

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
APRIL 1, 2020
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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 – APRIL 1, 2020

- The February 26, 2020 Executive Session minutes were approved.
- Delinquency Report – Appropriate actions were taken.
- Homeowner Hearings – Appropriate actions were taken.
- Homeowner Requests – Appropriate actions were taken.
- Patrol Contract Proposals – No action was taken on this item.
- Legal Updates / Opinions / Potential Litigation / Civil Code Updates – No action was required at this time.

GENERAL SESSION

CALL TO ORDER - The meeting was called to order by the Board President at 7:44 P.M. via teleconference call.

HOMEOWNER FORUM – Zero (0) homeowners were present for open forum.

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 February 26, 2020 General Session Board Meeting
- B. Architectural Submittal Report – RESOLVED**, to accept the Architectural Submittal Report showing all architectural applications submitted between 2/20/2020 – 3/24/2020.
- C. Delinquency Report – RESOLVED**, to approve the recording of liens which the balance reaches at least \$500.00 on APN #290-212-048 for the collection of all delinquent assessments and applicable charges.
- E. 2019 Draft Audit Approval – RESOLVED**, to approve the 2019 draft audit as prepared by Newman CPA, PC and mail to the membership within 120 days of the fiscal year end or by April 30th.

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- F. Financial Statement – RESOLVED**, to accept and acknowledge copies of the February 29, 2020 financial statements, as well as, associated Board correspondence in accordance with AB 2912, as submitted.

UNFINISHED/NEW BUSINESS

The following item(s) was/were pulled from the Consent Calendar for further discussion and separate vote(s):

- C. Video Camera Monitoring and Recording Policy** – A motion was made, seconded and carried to cease all access to management and Board of Directors from having remote access to Association owned and operated monitoring and recording devices and require management and the Board of Directors contact the security camera vendor to obtain any footage. Motion carried 4/1 with Director Stacey-Graf voting against the motion.
- A. 2020 Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal submitted and all subsequent invoices from Strategic Reserves for a total cost of \$499.00. Motion carried unanimously
- B. Controlled Access Proposals** – A motion was made, seconded and carried to approve the proposal submitted by CG Systems and all subsequent invoices for payment to install 1 pool gate, 2 restroom door, 1 spa timer electronic fob readers, and 745 fobs for a total cost of \$19,204.84 and \$99.00 monthly hosting fee. Motion carried unanimously
- C. Landscape Proposals** – No action was taken on this item.
- D. Common Area Maintenance / Handyman Discussion** – No action was required on this item.
- E. Next Meeting Date** – The next regular meeting date is scheduled for Wednesday, April 22, 2020 at 6:30 P.M. for Executive Session and 7:30 P.M. for General Session via teleconference call.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:06 P.M.

ACCEPTED:  DocuSigned by:
AF A612A56093451... DATE: 6/4/2020 | 2:29 PM PDT