

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 8, 2016
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BOARD MEMBERS PRESENT: Donald Swanger (Left Meeting at 7:20 P.M.)
Laurie Andrews
James Seaman
William Mooney (Appointed at 7:20 P.M.)

BOARD MEMBER ABSENT: Sandra Gardei

MANAGEMENT REPRESENTATIVE: Jennifer Alegria
Keystone Pacific Property Management, Inc.

EXECUTIVE SESSION SUMMARY – SEPTEMBER 8, 2016

- A. Executive Session Meeting Minutes from July 13, 2016
- B. Delinquent Accounts
- C. Hearings for Compliance Matters

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order by President, Donald Swanger at 7:14 P.M. at Keystone Pacific Property Management located at 41593 Winchester Rd. in Temecula, CA 92590.

HOMEOWNER FORUM

No homeowners were present.

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 July 13, 2016 General Session Board Meeting Minutes and Architectural Report from June 10, 2016 to August 10, 2016 as submitted.
- B. **Financial Statements** – Resolved, to accept the June 30, 2016 and July 31, 2016 financial statements as prepared.

NEW BUSINESS

- A. **Audit & Tax Preparation Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Wertz & Company, C.P.A. for preparation of the Association's 2016 audit and taxes for a cost of \$800.00. M/S/C 3/0
- B. **Proposal for Replacement of Manhole Cover** – A motion was made, seconded and carried to approve the proposal submitted by Orange Coast Building Services for the replacement of two manhole covers, in the detention basins, with composite covers for a cost of \$997.00. The Board requested that the covers be secured in some way to prevent theft. M/S/C 3/0

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- C. **Proposed 2017 Budget** – A motion was made, seconded and carried to approve the 2017 budget and deferred maintenance disclosure as prepared. Assessments will remain at \$47.00 per month.
M/S/C 3/0
- D. **Delinquent Accounts** – The Board tabled filing liens on APN# 480-140-003, APN# 490-130-030 and APN# 480-151-012 as the balances were under \$500.00.
- E. **Board Appointment** – A motion was made, seconded and carried to appoint William Mooney to the Board to fill the vacant Vice President seat. As quorum was not achieved in 2016, all seats will be up for reelection at the February 2017 Annual Meeting. M/S/C 3/0
- F. **Newsletter Topics** – No action was taken.
- G. **Next Meeting Agenda** – No action taken.
- H. **Next Meeting Date** – A motion was made, seconded and carried to scheduled the next meeting date for November 10, 2016, Executive Session will begin at 6:00 P.M., followed by General Session at 7:00 P.M. at Keystone Pacific Property Management, Inc. in Temecula, California.
M/S/C 3/0

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:28 P.M.

ATTEST:



DATE:

11-10-16