

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 11, 2016
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BOARD MEMBERS PRESENT: Paula Hook – President
Dennis Gierman – Vice President
Margit Lippel – Secretary

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

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

ITEMS DISCUSSED IN EXECUTIVE SESSION – MAY 11, 2016

- The April 6, 2016 Executive Session minutes were approved.
- Delinquency actions were taken.
- Homeowner Hearings were held.
- Invoice payment was 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 – Eleven (11) 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. (3/0)

- A. Executive Session Meeting Minutes**– **RESOLVED**, to ratify the action taken and approve the minutes from the April 6, 2016 General Session Board Meeting.
- B. Financial Statement** – **RESOLVED**, to ratify the action taken and accept the March 31, 2016 financial statement as submitted.
- C. Board Member Resignation** – **RESOLVED**, to ratify the action taken and accept the resignation of Bryce Egelin from the Butterfield Estates Board of Directors effective April 6, 2016.
- D. Next Meeting Date** – **RESOLVED**, to ratify the action taken and accept the next meeting date as June 8, 2016 at 7:30 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA 92883.

III. UNFINISHED/NEW BUSINESS

- A. Board Member Appointment** – A motion was made, seconded and carried to appoint Judith Straub to the Butterfield Estates Board of Directors effective May 11, 2016. (3/0)

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- B. A/C Installation Proposal** – A motion was made, seconded and carried to approve the least expensive proposal once an additional quote is received from Management with a cost not to exceed \$7,600.00 **(3/0)**
- C. Janitorial Service Contract Proposals** – A motion was made, seconded and carried to approve the contract from TWS Facility Services for monthly janitorial maintenance for the clubhouse and common area. **(3/0)**
- D. Tree Removal Proposal** – A motion was made, seconded and carried to approve the proposal presented by Bemus Landscape Inc. to remove two diseased alder trees and three fan palms for a total cost of \$4,436.14. **(3/0)**
- E. 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 8:45 P.M.

ACCEPTED: P. Hook DATE: 6/15/16