

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES
MARCH 14, 2019
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BOARD MEMBERS PRESENT: Laurie Andrews
Jason Philpot
Donald Swanger

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Terry Kammes, CMCA
Keystone Pacific Property Management, LLC

EXECUTIVE SESSION SUMMARY – MARCH 14, 2019

- A. Executive Session Meeting Minutes from January 8, 2019
- B. Hearings for Compliance Matters
- C. Homeowner Request(s)
- D. Delinquent Accounts
- E. Legal Matters

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order by President, Donald Swanger at 7:00 P.M. at Keystone Pacific Property Management located at 41593 Winchester Rd. in Temecula, CA 92590.

HOMEOWNER FORUM

There was no homeowners present.

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 January 8, 2019 General Session Board Meeting, and Architectural Submittal Report as of March 6, 2019 as submitted.
- B. **Association Finances – Financial Review – RESOLVED**, to acknowledge the review of the January 31, 2019 financial Statements.
- C. **Financial Statements – RESOLVED**, to accept the December 31, 2018 and January 31, 2019 financial statements as prepared.

NEW BUSINESS

- A. **2018 Draft Audit** – A motion was made, seconded and carried to approve the 2018 year end Draft Audit prepared by Wertz & Company, LLP and mail to the membership with in the 120 days of the fiscal year end as required by Civil Code. M/S/C 3/0
- B. **Annual Maintenance Inspection Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Protec Building Services to perform the Association’s Annual Maintenance Inspection for a total cost of \$650.00. M/S/C 3/0

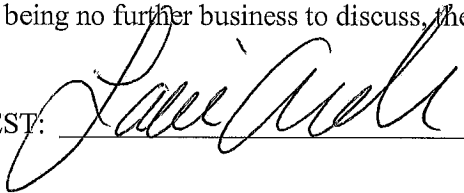
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- C. **Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal submitted by Reserve Data Analysis for the preparation of the reserve study that will be used to prepare the 2020 budget for a cost of \$300.00 for an update only. M/S/C 3/0
- D. **Organization of Director Positions & Appointment of Executive Committee** – This item was tabled until May 9, 2019 Board Meeting. M/S/C 3/0
- E. **Homeowner Suggestion** – Board Reviewed, No action taken.
- F. **Letter to the Board** – Board Reviewed, No action taken.
- G. **Lien Authorizations** – Per the delinquency report generated on March 6, 2019 the following actions on delinquent accounts for unpaid assessments and applicable charges as outlined below. M/SC 3/0
- APN#480-110-012 – Tabled
 - APN#480-141-004 – Approved to lien
 - APN#480-141-007 – Tabled
 - APN48-150-006 – Tabled
- H. **Newsletter Topics** – The Board requested that Management include a reminder about trimming front yard trees.
- I. **Next Meeting Agenda** –No action was taken.
- J. **Next Meeting Date** – A motion was made, seconded and carried to schedule the next meeting date for May 9, 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

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:44 P.M.

ATTEST: _____



DATE: _____

6-6-19