

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 13, 2018

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, February 13, 2018, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The President, Jonathan Burke, called the Meeting to order at 6:31 p.m.

Directors Present: Jonathan Burke
Steve Corea
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Betsy Bellotti
Ben Duong
Liang Yang Lin
Scott Poveromo

A Motion was duly made, seconded, and unanimously carried to approve the January 16, 2018 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the December 2017 Financial Statement 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.

A Motion was duly made, seconded, and unanimously carried to approve the Investment Policy. No action was required.

Director Burke opened the Homeowner Forum.

The owner from 420 E. Yale Loop was present to discuss the denied architectural application that they had submitted. A Motion was duly made, seconded, and unanimously carried to approve the architectural application. Cardinal was requested to update the server.

Cardinal was requested to add window trim color to the March 2018 Agenda.

The owner from 498 E. Yale Loop was present to discuss the irrigation in their backyard. Cardinal was requested to issue a work order to inspect the irrigation leading to the backyard as it ties into the Association irrigation.

CALL TO
ORDER

APPROVED
MINUTES

FINANCIAL
STATEMENTS

AGING REPORT

COLLECTION
REPORT
INVESTMENT
POLICY

H/O FORUM

420 E. YALE LOOP

WINDOW TRIM

498 E. YALE LOOP

The owner from 433 E. Yale Loop was present to discuss CPR Constructions sub-par work. Cardinal was requested to inquire if CPR Construction uses a third party to complete their concrete work and to inform them that they were on notice.

433 E. YALE LOOP

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

H/O FORUM
CLOSED

The Architectural Committee discussed the architectural application that was submitted for 490 E. Yale Loop. A Motion was duly made, seconded, and unanimously carried to approve the architectural application. Cardinal was requested to update the server and send out the approval to the homeowner.

ARCH. CMTE.

Cardinal was requested to send a post card reminder to all homeowners, reminding them that an architectural application would need to be completed and approved before any upgrades were completed on the exterior.

ARCHITECTURAL
REMINDER

The Landscape Committee presented their January 2018 landscape report to the Directors. No action was required.

LANDSCAPE
CMTE.

The Directors discussed the Landscape Covenant. A Motion was duly made, seconded, and unanimously carried to table the item until there was a five-person Board of Directors.

LANDSCAPE
COVENANT

The Directors tabled the review of the covenant letter to the owners until there was a five-person Board of Directors.

COVENANT
LETTER

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

CELL PHONE
TOWERS

The Directors tabled review of proposal #CS-GE-01 from CPR Construction to the March 2018 Board Meeting regarding the failing fences. Cardinal was requested to obtain two more bids for the entire community and two bids for the addresses submitted by CPR Construction. Cardinal was requested to have CPR Construction contact Director Burke and walk the property to identify the failing fences.

CPR CONST.
TABLED
PROPOSAL

The Directors reviewed the proposals from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #20284 from CPR Construction to repair the rear patio gate at 356 E. Yale Loop at a cost of \$778.00. Cardinal was requested to inform the owner and vendor of the Board's decision.

CPR CONST.
APPROVED
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 413 E. Yale Loop at a cost of \$989.00. Cardinal was requested to inform the vendor and the owner of the Board's decision.

ELITE ROOFING
APPROVED
PROPOSAL

The Directors reviewed the correspondence from the owner with account #GM-0005-0091-02 requesting reimbursement for an Association-responsibility general pesticide treatment and snail treatment. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement for the general pesticide only at a cost of \$50.00. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0091-02

The Directors reviewed the correspondence from the U.S. Department of Homeland Security. No action was required.

U.S. DEPT.
HOMELAND
SECURITY
ANNUAL
CALENDAR

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

MONTHLY SITE
INSPECTIONS

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

Cardinal was requested to add to the March 2018 Agenda CVC Enforcement and to add supporting documents to the Board Packet.

CVC ENFORC.

There being no further business, the Meeting was adjourned at 7:38 p.m.

ADJOURN

Submitted by: Lisa Bryce, Account Manager

SUBMITTED

ATTEST:

ATTEST

Jonathan Burke, 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 held on February 13, 2018, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date