

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JANUARY 28, 2016  
PAGE 1 OF 2

**BOARD MEMBERS PRESENT:** Paula Hook – President  
Dennis Gierman – Vice President  
Margit Lippel – Secretary

**BOARD MEMBERS ABSENT:** Chris Osuna – Treasurer  
Bryce Egelin – Member at Large

**MANAGEMENT REPRESENTATIVES:** Clint Taylor, CMCA®, AMS®  
Joe Winkler  
Keystone Pacific Property Management, Inc.

**ITEMS DISCUSSED IN EXECUTIVE SESSION – JANUARY 28, 2016**

- Board orientation was provided by Management.
- Community concerns were discussed.

**GENERAL SESSION**

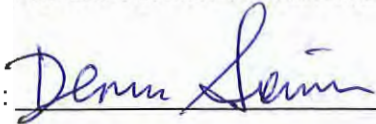
- I. CALL TO ORDER** - The meeting was called to order by the Board President at 7:30 P.M.
- II. HOMEOWNER FORUM** – Four (4) homeowners were present for open forum.
- III. CONSENT CALENDAR**  
A motion was made, seconded and carried to approve the following items from the consent calendar without further discussion. **(3-0)**
- A. Next Meeting Date** – The next meeting will be held on February 25, 2016 at 7:30 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA 92883.
- IV. OLD/NEW BUSINESS**
- A. Utility Auto Pay** – A motion was made, seconded and carried to place all utility invoices on auto-pay to allow them to be paid as received versus having checks cut that require signatures by the Board of Directors or Keystone Pacific’s corporate officers. **(3-0)**
- B. Corporate Officers Check Signing Authorization** – A motion was made, seconded and carried to approve the Corporate Officers at Keystone Pacific Property Management, Inc., to sign the Associations operation checks. **(3-0)**
- C. Delinquency Policy** – A motion was made, seconded and carried to approve the Association’s delinquency policy with the pricing in accordance to Keystone Pacific Property Management, Inc. contract fee’s for collection action. The policy will be mailed to the membership for a thirty (30) day comment period per Civil Code. **(3-0)**

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JANUARY 28, 2016  
PAGE 2 OF 2

- D. Approval of Architectural Application** – A motion was made, seconded and carried to approve the proposed architectural application as presented by Keystone Pacific Property Management, Inc. (3-0)

**V. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:42 P.M.

ACCEPTED:  DATE: 02/25/16