

COUNTRY ROADS MAINTENANCE CORPORATION  
GENERAL SESSION MEETING MINUTES  
SEPTEMBER 14, 2017  
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**BOARD MEMBERS PRESENT:** Laurie Andrews  
James Seaman  
Donald Swanger  
Jason Philpot

**BOARD MEMBER ABSENT:** William Mooney

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

**EXECUTIVE SESSION SUMMARY – SEPTEMBER 14, 2017**

- A. Executive Session Meeting Minutes from July 13, 2017
- B. Hearings for Compliance Matters
- C. Delinquent Account
- D. Legal Matters
- E. Approved to proceed with Foreclosure for APN# 480-120-021.

**CALL TO ORDER**

The General Session meeting of the Country Roads Maintenance Corporation was called to order by CFO, James Seaman at 6:54 P.M. at Keystone Pacific Property Management located at 41593 Winchester Rd. in Temecula, CA 92590.

**HOMEOWNER FORUM**

No homeowners were in attendance.

**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 July 13, 2017 General Session Board Meeting Minutes and Architectural Report from July 6, 2017 to September 6, 2017 as submitted.
- B. **Financial Statements and Variance Report**– Resolved, to accept the June 30, 2017 and July 31, 2017 financial statements as prepared.

**NEW BUSINESS**

- A. **Annual Maintenance Inspection Report** – A motion was made, seconded and carried to approve the annual maintenance inspection report, as prepared by Orange Coast Building Services. M/S/C 4/0
- B. **Audit & Tax Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Wertz & Company, C.P.A. for the preparation of the 2017 audit and taxes, for a cost of \$800.00. M/S/C 4/0
- C. **Bemus Landscape 3<sup>rd</sup> Quarter Irrigation Proposals** – A motion was made, seconded and carried to delegate authority to approve the pending Bemus Landscape proposals for irrigation repairs to the Board President, Donald Swanger. M/S/C 4/0

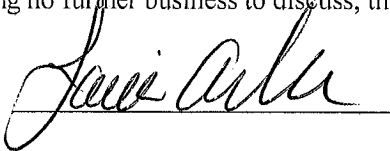
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- D. **Reserve CD Maturation** – A motion was made, seconded and carried to roll over the CIT Bank CD maturing in the amount of \$75,498.70, plus any interest earned, on 10/06/17 for a term of 12 months. M/S/C 4/0
- E. **Draft Reserve Study** – A motion was made, seconded and carried to approve the reserve study as prepared by Reserve Data Analysis, showing the Association as 84% funded for future reserve expenses and recommending a monthly reserve contribution of \$5,785.34. M/S/C 4/0
- F. **2018 Proposed Budget** – A motion was made, seconded and carried to approve the 2018 budget and deferred maintenance disclosure. Assessments will remain the same at \$47.00 per month. M/S/C 4/0
- G. **Holiday Event** – A motion was made, seconded and carried to approve contracting with Mr. Mossa for the horse and wagon holiday event. The Board approved to waive the requirement that this vendor submit a Keystone Pacific vendor packet but the Board will ask the vendor to provide a certificate of insurance naming the Association as additional insured. M/S/C 4/0
- H. **Delinquent Account** – A motion was made, seconded and carried to approve to file a lien on APN# 480-110-030 for the past due balance and applicable charges. M/S/C 4/0
- I. **Newsletter Topics** – The Board directed management to prepare an article to remind homeowners about painting their homes.
- J. **Next Meeting Agenda** – No action taken.
- K. **Next Meeting Date** – A motion was made, seconded and carried to schedule the next meeting date for November 9, 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 4/0

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:26 P.M.

ATTEST:



DATE:

11-8-17