T. **JWA Airport Newport Beach Litigation** – A motion was made, seconded and carried to postpone this item for further discussion at the March meeting. (4/0)
- U. **Bison & Ford Pool Decks and Clubhouse Courtyard Furniture, Cushions and Umbrellas** – A motion was made, seconded and carried to postpone this item for further discussion at the March meeting. (4/0)

- V. **Rules & Regulations Committee** – A motion was made, seconded and carried to postpone this item for further discussion at the March meeting. (4/0)
- W. **Mailbox & Street Sign Post Proposal** – A motion was made, seconded and carried to approve the proposal from E-Dan Construction to make repairs to the footings of twenty-five (25) mailboxes and ten (10) lampposts selected by the Mailbox committee per the scope of work provided by Structures, Inc., for a total cost of \$17,125.00. (4/0)
- X. **Punch List Items** – No action was taken.
- Y. **Next Meeting Agenda Requests** – No action was taken.
- Z. **Newsletter/Eblast Items** – No action was taken.
- AA. **Next Meeting Date** – The next Board of Directors meeting is scheduled for Wednesday, March 22, 2017 at 5:00 PM at the community Clubhouse.

#### **HOMEOWNER FORUM**

There were several homeowners in attendance to observe the meeting and the following topics were discussed: landscape concerns and architectural integrity of the community and violations.

#### **PRESENTATIONS**

Juan Gutierrez, Post Commander of Securitas was in attendance and provided a report to the Board regarding incidents and matters related to security, patrol, and gate management.

Robin Reese, Landscape Supervisor of Bemus Landscape was in attendance to provide the monthly report to the Board regarding landscape maintenance and projects in the community common areas.

#### **COMMITTEE REPORTS**

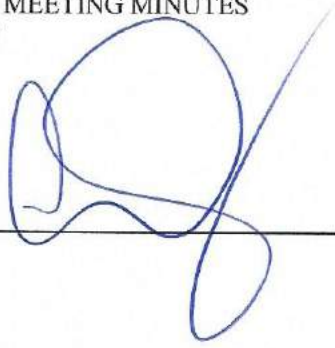
- A. **Committee Reports** –
  - 1. Architectural
  - 2. Landscape
  - 3. Facility/Maintenance/Janitorial
  - 4. Safety, Security & CERT
  - 5. Fitness Center
  - 6. Adult Social
  - 7. Pool
  - 8. Family Social
  - 9. Tot Lot

#### **ADJOURNMENT**

With no further items to discuss, the General Session meeting was adjourned at 9:27 PM.

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

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

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

4/17/19