

**BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
GENERAL SESSION MEETING MINUTES
SEPTEMBER 2, 2015**

NOTICE OF MEETING

The General Session meeting of the Butterfield Estates Homeowners' Association Board of Directors was held on Wednesday, September 2 2015, at the Butterfield Estates Clubhouse, located at 24599 Maitri Road, Corona, California, 92883.

CALL TO ORDER

The meeting was called to order at 7:43 p.m.

PRESENT

Directors Present: Paula Hook, President
Dennis Gierman, Vice President
<vacant>, Secretary
<vacant>, Treasurer
Bryce Egelin, Member at Large

Directors Absent: None

Representing PCM: Grace Baek, Community Manager
Lyndsey Dyer, Director of Community Management

Others Present: Ten (10) Owners

EXECUTIVE SESSION DISCLOSURE

The Board discussed the following items during the September 2, 2015 Executive Session Meeting, preceding this General Session meeting: July 22, 2015 Executive Session Minutes, July 2015 Delinquency Report, payment plans, and a request for an Emergency Vehicle Access road by a 3rd party.

MINUTES

July 22, 2015 General Session Minutes

The Board reviewed the minutes as presented by Management. Upon a motion duly made and seconded, the Board resolved to approve the July 22, 2015 General Session Minutes as presented. The motion carried and passed unanimously.

FINANCIAL REPORT

Financial Report: June 2015

The Board reviewed the financial report for June 2015. No further action was taken.

Financial Report: July 2015

The Board reviewed the financial report for July 2015. No further action was taken.

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NEW BUSINESS

Hospitality Committee Report

Director Hook presented a verbal report on the on-going activities of the Association. No further action was taken.

Resolution to Record Liens

The Board reviewed the resolution as presented by Management. Upon a motion duly made and seconded, the Board resolved to table the discussion regarding the following accounts until the next meeting: 8120063-3, 8120124-1, 8120201-7. The motion carried and passed unanimously.

Ratify Emergency Clubhouse Repairs

The Board reviewed the invoice and the original proposal as presented by MCC Construction & Restoration Services, Inc. Upon a motion duly made and seconded, the Board resolved to approve ratifying the emergency repairs at the clubhouse due to the water intrusion on 7/20/2015 in the total amount of \$2,490.00, which will be expensed from the operating line item of Repairs & Maintenance (5255). The motion carried and passed unanimously.

Ratify Electronic Lever Installation

The Board reviewed the invoice as presented by Doug Burdick. Upon a motion duly made and seconded, the Board resolved to approve ratifying the installation of electronic levers at the pool bathrooms to mitigate the on-going after-hours vandalism in the total amount of \$1,545.00, which will be expensed from the operating line item of Repairs & Maintenance (5255). The motion carried and passed unanimously.

2016 Draft Budget

The Board reviewed the draft budget as presented by Management. Upon a motion duly made and seconded, the Board resolved to table the discussion regarding the draft budget for the upcoming fiscal year ending 12/31/2016. The motion carried and passed unanimously.

Architectural Application: 10303 Comstock Road – Roof and Ventilation

The Board reviewed the architectural application as presented by the Owner. Upon a motion duly made and seconded, the Board resolved to approve the application to replace the damaged roof and to install a ventilation system (i.e., vents and turbines) at 10303 Comstock Road, with the condition that the specifications for the roof material be verified. The motion carried and passed unanimously.

Architectural Application: 10373 Comstock Road – Exterior Painting

The Board reviewed the architectural application as presented by the Owner. Upon a motion duly made and seconded, the Board resolved to approve the application to paint the exterior of the house (i.e., siding, trim, brick, and fence) at 10373 Comstock Road, pending the inspection of the bricks. The motion carried and passed unanimously.

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Appoint Board Member to Vacant Seat

The Board interviewed Chris Osuna to fill the vacant seat on the Board. Upon a motion duly made and seconded, the Board resolved to approve appointing Chris Osuna to fill the vacant seat for the remainder of the term until the next Annual Meeting. The motion carried and passed unanimously.

OPEN FORUM

The following items were brought to the attention of the Board:

- Common area landscape
- Pest control
- Violations
- Trash can storage

NEXT MEETING

The next Executive Session meeting is scheduled for **September 23, 2015 at 7:30 p.m.**

ADJOURN

There being no further business to come before the Board at this time, the meeting was adjourned at 8:58 p.m.

ATTEST:

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|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|  _____ Signature |  _____ Title |  _____ Date |
|  _____ Signature |  _____ Title |  _____ Date |