

COUNTRY ROADS MAINTENANCE CORPORATION  
GENERAL SESSION MEETING MINUTES  
SEPTEMBER 16, 2021

**BOARD MEMBERS PRESENT:** Megan Coleman, President  
Laurie Andrews, Treasurer  
Shane Coleman, Member at Large

**BOARD MEMBER ABSENT:** None

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

**EXECUTIVE SESSION SUMMARY**

- A. Legal Consultation
- B. Executive Session Meeting Minutes from July 15, 2021
- C. Hearings
- D. Delinquency Report

**CALL TO ORDER**

The General Session meeting of the Country Roads Maintenance Corporation was called to order at 6:03 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.

**RESIGNATION OF BOARD MEMBER/APPOINTMENT TO BOARD**

A motion was made, seconded and carried to approve to accept the resignation of Jason Philpot and to appoint Shane Coleman to the Board of Directors. **Motion carried 2/0**

**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 July 15, 2021 General Session Board Meeting, as submitted.
- B. **Financial Statements – RESOLVED**, to accept the June 30, 2021 and July 31, 2021 financial statements in accordance with AB 2912, as submitted.

**DELINQUENCY REPORT**

- A. **Account 113200911** – Upon a motion made, seconded and unanimously carried to file a lien on APN 480-130-039. **Motion carried 3/0**
- B. **Account 113200891** – Upon a motion made, seconded and unanimously carried to proceed with small claims filing instead of foreclosure. **Motion carried 3/0**

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- C. Account 11320050 – Upon a motion made, seconded and unanimously carried to hold off placing a lien until the balance exceeds \$500.00. **Motion carried 3/0**

**NEW BUSINESS**

- A. **2022 Draft Budget** – Upon a motion made, seconded and unanimously carried to approve the 2022 draft budget with a \$2.00 monthly increase, raising assessments to \$65.00 per month. **Motion carried 3/0**
- B. **Next Meeting Date** – The next meeting will be November 18, 2021.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:14 p.m.

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

12/8/2021 | 4:41 PM PST  
DATE: \_\_\_\_\_