

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JANUARY 23, 2019  
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**BOARD MEMBERS PRESENT:** Dennis Gierman – Vice President  
Margit Lippel – Secretary  
Shannon Milliken – Member at Large

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

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

**ITEMS DISCUSSED IN EXECUTIVE SESSION – JANUARY 23, 2019**

- The November 28, 2019 Executive Session minutes were approved.
- Homeowner Hearings – Appropriate actions were taken.
- Homeowner Requests – Appropriate actions were taken.
- Delinquency Report – Appropriate actions were taken.
- Board Member Code of Conduct – A new Board Member Code of Conduct was approved.

**GENERAL SESSION**

**CALL TO ORDER** - The meeting was called to order by the Board President at 7:42 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA

**I. HOMEOWNER FORUM** – Three (3) homeowners were present for open forum and topics of discussion included dust from quarry, home rehabilitation programs, tennis court lights, and association committees.

**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 November 28, 2018 General Session Board Meeting.
- B. Architectural Submittal Report – RESOLVED**, to accept the Architectural Submittal Report generated on January 15, 2019, as presented.
- C. Executive Committee Decision – RESOLVED**, to ratify the Executive Committee’s decision to approve the architectural application for 24650 Bandit Way on January 15, 2019.
- D. Financial Statements – RESOLVED**, to accept the October 31, 2018, November 30, 2018 and December 31, 2018 financial statements, as submitted.

**III. UNFINISHED/NEW BUSINESS**

- A. Recreation Committee Update** – No action was taken on this item.

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- B. Finance Transfer Committee Charter and Appointments** – A motion was made, seconded and carried to adopt the Finance Transfer Committee Charter as presented and appoint Director Gierman and Director Milliken as sole committee members with a term of one year or until 01/23/2020. Motion carried 3/0
  
- C. Architectural Committee Charter and Appointments** – A motion was made, seconded and carried to adopt the Architectural Committee Charter as presented and appoint Director Gierman and Director Lippel to the committee with a term of one year or until 01/23/2020. Motion carried 3/0
  
- D. Landscaping Committee Charter and Appointments** – A motion was made, seconded and carried to adopt the Landscaping Committee Charter as presented and appoint Director Milliken to the Landscaping Committee for a term of one year or until 01/23/2020. Motion carried 3/0
  
- E. Recreation Committee Charter and Appointments** – A motion was made, seconded and carried to adopt the Recreation Committee Charter as presented and appoint Director Milliken to the Recreation Committee for a term of one year or until 01/23/2020. Motion carried 3/0
  
- F. Landscaping Proposals** – A motion was made, seconded and carried to approve the two following proposals submitted by Bemus Landscape, Inc. for a total cost of \$218.56. Motion carried 3/0

Vendor	Scope of Work	Cost
Bemus Landscape, Inc.	Install 2 Iceberg Roses in planter near pool area	\$72.76
Bemus Landscape, Inc.	Install 5 purple Lantana in planter next to tennis courts	\$145.80

- G. Next Meeting Date** – The next regular meeting date is scheduled for Tuesday, February 26, 2019 at 6:30 P.M. for Executive Session and 7:30 P.M. for General Session.

**IV. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:48 P.M.

ACCEPTED: Margit Lynn DATE: 2-26-19