

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

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, March 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  
Fifi Chao  
Steve Corea  
Lee Schneider  
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Meredith Cheston  
Terri Gever  
Shelair Jawdat  
Dave and Betsy Nelson

The scheduled Hearing was held for the owner with account #GM-0005-0083-01 for failure to store the trash cans out of sight from the common area. 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 February 14, 2017 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 January 2017 Financial Statement as presented, subject to audit.

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

The Directors reviewed the courtesy late letter. There was no action required.

A Motion was duly made, seconded, and unanimously carried to approve the 2017 Investment Policy.

Director Williams opened the Homeowner Forum.

The owner of 500 E. Yale Loop was present to discuss the seasonal plant pallet and requested that the common name be listed. No action was required.

The owner of 506 E. Yale Loop was present to discuss the security cameras

CALL TO  
ORDER

HEARING  
#GM-0005-0083-01  
TRASH CAN

APPROVAL  
MINUTES

FINANCIAL  
STATEMENT

AGING REPORT

COURTESY LATE  
LETTER  
INVESTMENT  
POLICY

H/O FORUM

500 E. YALE  
LOOP

506 E. YALE

that the owner installed. No action was required.

LOOP

The owner of 478 E. Yale Loop was present to discuss the recent repairs to their garage slab. Cardinal was requested to issue a work order to have the wood strip above the garage painted and have the area next to the door filled with silicone.

478 E. YALE  
LOOP

The owner of 443 E. Yale Loop was present to discuss the recent installation of solar tubes in the community. Cardinal was requested to add the item to the April 2017 agenda.

443 E. YALE  
LOOP

The owner of 386 E. Yale Loop was present to discuss wood needing to be painted after installation. Cardinal was requested to issue a work order to have the areas painted. The contractor was to call the owner for the exact location.

386 E. YALE  
LOOP

The owner of 494 E. Yale Loop was present to request the four new plants that were planted between 494 E. Yale Loop and 492 E. Yale Loop be removed and planted elsewhere. Cardinal was requested to send a letter to Las Flores Landscape and ask them to contact the owner with the exact location of the four plants needing to be removed and transplanted.

494 E. YALE  
LOOP

Cardinal was directed to request that Las Flores Landscape plant new plants in the bare area between 350 and 352 E. Yale Loop.

LAS FLORES  
LANDSCAPE

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

H/O FORUM  
CLOSED

There was no report from the Architectural Committee.

ARCH. CMTE.

The Landscape Committee presented their landscape report to the Directors. A Motion was duly made, seconded, and unanimously carried to approve phase one spending \$1,500.00 to add color to the community and phase two spending \$1,500.00 to add color in the community, to be implemented a couple months after phase one. No action was required.

LANDSCAPE  
CMTE.

The Directors reviewed the correspondence from Las Flores Landscape regarding the hours the landscapers spend in the community. No action was required.

LANDSCAPE  
CONTRACT

The Directors discussed the Landscape Covenant. Cardinal was requested to confirm at a site inspection which homes would be grandfathered in.

LANDSCAPE  
COVENANT

The Directors discussed the proposals received from Harvest Landscape and Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve Las Flores Landscape proposal to install drip irrigation in the community at a cost of \$12,750.00. Cardinal was requested to inform the vendors of the Board's decision.

DRIP  
IRRIGATION

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

RESERVE STUDY

Cardinal was requested to get clarification on page #2-2 of the reserve study.

A Motion was duly made, seconded, and unanimously carried to approve Irene Neelis of Cardinal Property Management as the Inspector of Elections.

The Directors reviewed the proposals from Las Flores Landscaping. A Motion was duly made, seconded, and unanimously carried to approve the January 2017 landscape walk at a cost of \$505.00; the February 2017 landscape walk at a cost of \$490.00; proposal #6623 to remove and replace the dead tree between 502 and 504 E. Yale Loop at a cost of \$700.00; and proposal #6632 to replace the fallen tree at 415 E. Yale Loop at a cost of \$250.00. Cardinal was requested to inform the vendors of the Board's decision.

Cardinal was directed to request that Las Flores submit their recommendations regarding tree size when submitting a tree replacement 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 411 E. Yale Loop at a cost of \$889.00. Cardinal was requested to inform the vendor of the Board's decision.

The Directors reviewed the Legislative Summary. No action was required.

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

There being no further business, the Meeting was adjourned at 7:38 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 March 14, 2017, as approved by the Board Members in attendance of the Meeting.

\_\_\_\_\_  
Lee Schneider, Secretary

\_\_\_\_\_  
Date

INSPECTOR OF ELECTIONS

LAS FLORES LANDSCAPE APPROVED PROPOSALS

TREE SIZE

ELITE ROOFING

LEGISLATIVE SUMMARY ANNUAL CALENDAR ADJOURN

SUBMITTED

ATTEST

CERTIFY