

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 9, 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 – NOVEMBER 9, 2017

- A. Executive Session Meeting Minutes from September 14, 2017
- B. Hearings for Compliance Matters
- C. Delinquent Account
- D. Legal Matters

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order by CFO, James Seaman at 6:53 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 September 14, 2017 General Session Board Meeting Minutes and Architectural Report from September 6, 2017 to November 2, 2017 as submitted.
- B. **Financial Statements and Variance Report**– Resolved, to accept the August 31, 2017 and September 30, 2017 financial statements as prepared.

NEW BUSINESS

- A. **Annual Meeting and Election Date** – A motion was made, seconded and carried to set February 8, 2018 as the Annual Meeting and Election date. M/S/C 4/0
- B. **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. M/S/C 4/0
- C. **Establish Record Date** – A motion was made, seconded and carried to set the record date as December 22, 2017 for the February 2018 Annual Meeting and Election. M/S/C 4/0
- D. **Delinquent Accounts** – This item was tabled as the account balances were under \$500.00.

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- E. **Upcoming Fiscal Year Maintenance Projects (Reserve Components)** – The Board requested that Management obtain proposals to seal the access road in the basin.
- F. **Newsletter Topics** – The Board directed management to prepare and article to remind homeowners about adjusting irrigation for the cooler weather.
- 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 January 11, 2018, 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 7:23 P.M.

ATTEST: 

DATE: 1-11-18