

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 10, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, January 10, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:32 p.m.

Directors Present: Jonathan Burke (Arrived at 6:35 p.m.)
Fifi Chao
Steve Corea
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Ralph Del Campo
Meredith Heston
Ben and Betty Duong
Efri and Brian Gever
Kiyoko Hibi
Dave and Betsy Nelson
Dirk Petchull, Attorney

Dirk Petchull, the Association attorney discussed planting in the common area and the liability the Association had if they do not approve the planting covenant. The Board decided to take action later in the agenda.

A Motion was duly made, seconded, and unanimously carried to approve the November 15, 2016 Regular Meeting Minutes, as submitted. Cardinal was requested to post the "Draft Minutes" to the website.

A Motion was duly made, seconded, and unanimously carried to accept the October 2016 and November 2016 Financial Statements as presented, subject to audit.

The Directors reviewed the current Aging Report. There was no action required.

The Directors reviewed the current Collections report. There was no action required.

Director Williams opened the Homeowner Forum.

The owner of 433 E. Yale Loop was present to request an update regarding their garage concrete work, the denial they received to install a gate, and the poor quality of work CPR Construction did when repairing their stucco. Cardinal was requested to follow up with CPR Construction regarding their concrete work.

The owner of 500 E. Yale Loop was present to discuss the Associations

CALL TO
ORDER

ASSOCIATION
ATTORNEY

APPROVAL
MINUTES

FINANCIAL
STATEMENT

AGING REPORT

COLLECTIONS
REPORT

H/O FORUM

433 E. YALE LOOP

website. No action was required.

500 E. YALE LOOP

The owner of 494 E. Yale Loop was present to discuss the lighting contract. Cardinal was directed to request proposals for a new lighting contract.

494 E. YALE LOOP

The owner of 411 E. Yale Loop was present to discuss power washing their sidewalk. No action was required.

411 E. YALE LOOP

The owner of 478 E. Yale Loop was present to discuss their concrete work. No action was required.

478 E. YALE LOOP

The owner of 386 E. Yale Loop was present to discuss their neighbor's roof tile at 388 E. Yale Loop. The roof tile was not attached properly. Cardinal was requested to issue a work order to Elite Roofing to fix the roof tile and have them contact Fifi Chao.

376 E. YALE LOOP

The owner of 484 E. Yale Loop was present to discuss a violation letter they received. Cardinal was requested to close the violation in error.

484 E. YALE LOOP

Cardinal was requested to send the owner of 482 E. Yale Loop a courtesy letter requesting that they trim the tree in the patio area.

482 E. YALE LOOP

As there were no other owners who wished to address the Board, the Homeowner Forum was closed.

H/O FORUM
CLOSED

There were no architectural applications to be reviewed. Cardinal was requested to send correspondence to the owner at 350 E. Yale Loop, requesting an architectural application for the third sun tunnel they installed without approval.

ARCH. CMTE.

The Landscape Committee gave their landscape report to the Directors. Cardinal was requested to have Las Flores Landscape send a proposal for the areas where the dirt washes onto the sidewalk.

LANDSCAPE
CMTE.

The Directors reviewed the correspondence from Las Flores Landscape regarding the landscape contract. Cardinal was directed to request an explanation as to why the landscapers were only in the community approximately 104 hours versus the 120 to 130 hours as the contract states.

LANDSCAPE
CONTRACT

The Directors reviewed the requests to be appointed to the Landscape Committee. A Motion was duly made, seconded, and unanimously carried to appoint Jonathan Burke, Meredith Cheston, Ralph Del Campo, Teresa Field, Jerry Reynolds, and Katherine Williams to the Landscape Committee. Cardinal was requested to inform the owners of the Board's decision.

LANDSCAPE
CMTE. MEMBERS

The Directors discussed the Landscape Covenant. A Motion was duly made, seconded, and carried to approve the Landscape Covenant. Director Corea and Director Schneider voted no. Cardinal was requested to research which homes would be

LANDSCAPE
COVENANT

grandfathered in.

Director Correa requested a copy of the CD that holds all the pictures of the houses in the community.

The Directors discussed appointing a Maintenance Committee to approve emergency repairs. A Motion was duly made, seconded, and unanimously carried to appoint Director Corea and Director Schneider to the Maintenance Committee. Cardinal was requested to inform the owners of the Board's decision.

Cardinal was requested to follow up with Ben's Asphalt regarding the list that was to be sent to the Board members.

The Directors tabled the drip irrigation proposal to the next Board Meeting. Cardinal was directed to request Harvest Landscape explain their proposal.

Cardinal was directed to request a landscape maintenance proposal from Harvest Landscape.

The Directors reviewed the proposals from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #8473 for perimeter fence repairs at 370 E. Yale Loop at a cost of \$2,680.00 half of the repair, the other half to be paid by the joining Association, to be charged to reserves; proposal #18516 for concrete repairs at 467 E. Yale Loop at a cost of \$1,749.00, to be charged to reserves; proposal #18521 for perimeter fence repairs at 483 E. Yale Loop at a cost of \$705.50 half of the repair, the other half to be paid by the joining Association, to be charged to reserves. Cardinal was requested to inform the vendor of the Board's decisions.

The Directors tabled proposal #18367 for stucco repairs from CPR Construction until the next Board Meeting. Cardinal was directed to request a second bid for stucco repairs and inform the vendor of the Board's decision.

The Directors tabled proposal #6594 for the annual tree trimming from Las Flores Landscape until the next Board Meeting. Cardinal was directed to request two more bids for annual tree trimming and inform the vendor of the Board's decision.

The Directors reviewed the classes Cardinal Property Management was offering. No action was required.

The Directors reviewed the Annual Calendar. No action was required.

There being no further business, the Meeting was adjourned at 8:11 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

COMMUNITY
HOME PICTURES

MAINTENANCE
COMMITTEE

STREET
OVERLAY

DRIP IRRIGATION

LANDSCAPE
MAINTENANCE

CPR CONST.
APPROVED
PROPOSALS

CPR CONST.
TABLED
PROPOSAL

ANNUAL TREE
TRIMMING

CARDINAL PROP.
MANAGEMENT
CLASSES
ANNUAL
CALENDAR
ADJOURN

SUBMITTED

ATTEST

Katherine Williams, President

Date

SECRETARY CERTIFICATION

CERTIFY

I, Lee Schneider, the appointed Secretary of the Garden Estates Maintenance Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Garden Estates Maintenance Association Board of Directors Meeting hld on January 10, 2017, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

Draft