

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 16, 2018

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, January 16, 2018, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Jonathan Burke, called the Meeting to order at 6:31 p.m.

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

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Betsy Billotte
Dave Nelson

The scheduled Hearing was held for the owner with account #GM-0005-0081-02 for unapproved window installation. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the matter as the violation had been corrected. Cardinal was directed to advise the owner of the Hearing results.

A Motion was duly made, seconded, and unanimously carried to approve the November 14, 2017 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the October 2017 and November 2017 Financial Statements as presented, subject to audit.

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

The Directors reviewed the Collection Report. No action was required.

As there were no owners who wished to address the Board, the Homeowner Forum was not held.

There was no report from the Architectural Committee. No action was required.

The Landscape Committee presented their November 2017 landscape report to the Directors. A Motion was duly made, seconded, and unanimously carried to approve planting in the perimeter when the weather permits. Cardinal was requested to inform Las Flores Landscape of the Board's decision.

CALL TO
ORDER

HEARING
#GM-0005-0081-02

APPROVED
MINUTES

FINANCIAL
STATEMENTS

AGING REPORT

COLLECTION
REPORT
H/O FORUM

ARCH. CMTE.

LANDSCAPE
CMTE.

The Directors discussed the Landscape Covenant. Cardinal was requested to email the Association's attorney and reiterate that the Board would like the landscape covenant to be \$375.00 and not include a refundable deposit, and to request a copy of the landscape covenant documents.

LANDSCAPE
COVENANT

The Directors tabled the review of the covenant letter to the owners to the next Board meeting. Cardinal was requested to add this item to the February 2018 Board Meeting Agenda.

COVENANT
LETTER

The Directors reviewed the solar/sun tunnel responsibility correspondence from Fiore, Racobs, and Powers. A Motion was duly made, seconded, and unanimously carried to approve the solar/sun tunnel policy. Cardinal was requested to inform the Association attorney of the Board's decision.

SOLAR/SUN
TUNNEL
RESPONSIBILITY

The Directors tabled the discussion on cell phone towers to the next Board Meeting. Cardinal was requested to add this item to the February 2018 Board Meeting Agenda.

CELL PHONE
TOWERS

The Directors reviewed the proposals from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #20144 from CPR Construction to repair multiple garage address lights in the community at a cost of \$1,930.00, to be charged to reserves; and proposal #19994 from CPR Construction to paint multiple garage doors in the community at a cost of \$11,314.00. Cardinal was requested to inform the vendor of the Board's decision and request a three-year warranty on the painting of the garage doors.

CPR CONST.
APPROVED
PROPOSALS

The Directors tabled review of proposal #CS-GE-01 from CPR Construction to the February 2018 Board Meeting. Cardinal was requested to add this item to the February 2018 Agenda and request CPR Construction to provide pictures of the fences that need repair, and to have them furnish more information, for example the materials they were using.

CPR CONST.
TABLED
PROPOSAL

The Directors reviewed the Elite Roofing proposal. A Motion was duly made, seconded, and unanimously carried to approve the Elite Roofing proposal for roof repair at 428, 430, and 432 E. Yale Loop at a cost of \$12,600.00, with the stipulation that it was proven the repair was necessary due to a roof leak. Cardinal was requested to inform the vendor and the owner of the Board's decision.

ELITE ROOFING
APPROVED
PROPOSAL

The Directors reviewed the proposal from CAPCA. A Motion was duly made, seconded, and unanimously carried to approve the proposal from CAPCA to renew the FHA Certification at a cost not to exceed \$749.00. Cardinal was requested to inform the vendor of the Board's decision.

CAPCA
APPROVED
PROPOSAL

The Directors reviewed the correspondence from the owner with account #GM-0005-0090-01 requesting a reimbursement for an Association-responsibility plumbing issue. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement at a cost of \$451.54. Cardinal was requested to inform

#GM-0005-0090-01

the owner of the Board's decision.

The Directors reviewed the correspondence from the owner with account #GM-0005-0026-02 requesting a reimbursement for an Association-responsibility gas issue. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement at a cost of \$1,025.00. Cardinal was requested to inform the owner of the Board's decision.

A Motion was duly made, seconded, and unanimously carried to approve Irene Neelis as the inspector of election. Cardinal was requested to inform Irene Neelis of the Board's decision.

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

The Directors reviewed the current site inspection. A Motion was duly made, seconded, and unanimously carried to mail the violation letters.

The Directors discussed shingle walls. No action was required.

There being no further business, the Meeting was adjourned at 7:18 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

Jonathan Burke, President

Date

SECRETARY CERTIFICATION

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 held on January 16, 2018, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

#GM-0005-0026-02

INSPECTOR OF
ELECTION

ANNUAL
CALENDAR
MONTHLY SITE
INSPECTIONS

SHINGLE WALL

ADJOURN

SUBMITTED

ATTEST

CERTIFY