

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
MARCH 3, 2014

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Monday, March 3, 2014, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:44 p.m.

CALL TO
ORDER

Directors Present: Jonathan Burke
 Fifi Chao
 Steve Corea
 Ron Gravell
 Katherine Williams

Representing Cardinal: Janet Mehan, CCAM, CMCA, AMS

Others Present: Betsy Belotti
 Ralph DelCampo
 Bruce Lipe

The Board announced it had met in Executive Session prior to the Regular Meeting to discuss a landscape safety issue and a delinquent account.

EXECUTIVE
SESSION

The Homeowner Forum was opened by President Katherine Williams.

H/O FORUM
OPENED
411 E. YALE
LOOP

The owner of 411 E. Yale Loop was present to request the back kitchen door be painted and have new weather stripping installed. Cardinal was requested to have CPR Construction perform the work. The owner also stated he had an air conditioner problem and the Board reported it was homeowner's responsibility.

The owner of 479 E. Yale Loop reported he had cracks above the fireplace in the living room area and wanted to know if it was a structural problem. Katherine Williams reported she and CPR Construction had looked at the cracks and CPR Construction reported it was a cosmetic issue. The owner requested to obtain something in writing from CPR Construction confirming information and also requested a quote for paint and texture to repair.

479 E. YALE
LOOP

The Homeowner Forum was closed.

H/O FORUM
CLOSED
APPROVAL
MINUTES

A Motion was duly made, seconded and unanimously carried to approve the November 4, 2013 Regular Meeting Minutes and the February 3, 2014 Regular Meeting Minutes, as written.

A Motion was duly made, seconded, and unanimously carried to approve the December 2013 Financial Statement and the January 2013 Financial Statement, as submitted, subject to audit.

APPROVAL
FINANCIALS

A Motion was duly made, seconded, and unanimously carried to approve the proposal from Cardinal Property Management to perform the Inspector of Elections duties at the 2014 Annual Meeting.

INSPECTOR
ELECTIONS

The Hearing for the owner of account #GM-0005-0064-01 was held for a basketball hoop left out in the street and/or sidewalk area. The owner was not present. A Motion was duly made, seconded, and unanimously carried to levy a fine of \$50.00 on the assessment account and call the owner to a Hearing at the April 24, 2014 Regular Meeting.

HEARING

A Motion was duly made, seconded, and unanimously carried to approve the proposal from TruGreen Landcare for plant replacements, at a cost of \$215.00, to be charged to the operating account.

TRUCLEAN
LANDCARE

A Motion was duly made, seconded, and unanimously carried to approve the architectural application from the owner of 439 E. Yale Loop for a kitchen screen door, rain gutters and an ac unit. Cardinal was requested to send the application to the Woodbridge Village Association for their approval.

ARCH. APP.

The architectural application from the owner of 441 E. Yale Loop was tabled for sixty days until a few Board members could obtain sample outside lights that could be used in the community.

TABLED ITEM

A Motion was duly made, seconded, and unanimously carried to use the website from CAPS and have Cardinal set it up. Cardinal was also requested to obtain the exact price to have the website.

WEBSITE

Katherine Williams reported the Association newsletter would be done quarterly and Cardinal was requested to send the approved monthly minutes to Katherine Williams to put in the newsletter.

NEWSLETTER

Cardinal was requested to send a letter or postcard to the owners who had not picked up the mailbox keys informing them to pick them up at Cardinal.

MAILBOX KEYS

Cardinal was requested to obtain additional proposals for painting the garage doors that are bubbling and peeling.

GARAGE
DOORS

There being no further business, the Meeting was adjourned at 7:50 p.m.

ADJOURN

Submitted by: Janet Mehan, CCAM, CMCA, AMS, Account Manager

SUBMITTED

ATTEST:

ATTEST

Katherine Williams, President

Date

SECRETARY CERTIFICATION

I, Ron Gravell, 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 March 3, 2014, as approved by the Board Members in attendance of the Meeting.

Ron Gravell, Secretary

Date

CERTIFY