

COUNTRY ROADS MAINTENANCE CORPORATION
GENERAL SESSION MEETING MINUTES

JUNE 3, 2021

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BOARD MEMBERS PRESENT: Jason Philpot, Vice President
Laurie Andrews, Treasurer
Megan Coleman, Secretary

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Deborah Mines, CMCA
Keystone Pacific Property Management, LLC

EXECUTIVE SESSION SUMMARY

- A. Executive Session Meeting Minutes from March 18, 2021
- B. Hearings
- C. Delinquency Report

CALL TO ORDER

The General Session meeting of the Country Roads Maintenance Corporation was called to order at 6:22 p.m. via teleconference call.

PROOF OF NOTICE

Proof of Notice was recorded by Management.

HOMEOWNER FORUM

There were no homeowners present for homeowner forum.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items on the consent calendar: **Motion carried 3/0**

- A. **Approval of General Session Minutes – RESOLVED**, to ratify the actions taken and to approve the minutes taken by Management from the March 18, 2021 General Session Board Meeting, as submitted.
- B. **Financial Statements – RESOLVED**, to accept the February 28, 2021 and March 31, 2021 financial statements in accordance with AB 2912, as submitted.

RESIGNATION OF BOARD MEMBER/APPOINTMENT OF BOARD MEMBER

A motion was made, seconded and carried to accept the resignation of President Nathan Goldstein from the Board of Directors and to appoint Jayna Goldstein to the Board of Directors. **Motion carried 3/0**

REORGANIZATION OF BOARD POSITIONS

A motion was made, seconded and carried to reorganize the Board of Director positions as follows:

Megan Coleman, President; Jason Philpot, Vice President; Laurie Andrews, Treasurer and Jayna Goldstein, Secretary. **Motion carried 3/0**

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DELINQUENCY REPORT


- A. **Account 113200910** – Upon a motion made, seconded and unanimously carried to hold off on further collection action. **Motion carried 3/0**
- B. **Account 113201750** – Upon a motion made, seconded and unanimously carried to hold off on further collection action pending open escrow. **Motion carried 3/0**
- C. **Account 113200590** – Upon a motion made, seconded and unanimously carried to proceed with a small claims court filing 30 days after the lien is recorded. **Motion carried 3/0**
- D. **Account 113200401** – Upon a motion made, seconded and unanimously carried to file a lien. **Motion carried 3/0**
- E. **Account 113200470** – Upon a motion made, seconded and unanimously carried to hold off on further collection action until the account balance is greater than \$500.00. **Motion carried 3/0**
- F. **Account 113201350** – Upon a motion made, seconded and unanimously carried to hold off on further collection action until the account balance is greater than \$500.00. **Motion carried 3/0**

NEW BUSINESS

- A. **Reserve Study Proposals** – Upon a motion made, seconded and unanimously carried to approve the Reserve Data Analysis proposal for a reserve study with site visit in the amount of \$600.00, to be expensed from GL 8222. **Motion carried 3/0**
- B. **Next Meeting Date** – The next meeting will be July 15, 202 via teleconference call.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:35 p.m.

ATTEST: 
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DATE: 7/20/2021 | 10:25 AM PDT

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EXECUTIVE SESSION MEETING MINUTES
JUNE 3, 2021

BOARD MEMBERS PRESENT: Jason Philpot, Vice President
Megan Coleman, Secretary
Laurie Andrews, Treasurer

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Deborah Mines, CMCA
Keystone Pacific Property Management, LLC

CALL TO ORDER

The Executive Session meeting of the Country Roads Maintenance Corporation was called to order by President, Nathan Goldstein at 6: p.m. via teleconference call.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items on the consent calendar: **Motion carried 3/0**

- A. **Approval of Executive Session Meeting Minutes** – Resolved, to approve the March 18, 2021 Executive Session Meeting Minutes as submitted.

NEW BUSINESS

- A. **Hearings for Compliance Matters** - Hearings were held for the following homeowners. A motion was made, seconded and unanimously carried to approve the action as listed below: **Motion carried 3/0**

Address	Description	Proposed Fine/Action
30229 Trois Valley	Paint Fascia/Trim	\$100.00 fine assessed
30364 Vercors St.	Paint Fascia/Trim	\$100.00 fine assessed
30364 Vercos St.	Shutters Need Painting	\$150.00 fine assessed
30452 Terrain St.	Paint Fascia/Trim	\$100.00 fine assessed
35640 Sainte Foy St.	Paint Fascia/Trim	\$50.00 fine assessed
35664 Sainte Foy St.	Paint Fascia/Trim	\$50.00 fine assessed
35772 Saint Foy St.	Lawn Maintenance	\$50.00 fine assessed
35772 Sainte Foy St.	Boat Parking	\$50.00 fine assessed

DELINQUENCY REPORT – There were no delinquency items to discuss in Executive Session.

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ADJOURNMENT

There being no further business to come before the Board, the Executive Session meeting adjourned at 6:21 p.m.

SIGNED: DocuSigned by:
Megan Coleman
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