

BUTTERFIELD ESTATES HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 10, 2020
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BOARD MEMBERS PRESENT: Margit Lippel – President
Shannon Milliken – Treasurer
Gabriel Quihuiz – Member-at-Large

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Deborah Mines, CMCA®
Darren Mandal, CMCA®, AMS
Keystone Pacific Property Management, LLC

ITEMS DISCUSSED IN EXECUTIVE SESSION – NOVEMBER 10, 2020

- The October 7, 2020 Executive Session minutes were approved.
- Delinquency Report – Appropriate actions were taken.
- Homeowner Hearings – Will be rescheduled to January 27, 2021.
- Homeowner Requests – Appropriate actions were taken.
- 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 7:02 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 October 7, 2020 General Session Board Meeting
- B. Architectural Submittal Report – RESOLVED**, to accept the Architectural Submittal Report showing all architectural applications as of 10/26/2020, as well as approval to authorize management to sign reviews on behalf of the Architectural Review Committee given review decision via email.
- C. Insurance Renewal Quote – RESOLVED**, to accept the insurance renewal quote from Berg Insurance in the amount of \$7,202.00 for the 2020-2021 fiscal year.
- D. Financial Statement – RESOLVED**, to accept and acknowledge copies of the August 31, 2020 financial statements, as well as associated Board correspondence in accordance with AB 2912, as submitted.

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UNFINISHED/NEW BUSINESS

- A. 2020 Draft Budget Approval** – A motion was made, seconded and carried to approve the 2021 Budget and to keep the monthly assessments at \$83.00. Motion carried unanimously

- B. Director Appointments** – A motion was made, seconded and carried to appoint Denise Bomhoff and Dennis Gierman to the Board of Directors for a one-year term. Motion carried unanimously.

- C. Enumeration of Offices** – A motion was made, seconded and carried to reorganize director positions as follows: Margit Lippel, President; Gabe Quihuiz, Vice President; Shannon Milliken, Secretary; Dennis Gierman, Treasurer and Denise Bomhoff, Director at Large. Motion carried unanimously.

- D. Committee Appointments** – A motion was made, seconded and carried to appoint Shannon Milliken and Dennis Gierman to the Executive Committee and Margit Lippel and Shannon Milliken to the Architectural Review Committee. A call for volunteers to serve on the Recreation/Hospitality Committee and the Landscape/Maintenance Committee will be included in the next newsletter. Motion carried unanimously

- E. Block Wall Repair Proposals** – The proposals for the block wall repair were tabled pending more information from Bemus Landscape about the tree root barrier or tree removal cost and tree replacement.

- F. Next Meeting Date** – The next regular meeting date is scheduled for Wednesday, January 27, 2021 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 7:50 p.m.

ACCEPTED: DocuSigned by:
Shannon Milliken
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DATE: _____