

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
MARCH 27, 2018  
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**BOARD MEMBERS PRESENT:** Paula Hook – President  
Dennis Gierman – Vice President  
Chris Osuna – Treasurer  
Margit Lippel – Secretary  
Shannon Milliken – Member at Large

**BOARD MEMBERS ABSENT:** None.

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

**ITEMS DISCUSSED IN EXECUTIVE SESSION – MARCH 27, 2018**

- The January 23, 2018 Executive Session minutes were approved.
- Delinquency action was taken.

**GENERAL SESSION**

**CALL TO ORDER** - The meeting was called to order by the Board President at 7:32 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA

**I. HOMEOWNER FORUM** – Twelve (12) 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. General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the minutes from the January 23, 2018 General Session Board Meeting.
- B. Financial Statement – RESOLVED**, to ratify the action taken and accept the January 31, 2018 financial statement as submitted by Management.
- C. Director Appointment– RESOLVED**, to ratify the action taken and appoint Shannon Milliken to the Butterfield Estates Board of Directors.
- D. Next Meeting Date – RESOLVED**, to ratify the action taken and accept the next meeting date as May 22, 2018 at 6:30 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA 92883.

**III. UNFINISHED/NEW BUSINESS**

- A. Delinquency Action – Place Liens –**

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**APN #290-220-052** – A motion was made, seconded and carried to postpone collection action on APN #290-220-052. (5/0)

**APN #290-230-020** – A motion was made, seconded and carried to postpone collection action on APN #290-230-020. (5/0)

**APN #290-212-022** – A motion was made, seconded and carried to file a lien on APN #290-212-022 for the collection of outstanding assessments and applicable charges. (5/0)

**APN #290-222-014** – A motion was made, seconded and carried to file a lien on APN #290-222-014 for the collection of outstanding assessments and applicable charges. (5/0)

**APN #290-200-016** – A motion was made, seconded and carried to file a lien on APN #290-200-016 for the collection of outstanding assessments and applicable charges. (5/0)

- B. 2017 Draft Audit** – A motion was made, seconded and carried to approve the 2017 draft audit submitted by Inouye, Shively & Klatt C.P.A. (5/0)
- C. Clubhouse Rules Discussion** – The Board discussed amending the current clubhouse rules. No further action was taken.
- D. Community Projects Discussion** – The Board discussed all future and completed community projects. No further action was taken.
- E. Next Meeting Agenda Items** – The Board discussed items to be placed on the agenda for the May 22, 2018 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 8:41 P.M.

ACCEPTED:           P. D. Hook                                DATE:           5/22/18