

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 26, 2019
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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 – NOVEMBER 26, 2019

- The October 23, 2019 Executive Session minutes were approved.
- Homeowner Hearings – Appropriate actions were taken.
- Homeowner Requests – Appropriate actions were taken.
- Delinquency Report – Appropriate actions were taken.
- Legal Counsel Proposals – A proposal to update the Association’s election rules was approved.

GENERAL SESSION

CALL TO ORDER - The meeting was called to order by the Board President at 8:03 P.M. at the Community Clubhouse located at 24599 Maitri Road, Corona, CA

HOMEOWNER FORUM – Three (3) homeowners were present for open forum and topics of discussion included pool area cameras, spa heater, clubhouse area landscaping, women’s restroom, and greenbelt lights.

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 October 23, 2019 General Session Board Meeting
- B. Architectural Submittal Report – RESOLVED**, to accept the Architectural Submittal Report showing all architectural applications submitted between 10/15/19 – 11/18/19.
- C. Delinquency Report – RESOLVED**, to approve the recording of liens on APN #290-230-011 and APN #290-222-003 for the collection of all delinquent assessments and applicable charges.
- D. Financial Statement – RESOLVED**, to accept the October 31, 2019 financial statement, as submitted.

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UNFINISHED/NEW BUSINESS

- A. Appointment of Officers** – A motion was made, seconded and carried to approve the following appointment of Directors to the Office positions outline below with a one (1) year term until September 2020. Motion carried unanimously

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

- B. Executive Committee Appointments** – A motion was made, seconded and carried to approve the appointment of Directors Gierman and Milliken to the Executive Committee for a one (1) year term until September 2020. Motion carried unanimously

- C. Landscape Proposals** – A motion was made, seconded and carried to approve the proposals submitted by Villa Park Landscape as outline below. Motion carried unanimously

Proposal #	Vendor	Scope of Work	Cost
105716	Bemus Landscape	3 x 5 gallon Tecomaria at Comstock entryway to greenbelt	\$153.93
109793	Bemus Landscape	Remove and stump grind 3 pest infested sycamore trees	\$3,308.34
110303	Bemus Landscape	Install 1 24" box tree to replace removed ash tree in new location	\$536.89
106256	Bemus Landscape	2020 Tree Trimming	\$14,449.85
101387	Bemus Landscape	5 – 15 gal. Tecoma 'Yellow Bells' On Wrangler Way	\$799.72
93194	Bemus Landscape	15 – 5 gal Lantana at end of parking lot next to tennis court	\$573.99

- D. Security Camera Proposals** – A motion was made, seconded and carried to approve the proposals submitted by Empire Technologies as outlined below. Motion carried unanimously

Vendor	Scope of Work	Cost
Empire Technologies Group, Inc.	New 5 Camera IP System	\$6,440.95
Empire Technologies Group, Inc.	Total Care Services	\$60 per month
Empire Technologies Group, Inc.	Camera Monitoring & Talk Down (only after hours)	\$289/month per camera

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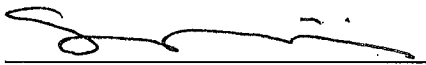
- E. Spa Replaster Proposals** – A motion was made, seconded and carried to approve the proposals submitted by Gardner Pool Remodeling as outlined below. Motion carried unanimously

Vendor	Scope of Work	Cost
Garnder Pool Remodeling	Re-plaster Spa with Quartz at the same time as Pool Re-plaster	\$5,570.00
Gardner Pool Remodeling	Re-plaster Pool with Quartz	\$38,287.00

- F. Wall Repair Proposals** – This item was tabled until the next regularly scheduled meeting.
- G. Winter Garage Sale Date and Details** – A motion was made, seconded and carried to authorize homeowner Diane Rutherford to market and hold a community-wide garage sale in February 2020. Motion carried unanimously
- H. Common Area Maintenance / Handyman Discussion** – No action was taken on this item.
- I. Next Meeting Date** – The next regular meeting date is scheduled for Wednesday, January 22, 2020 at 6:00 P.M. for Executive Session and 7:30 P.M. for General Session.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:42 P.M.

ACCEPTED:  DATE: 1/22/2020