

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 27, 2020
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BOARD MEMBERS PRESENT: Margit Lippel – President
Kristan Stacey-Graf – Vice President
Shannon Milliken – Treasurer
Gabriel Quihuiz – Member-at-Large

BOARD MEMBER ABSENT: Dennis Gierman – Secretary

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

ITEMS DISCUSSED IN EXECUTIVE SESSION – MAY 27, 2020

- The April 1, 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 – A motion was made, seconded and carried to approve a proposal submitted by United Security Services for a total monthly cost of \$1,319.50. Motion carried unanimously
- 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 7:52 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 April 1, 2020 General Session Board Meeting
- B. Architectural Submittal Report – RESOLVED**, to accept the Architectural Submittal Report showing all architectural applications submitted between 3/24/2020 – 5/19/2020.
- C. Delinquency Report – RESOLVED**, to approve the recording of a lien on APN #290-2212-048 for the collection of all delinquent assessments and applicable charges.
- E. 2020 Annual Meeting/Election Date, Record Date – RESOLVED**, to approve the Annual Meeting/Election date on Wednesday, September 23, 2020 and a Record Date in accordance with SB 323.

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F. Financial Statement – RESOLVED, to accept and acknowledge copies of the March 31, 2020 and April 30, 2020 financial statements, as well as, associated Board correspondence in accordance with AB 2912, as submitted.

UNFINISHED/NEW BUSINESS

- A. Video Camera Monitoring and Recording Policy** – This item was tabled until the next regularly scheduled meeting.
- B. 2020 Inspector of Election Proposals** – A motion was made, seconded and carried to approve the proposal submitted and all subsequent invoices from Majority Rules, LLC to perform Inspector of Elections services for a total cost of \$1,666.50. Motion carried unanimously
- C. Block Wall Repair Proposals** – This item was tabled until a proper report from a civil or soils engineer can be obtained and recommend options for rectifying the block wall failures.
- D. Landscape Maintenance Proposal** – A motion was made, seconded and carried to approve the proposal submitted by Bemus Landscape and all subsequent invoices for payment for Fuel Modification Clearing for a total cost of \$7,664.76. Motion carried unanimously
- E. Architectural Guidelines Proposed Revision** – This item was tabled until the next regularly scheduled meeting.
- F. Monument Sign Refurbishment Discussion** – This item was tabled until the next regularly scheduled meeting.
- G. Pool Area Reopening Discussion** – A motion was made, seconded and carried to approve temporary pool rules and the purchase of pool area signage for a total cost not to exceed \$500.00 in preparation of opening the pool area upon the announcement of Stage 3 of the State of California’s guidelines. Motion carried unanimously
- H. Common Area Maintenance** – No action was required on this item.
- I. Next Meeting Date** – The next regular meeting date is scheduled for Wednesday, June 24, 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 9:17 P.M.

ACCEPTED:  DATE: 7/2/2020 | 10:08 AM PDT
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