

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 13, 2018
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BOARD MEMBERS PRESENT: Laurie Andrews
James Seaman
Donald Swanger

BOARD MEMBERS ABSENT: Jason Philpot
William Mooney

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

EXECUTIVE SESSION SUMMARY – NOVEMBER 13, 2018

- A. Executive Session Meeting Minutes from September 13, 2018
- B. Hearings for Compliance Matters/Fine Reversal
- C. Delinquent Accounts

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order by President, Donald Swanger at 7:39 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 3/0

- A. **Approval of General Session Minutes/Architectural Submittal Report – RESOLVED**, to ratify the actions taken and approve the minutes taken by Management from the September 13, 2018 General Session Board Meeting, and Architectural Submittal Report from September 13, 2018 to November 2, 2018 as submitted.
- B. **Financial Statements – RESOLVED**, to accept the August 31, 2018 and September 30, 2018 financial statements as prepared.
- C. **Ratification – 2019 Draft Budget – RESOLVED**, to ratify the actions taken to approve the 2019 budget, increasing assessments to \$56.00 per month.
- D. **Ratification – Reserve CD Matured 10/6/18 – RESOLVED**, to ratify the actions taken to approve rolling over the reserve CD with CIT Bank, in the amount of \$76,185.82, for another 1 year term.

NEW BUSINESS

- A. **Annual Meeting and Election Date** – A motion was made, seconded and carried to approve setting February 7, 2019 as the annual meeting and election date. M/S/C 3/0

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- B. **Appoint Inspectors of Election** – A motion was made, seconded and carried to appoint HOA Elections as the third party Inspector of Elections and to approve the proposal submitted for a cost of \$975.00. M/S/C 3/0
- C. **Establish Record Date** – A motion was made, seconded and carried to approve setting December 12, 2018 as the date of record for the February 7, 2019 election. M/S/C 3/0
- D. **Holiday Event** – A motion was made, seconded and carried to approve paying Jessie Mossa \$599.00 for the holiday event and to waive all vendor packet requirements, including a W-9. The Association will not require the vendor to provide proof of insurance for the upcoming horse and wagon event on December 8, 2018. Additionally, a motion was made, seconded and carried to issue \$400.00 petty cash to Laurie Andrews to use to purchase items for the goodie bags for the event and to tip the horse vendor. M/S/C 3/0
- E. **Perimeter Black Wall – Efflorescence Removal Proposal** – A motion was made, seconded and carried to proceed with the previously approved proposal submitted by Consolidated Construction for a cost of \$1,860.00. M/S/C 3/0
- F. **Delinquent Accounts** – A motion was made, seconded and carried to file liens as listed below, for the past due balance and applicable charges. M/S/C 3/0

APN #	Balance	Decision
480-130-019	\$879.71	Approved
480-130-009	\$698.90	Approved
480-110-030	\$897.09	Approved
480-141-007	\$594.90	Approved
480-130-039	\$938.56	Approved

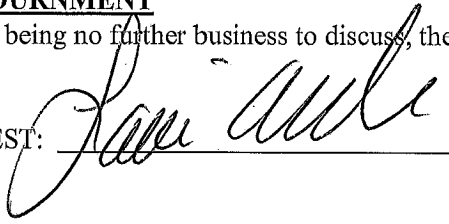
- G. **Contract Land Maintenance Proposals** – A motion was made, seconded and carried to terminate the contract with Bemus effective January 1, 2019 and approve the proposal from Environmental Concepts for \$2,329.00 per month, including the optional clearing of the basins 3 times annually. M/S/C 3/0
- H. **Newsletter Topics** – The Board requested that Management include a reminder about removing stakes from mature trees, and tightening loose or fallen stakes.
- I. **Next Meeting Agenda** – The following items were requested to be added to the next meeting agenda as outlined.
 - Pest Control
 - Wrought Iron Repair
- J. **Next Meeting Date** – A motion was made, seconded and carried to schedule the next meeting date for January 8, 2019, 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

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ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:06 P.M.

ATTEST:

A handwritten signature in cursive script, appearing to read "Jane A. [unclear]", written over a horizontal line.

DATE:

1-8-19