

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 11, 2019
PAGE 1 OF 3

BOARD MEMBERS PRESENT: Margit Lippel – President
Kristan Stacey-Graf – Vice President
Dennis Gierman – Secretary
Shannon Milliken – Treasurer
Gabriel Quihuiz – Member-at-Large

BOARD MEMBER ABSENT: None

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

ITEMS DISCUSSED IN EXECUTIVE SESSION – SEPTEMBER 11, 2019

- The July 24, 2019 Executive Session minutes were approved.
- Homeowner Hearings – Appropriate actions were taken.
- Homeowner Requests – Appropriate actions were taken.
- Delinquency Report – Appropriate actions were taken.
- Landscape Maintenance Proposals – This item was tabled until the next regularly scheduled meeting.

GENERAL SESSION

CALL TO ORDER - The meeting was called to order by the Board President at 7:41 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA

I. HOMEOWNER FORUM – Five (5) homeowners were present for open forum and topics of discussion included home paint colors, landscaping, tree maintenance, and patrol.

II. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar without further discussion. Motion carried unanimously

A. Approval of Minutes – RESOLVED, to ratify the action taken and approve the minutes from the July 24, 2019 General Session Board Meeting

B. Architectural Submittal Report – RESOLVED, to accept the Architectural Submittal Report showing all architectural applications submitted between 7/18/19-9/5/19.

C. Financial Statement – RESOLVED, to accept and acknowledge copy of the July 31, 2019 financial statements, as well as, associated Board correspondence in accordance with AB 2912, as submitted.

III. UNFINISHED/NEW BUSINESS

A. Landscape Maintenance Proposals – There was no action on this item.

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
 GENERAL SESSION MEETING MINUTES
 SEPTEMBER 11, 2019
 PAGE 2 OF 3

B. 2019 Tax and Audit Proposals – A motion was made, seconded and carried to approve the proposal submitted by Newman and Associates, Inc. to perform the 2019 tax return preparation and audit for a total cost of \$900.00. Motion carried unanimously

C. Architectural Guidelines Proposed Revision – A motion was made, seconded and carried to approve the mailing of the proposed revision to the Architectural Guidelines to the membership for a 28 day comment period notice, as follows:

Proposed revision adding verbiage to number six (6) under the heading “PROCEDURE USED TO REVIEW & APPROVE OR DISAPPROVE A PROPOSED CHANGE.” It reads as follows:

The contractor(s) name, license number, insurance and bond information. This contractor(s) information is required for all artificial turf installation applications.

Motion carried 4/1 with Director Quihuiz voting against.

D. Landscape Proposals – A motion was made, seconded and carried to approve the proposals outline below submitted by Bemus Landscape for a total cost of \$9,271.22 with a credit amount of \$3,150.00 from Bemus Landscape for uninstalled annual color. Motion carried unanimously

Proposal #	Vendor	Scope of Work	Cost
105013	Bemus Landscape	Remove Ash Tree behind 10430 Wagonroad West	\$5,105.21
106728	Bemus Landscape	Front Monument Proposal #1	\$4,044.19
105545	Bemus Landscape	Front Monument Proposal #2	\$4,152.07
105720	Bemus Landscape	2 x 5 gallon Rhapsiolepis near clubhouse	\$121.82
105718	Bemus Landscape	Plant fill-in at Maitri entryway to greenbelt	\$2,691.88
105716	Bemus Landscape	3 x 5 gallon Tecomaria at Comstock entryway to greenbelt	\$153.93

E. Security Camera Proposals – This item was tabled until management can obtain at least one more recommendation and proposal for security camera upgrades/repairs.

F. Spa Replaster Proposals – A motion was made, seconded and carried to approve the proposal submitted by Gardner Pool Remodeling for a full replaster of the spa with the additional option of quartz for a total cost of \$7,670.00. Motion carried unanimously

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 11, 2019
PAGE 3 OF 3

G. 2020 Reserve Study – A motion was made, seconded and carried to approve the reserve study performed by Strategic Reserves with a recommended monthly contribution amount of \$3,001.00 to be utilized for the reserve funding for the 2020 Budget. Motion carried unanimously

H. Common Area Maintenance – No action was taken on this item.

I. Next Meeting Date – The next regular meeting date is scheduled for Wednesday, October 23, 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 10:22 P.M.

ACCEPTED: _____ DATE: _____