

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 14, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, February 14, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:33 p.m.

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

Directors Absent: Fifi Chao

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Ralph Del Campo
Dave and Betsy Nelson

A Motion was duly made, seconded, and unanimously carried to approve the January 10, 2017 Regular Meeting Minutes, with corrections. Cardinal was requested to post the "Draft Minutes" to the website.

A Motion was duly made, seconded, and unanimously carried to accept the December 2016 Financial Statement 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.

The Directors tabled the review of the reserve study to the next Board Meeting.

The Directors reviewed correspondence regarding account #GM-0005-0069-01. A Motion was duly made, seconded, and unanimously carried to waive the late fee and interest charges in the amount of \$1,637.41, with the stipulation that the owner pay the collections fees of \$772.00. Cardinal was requested to inform the owner of the Board's decision and inform them that this was a one-time courtesy offer.

Director Williams opened the Homeowner Forum.

The owner of 411 E. Yale Loop was present to request that the bushes at the end of his alley be removed due to blocking the view of sidewalk. The owner was going to send a picture of the shrubs. Cardinal was requested to issue a work order to have some of the shrub removed after the picture was received.

The owner of 494 E. Yale Loop was present to discuss his assessment payments. No action was required.

CALL TO
ORDER

APPROVAL
MINUTES

FINANCIAL
STATEMENT

AGING REPORT

COLLECTIONS
REPORT

RESERVE STUDY

GM#0005-0069-01

H/O FORUM

411 E. YALE LOOP

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

The Directors reviewed the architectural application from the owner at 404 E. Yale Loop. A Motion was duly made, seconded, and unanimously carried to approve the architectural application. Cardinal was requested to update the account and mail the signed architectural application to the owner.

Cardinal was requested to send follow-up correspondence to the owner at 350 E. Yale Loop, requesting an architectural application for the third sun tunnel they installed without approval.

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

The Directors reviewed the correspondence from Las Flores Landscape regarding the hours the landscapers spend in the community. Cardinal was requested to inquire if Las Flores keeps track of the employee hours.

The Directors discussed the Landscape Covenant. Cardinal was directed to request an explanation regarding paragraph #2 on page #3 stating "A portion of the initial deposit, in the amount of \$300.00, was the construction deposit."

The Directors tabled the drip irrigation proposal to the next Board Meeting. Cardinal was directed to request Harvest Landscape bid apples to apples. Cardinal was requested to send a copy of Las Flores proposal, redacting all company information.

The Directors reviewed the proposals from CPR Construction and Vinco Construction. A Motion was duly made, seconded, and unanimously carried to approve Vinco Construction proposal #GE 17488 for stucco repairs at 350 E. Yale Loop at a cost of \$950.00. Cardinal was requested to inform the vendors of the Board's decision.

Cardinal was requested to issue a work order to Vinco Construction and have them inspect the sidewalk by 350 E. Yale Loop, as it was raised and cracked.

The Directors reviewed the proposals from Andre Landscaping, Harvest Landscaping and Las Flores Landscaping. A Motion was duly made, seconded, and unanimously carried to approve Las Flores Landscape proposal #6594 for the annual tree trimming at a cost of \$16,155.00. Cardinal was requested to inform the vendors of the Board's decision.

The Directors reviewed the Newport Exterminating proposal. A Motion was duly made, seconded, and unanimously carried to approve the Newport Exterminating proposal for termite treatment at 425 E. Yale Loop at a cost of \$795.00. Cardinal was requested to inform the vendor of the Board's decision.

494 E. YALE LOOP

H/O FORUM
CLOSED

ARCH. CMTE.

350 E. YALE LOOP

LANDSCAPE
CMTE.

LANDSCAPE
CONTRACT

LANDSCAPE
COVENANT

DRIP IRRIGATION

STUCCO REPAIRS
AT 350 E. YALE
LOOP

SIDEWALK
REPAIRS AT 350 E
YALE LOOP
ANNUAL TREE
TRIMMING

NEWPORT EXT.

The Directors reviewed the proposals from Peak Lighting and Pro Tek Electrical and Lighting. A Motion was duly made, seconded, and unanimously carried to approve Peak Lighting maintenance proposal at a cost of \$85.0 monthly effective April 1, 2017. Cardinal was requested to inform the vendors of the Board's decision.

A Motion was duly made, seconded, and unanimously carried to terminate Horizon Lighting effective March 31, 2017. Cardinal was directed to send Horizon Lighting a thirty day termination letter.

The Directors reviewed the correspondence from the owner with account #GM-0005-0001-02. Cardinal was requested to issue a work order to Las Flores Landscape and CPR Construction to inspect the water intrusion that the owner was having. Cardinal was requested to inform the owner 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.

The Directors discussed the Annual Meeting. Cardinal was requested to prepare a proposal from Cardinal for inspector of election.

There being no further business, the Meeting was adjourned at 7:25 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

Katherine Williams, 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 February 14, 2017, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

APPROVED PROP

LIGHTING MAINT

HORIZON
LIGHTING

GM#0005-0001-02

CARDINAL PROP.
MANAGEMENT
CLASSES
ANNUAL
CALENDAR
ANNUAL MTG.

ADJOURN

SUBMITTED

ATTEST

CERTIFY