

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
SEPTEMBER 25, 2018  
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**BOARD MEMBERS PRESENT:** Dennis Gierman – Vice President  
Margit Lippel – Secretary  
Shannon Milliken – Member at Large

**BOARD MEMBERS ABSENT:** Paula Hook – President  
Chris Osuna – Treasurer

**MANAGEMENT REPRESENTATIVES:** Marc Murano, CMCA®  
Keystone Pacific Property Management, LLC

**ITEMS DISCUSSED IN EXECUTIVE SESSION – SEPTEMBER 25, 2018**

- The July 30, 2018 Executive Session minutes were approved.
- The July 6, 2018 delinquency report was reviewed, no action was required at this time.
- Homeowner hearings were held. Appropriate actions were taken.
- Security Patrol Proposals – This item was tabled until the next meeting.
- Pool Contract Discussion – No action was required on this item.

**GENERAL SESSION**

**CALL TO ORDER** - The meeting was called to order by the Board President at 7:44 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. Motion carried 3/0
- A. Approval of Minutes – RESOLVED**, to ratify the action taken and approve the minutes from the July 30, 2018 General Session Board Meeting.
  - B. Architectural Submittal Report – RESOLVED**, to accept the Architectural Submittal Report generated on September 19, 2018, as presented.
  - C. Insurance Renewal – RESOLVED**, to approve the renewal proposal from Berg Insurance Agency for an annual premium amount of \$7,229.00.
  - D. Acceptance of Financial Statements – RESOLVED**, to ratify the action taken and accept the July 31, 2018 and August 31, 2018 financial statements as submitted by Management.
  - E. Next Meeting Date – RESOLVED**, to ratify the action taken and accept the next meeting date as October 23, 2018 at 7:30 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA 92883.

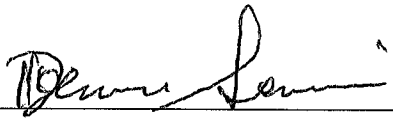
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**III. UNFINISHED/NEW BUSINESS**

- A. Events Committee Report** – No action was taken on this item.
- B. Delinquency Action – Place Liens** – There was no action required at this time.
- C. 2019 Draft Budget** – A motion was made, seconded and carried to approve the 2019 Draft Budget with revisions made to Refuse from \$160.00 per month to \$0.00 per month, Landscape Extras from \$1,000.00 per month to \$500.00, Janitorial Supplies from \$100.00 per month to \$57.95, Street Sweeping from \$155.00 per month to \$0.00 per month, Light Maintenance from \$541.67 per month to \$271.45 per month, Keys and Locks from \$42.00 per month to \$21.35 per month, Common Area Maintenance from \$500.00 per month to \$250.10 per month, and Plumbing Repair from \$250.00 per month to \$125.05 per month to keep monthly assessments per homeowner at \$83.00 per month. Motion carried 3/0
- D. Common Area Tree Trimming Discussion / Proposal** – This item was tabled until the next regularly scheduled meeting.
- E. Lighting Proposal** – This item was tabled until the next regularly scheduled meeting.
- F. Next Meeting Agenda Items** – The Board discussed items to be placed on the agenda for the October 23, 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 9:33 P.M.

ACCEPTED:  DATE: 10/24/18