

COUNTRY ROADS MAINTENANCE CORPORATION  
GENERAL SESSION MEETING MINUTES  
MARCH 8, 2018  
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**BOARD MEMBERS PRESENT:** Laurie Andrews  
James Seaman  
Donald Swanger  
Jason Philpot  
William Mooney

**BOARD MEMBER ABSENT:** None

**MANAGEMENT REPRESENTATIVES:** Jennifer Alegria, CMCA  
Terry Kammes, CMCA  
Keystone Pacific Property Management, LLC

**EXECUTIVE SESSION SUMMARY – MARCH 8, 2018**

- A. Executive Session Meeting Minutes from January 11, 2018
- B. Hearings for Compliance Matters
- C. Delinquent Account

**CALL TO ORDER**

The General Session meeting of the Country Roads Maintenance Corporation was called to order by President, Donald Swanger at 7:20 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 5/0

- A. **Approval of General Session Minutes/Architectural Submittal Report** – Resolved, to ratify the actions taken and approve the January 11, 2018 General Session Board Meeting Minutes and Architectural Report from January 3, 2018 to March 1, 2018 as submitted.
- B. **Financial Statements and Variance Report** – Resolved, to accept the December 31, 2017 and January 31, 2018 financial statements as prepared.

**NEW BUSINESS**

- A. **2017 Draft Audit** – A motion was made, seconded and carried to approve the audit as prepared by Wertz & Company, LLP for the fiscal year that ended December 31, 2017. M/S/C 5/0
- B. **Annual Maintenance Inspection Proposals** – A motion was made, seconded and carried to approve the proposal submitted by ProTec Building Services for the annual maintenance inspection, for a cost of \$650.00. M/S/C 5/0
- C. **Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Reserve Data Analysis for the preparation of a reserve study update with site inspection, for a cost of \$600.00. M/S/C 5/0

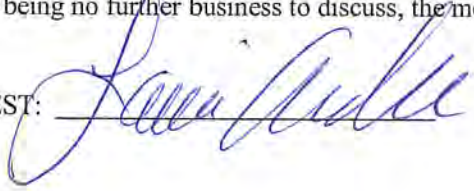
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- D. **Newsletter Topics** – The Board requested information be added for lawn care and responding to letters regarding compliance matters.
- E. **Next Meeting Agenda** – No action taken.
- F. **Next Meeting Date** – A motion was made, seconded and carried to scheduled the next meeting date for May 3, 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 5/0

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:11 P.M.

ATTEST: \_\_\_\_\_



DATE: \_\_\_\_\_

5/3/18