

Butterfield Estates Homeowners Association
MEETING OF THE BOARD OF DIRECTORS
General Session
February 5, 2015

NOTICE OF MEETING

The General Session meeting of the Butterfield Estates Homeowners Association Board of Directors was held on Thursday February 5, 2015, at the Butterfield Estates Clubhouse, located at 24599 Maitri Road, Corona, CA, 92883.

CALL TO ORDER

The meeting was called to order at 7:30 p.m.

PRESENT

Directors Present: Paula Hook, Prisedent
Dennis Gierman, Vice President
Bill Nicola, Treasurer
Vanessa Lepe, Secretary

Directors Absent: Bryce Egelin, Member at Large

Representing PCM: Clint Taylor CMCA®, AMS®
Community Manager

Others Present: Five (5) Homeowners

MINUTES

January 7, 2015 General Session

The Board reviewed the minutes of the January 7, 2015 General Session Board Meeting. Upon a **motion** duly made and seconded, the Board resolved to approve the minutes as presented. Motion carried unanimously.

January 7, 2015 Executive Session

The Board reviewed the minutes of the January 7, 2015 Executive Session Board Meeting. Upon a **motion** duly made and seconded, the Board resolved to approve the minutes as presented. Motion carried unanimously.

FINANCIALS

January 2015

The Board reviewed the January 2015 financial statements submitted by Management. Upon a **motion** duly made and seconded, the Board resolved to accept the January financial statements as submitted. Motion carried unanimously.

NEW BUSINESS

Hospitality Committee Report

Director Lepe presented a verbal report on the ongoing activities in the community. No action was taken.

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Revised Bathroom Work	The Board reviewed all proposals submitted for the community bathroom remodel. Upon a motion duly made and seconded, the Board resolved to invite MCC Construction to the next scheduled Board of Directors meeting to discuss the proposed bathroom remodel work. Motion carried unanimously.
Resolution to Record Liens 8120249-7 & 8120279-4	The Board reviewed a resolution to record liens on the following account numbers: 8120249-7 and 8120279-4 for continued delinquent assessments. Upon a motion duly made and seconded, The Board resolved to file a lien on account number 8120279-4 and not file a lien on 8120249-7 as the owner is under an approved payment plan. Motion carried unanimously.
Janitorial Service Contract Proposals	The Board reviewed two proposals from All About Cleaning Janitorial Services and West One Janitorial Services. Upon a motion duly made and seconded, the Board resolved to employ West One Janitorial Services for the Butterfield Estates Homeowners Association. Motion carried unanimously.
Proposal to Seal Community Parking Lot	The Board reviewed a proposal from Rose Paving for the recommended sealing of the community parking lot. Total cost for the seal is \$4,115.88. Upon a motion duly made and seconded, the Board resolved to approve the proposal at a cost not to exceed \$4,115.88. Motion carried unanimously.
Home Improvement Application: 10121 Stageline St.	The Board reviewed a Home Improvement Application for 10121 Stageline St. The owner is requesting architectural approval to repair/replace rotted sections of the home as well as install new concrete. Upon a motion duly made and seconded the Board resolved to approve the application as submitted. Motion carried unanimously.
Installing Community Mailbox at the Clubhouse	The Board discussed installing a community mailbox at the clubhouse. Upon a motion duly made and seconded the Board resolved to approve the installation at a cost not to exceed management's approval limit of \$750.00. Motion carried unanimously.
<u>OPEN FORUM</u>	-Community Events -Security -Community Parking Lot

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EXECUTIVE SESSION

Items discussed in the Executive Session meeting, preceding this General Session meeting, included: Member discipline and delinquency/collection matters.

NEXT MEETING

The next General Session Meeting of the Board of Directors is scheduled for **March 5, 2015 at 7:30 p.m.**

ADJOURN

There being no further business to come before the Board at this time; the meeting was adjourned at 8:40 p.m.

ATTEST:

Signature

Date

Signature

Date