

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
MAY 11, 2017
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BOARD MEMBERS PRESENT: Laurie Andrews
James Seaman
William Mooney

BOARD MEMBER ABSENT: Donald Swanger

MANAGEMENT REPRESENTATIVE: Jennifer Alegria, CMCA
Keystone Pacific Property Management, LLC

EXECUTIVE SESSION SUMMARY – MAY 11, 2017

- A. Executive Session Meeting Minutes from March 9, 2017
- 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, James Seaman at 6: 34 P.M. at Keystone Pacific Property Management located at 41593 Winchester Rd. in Temecula, CA 92590.

HOMEOWNER FORUM

Homeowners were present to voice concerns about a property that is not in compliance and to listen to the meeting.

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 March 9, 2017 General Session Board Meeting Minutes and Architectural Report from March 3, 2017 to May 3, 2017 as submitted.
- B. **Financial Statements** – Resolved, to accept the February 28, 2017 and March 31, 2017 financial statements as prepared.

NEW BUSINESS

- A. **Delinquent Account** – A motion was made, seconded and carried to file a lien on APN# 480-110-030 for the past due balance and applicable charges. The Board tabled filing a lien on APN# 480-150-014 as the balance was under \$500.00. M/S/C 3/0
- B. **Board Appointment** – A motion was made, seconded and carried to appoint Jason Philpot to the Board to serve the vacant seat with a term expiring in February 2018.
- C. **Annual Maintenance Inspection Proposals** – A motion was made, seconded and carried to approve the proposal from Orange Coast Building Services for the annual maintenance inspection required by the Association's maintenance manual, for a cost of \$553.00. M/S/C 3/0

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- D. **Revised Architectural Application** – No comments were received from the membership. Therefore, a motion was made, seconded and carried to adopt the architectural application as revised, with a \$25.00 review fee. The adopted application will be posted where agendas are posted, to notice the membership of the adoption. M/S/C 3/0
- E. **Retainer Agreement Renewal** – A motion was made, seconded and carried to renew the Association's annual retainer agreement with Fiore, Racobs & Powers, for a cost of \$1,800.00. M/S/C 3/0
- F. **Newsletter Topics** – The Board directed management to prepare an article to remind homeowners about property maintenance and compliance with the property standards.
- G. **Next Meeting Agenda** – No action taken.
- H. **Next Meeting Date** – A motion was made, seconded and carried to schedule the next meeting date for July 13, 2017, Executive Session will begin at 6:00 P.M., followed by General Session at 7:00 P.M. at Keystone Pacific Property Management, LLC in Temecula, California. M/S/C 3/0

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:49 P.M.

ATTEST: 

DATE: 7-13-17