

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES

April 6, 2016  
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**BOARD MEMBERS PRESENT:** Paula Hook – President  
Dennis Gierman – Vice President  
Margit Lippel – Secretary  
Chris Osuna – Treasurer

**BOARD MEMBERS ABSENT:** Bryce Egelin – Member at Large

**MANAGEMENT REPRESENTATIVE:** Clint Taylor, CMCA®, AMS®  
Keystone Pacific Property Management, Inc.

**ITEMS DISCUSSED IN EXECUTIVE SESSION – APRIL 6, 2016**

- The February 25, 2016 Executive Session minutes were approved.
- Delinquency actions were taken.
- The Associations janitorial contract was terminated.
- Homeowner Hearings were held.
- Community concerns were discussed.

**GENERAL SESSION**

**CALL TO ORDER** - The meeting was called to order by the Board President at 7:30 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA

**I. HOMEOWNER FORUM** – Ten (10) homeowners were present for open forum.

**II. CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar without further discussion. (4/0)

- A. Executive Session Meeting Minutes– RESOLVED**, to ratify the action taken and approve the minutes from the February 25, 2016 General Session Board Meeting.
- B. Financial Statements – RESOLVED**, to ratify the action taken and accept the January 31, 2016 and February 29, 2016 financial statements as submitted.
- C. Next Meeting Date** – The next meeting will be held on May 11, 2016 at 7:30 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA 92883.

**III. UNFINISHED/NEW BUSINESS**

**A. Delinquency Action:**

**APN: 290-202-001** – A motion was made, seconded and carried to approve to record a lien on APN: 290-202-001 for the collection of outstanding assessments and applicable charges (4/0)

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- B. **December 31, 2015 Draft Audit** – A motion was made, seconded and carried to approve the December 31, 2015 Draft Audit as presented by Inouye, Shively & Klatt C.P.A. (4/0)
- C. **Delinquency Policy Resolution** – A motion was made, seconded and carried to adopt the Delinquency Policy Resolution as presented, as the 30 day comment period has passed and the Board reviewed correspondence that was received on February 26, 2016 from the homeowner of 10215 Wrangler Way. The Delinquency Policy will take effect as of May 1, 2016. (4/0)
- D. **Mailbox Damage/Theft Discussion** – The Board discussed the recent criminal activity of individuals breaking into the community mailboxes. Director Hook addressed the membership on the issue and suggested residents contact the sheriff's department. No further action was taken. (4/0)
- E. **Fence Discussion** – The Board discussed the ongoing issue with residents not maintaining their fences in the community. Management will conduct a walk with a Board member to start enforcement of the architectural guidelines and continue to keep this item on the agenda. No further action was taken. (4/0)
- F. **Next Meeting Agenda Items** – The Board discussed items to be placed on the agenda for the May 11, 2016 Board of Directors meeting. No further action was taken.

IV. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:58 P.M.

ACCEPTED: Paula Hook DATE: 5/11/16