

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
MARCH 10, 2016
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BOARD MEMBERS PRESENT:

Sandra Gardei
Laurie Andrews
James Seaman

BOARD MEMBERS ABSENT:

Donald Swanger
Gregory S. Biagi

MANAGEMENT REPRESENTATIVE:

Jennifer Alegria
Keystone Pacific Property Management, Inc.

EXECUTIVE SESSION SUMMARY – MARCH 10, 2016

- A. Executive Session Meeting Minutes from January 14, 2016
- B. Delinquent Accounts
- C. Policy Regarding Basketball Hoops
- D. Compliance Concerns/Wrought Iron Fence Painting Project

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order by Chief Financial Officer, Jim Seaman at 7:00 P.M. at the Pizza Factory located at 30676 Benton Rd. in Winchester, CA 92590.

HOMEOWNER FORUM

Homeowners were present to observe the meeting and inquire about basketball hoops, a suspicious person working and sleeping in the Valley Wide maintenance area and the Clinton Keith Road extension project.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items on the consent calendar:
M/S/C 3/0

- A. **Approval of General Session Minutes/Architectural Submittal Report** – Resolved, to ratify the actions taken and approve the January 14, 2016 General Session Board Meeting Minutes and Architectural Report from December 10, 2015 to January 10, 2016 as submitted.

NEW BUSINESS

- A. **Financial Statement** – This item was pulled from the consent calendar and tabled for additional review.
- B. **Re-appoint Executive Committee** – A motion was made, seconded and carried to appoint Donald Swanger and Jim Seaman to the Executive Committee to serve a 1 year term. M/S/C 3/0
- C. **Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Reserve Data Analysis for an update to the reserve study without site inspection, for a cost of \$300.00. M/S/C 3/0


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- D. **Draft Audit** – A motion was made, seconded and carried to delegate the final approval of the audit to CFO, Jim Seaman. M/S/C 3/0
- E. **Open New MMA for Conservation Property** – A motion was made, seconded and carried to open a new account with Orange County Business Bank for the conservation funds. M/S/C 3/0.
- F. **Perimeter Wall & Fence Policy** – A motion was made, seconded and carried to approve the perimeter wall and fence policy as drafted by Dennis Burke and to send it out for a 30 day comment period. M/S/C 3/0
- G. **Annual Maintenance Inspection Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Orange Coast Building Services for the annual maintenance inspection for a cost of \$481.00. M/S/C 3/0
- H. **Newsletter Topics** – The Board requested that Management include information on the following in the next newsletter:
- Removing stakes from mature trees.
 - Reminder about keeping basketball hoops on driveways.
- I. **Next Meeting Agenda** – No action taken.
- J. **Next Meeting Date** – The next meeting date is scheduled for May 12, 2016, Executive Session will begin at 6:00 P.M., followed by General Session at 7:00 P.M. at The Pizza Factory located at 30676 Benton Rd. in Winchester, California.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:50 P.M.

ATTEST:



DATE:

5-12-16