

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 10, 2016
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BOARD MEMBERS PRESENT: Donald Swanger
Laurie Andrews
James Seaman
William Mooney

BOARD MEMBER ABSENT: Sandra Gardei

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

EXECUTIVE SESSION SUMMARY – NOVEMBER 10, 2016

- A. Executive Session Meeting Minutes from September 8, 2016
- B. Delinquent Accounts
- C. Hearings for Compliance Matters
- D. Mediation of Neighbor to Neighbor Tree Issue

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order by President, Donald Swanger at 7:08 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 4/0

- A. **Approval of General Session Minutes/Architectural Submittal Report** – Resolved, to ratify the actions taken and approve the September 8, 2016 General Session Board Meeting Minutes and Architectural Report from August 10, 2016 to October 10, 2016 as submitted.
- B. **Financial Statements and Variance Report** – Resolved, to accept the August 31, 2016 and September 30, 2016 financial statements as prepared.

NEW BUSINESS

- A. **Contract Increase Letters** – A motion was made, seconded and carried to approve the proposed contract increases for Keystone Pacific Property Management, Inc. (\$2,874.00) and Bemus Landscape (\$1,702.00) effective 1/1/17. M/S/C 4/0
- B. **Annual Meeting and Election Date** – A motion was made, seconded and carried to set February 9, 2017 at the Annual Meeting and Election date. M/S/C 4/0

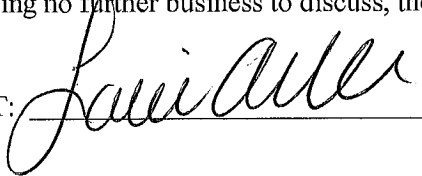
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- C. **Appoint Inspectors of Election** – A motion was made, seconded and carried to appoint HOA Elections to as serve Inspector of Election and to approve the proposal submitted by HOA Elections for a cost of \$895.00 and to waive the vendor's requirement to provide proof of a commercial auto insurance policy. M/S/C 4/0
- D. **Establish Record Date** – A motion was made, seconded and carried to set the record date as December 27, 2016 for the February 2017 Annual Meeting and Election. M/S/C 4/0
- E. **Delinquent Accounts** – A motion was made, seconded and carried to file a lien on APN# 480-130-030 for the past due assessments and applicable charges. M/S/C 4/0
- F. **Board Discussion Regarding Monitoring Assessments** – No action was required.
- G. **Newsletter Topics** – A motion was made, seconded and carried to include Laurie Andrews painter's information in the December newsletter. M/S/C 4/0
- H. **Next Meeting Agenda** – No action taken.
- I. **Next Meeting Date** – A motion was made, seconded and carried to scheduled the next meeting date for January 12, 2017, 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 4/0

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:34 P.M.

ATTEST: _____



DATE: _____

1-19-17