

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
APRIL 10, 2018

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, April 10, 2018, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The Vice President, Katherine Williams, called the Meeting to order at 6:35 p.m.

Directors Present: Steve Corea
Lee Schneider
Katherine Williams

Directors Absent: Jonathan Burke

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Betsy Bellotti
Dave Nelson

A Motion was duly made, seconded, and unanimously carried to approve the March 13, 2018 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the February 2018 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.

The Directors reviewed the proposals from Advance Reserve Solutions, Association Reserves, and Reserve Data Analysis. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Reserve Data Analysis to perform the 2019 reserve study at a cost of \$350.00, with no site visit. Cardinal was requested to inform the vendors of the Board's decision.

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

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

The Directors reviewed the proposal from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve proposal #6900 from Las Flores Landscape for plant installation at 443 E. Yale Loop due to a sink hole at a cost of \$692.00. Cardinal was requested to inform the vendor of the Board's decision.

CALL TO
ORDER

APPROVED
MINUTES

FINANCIAL
STATEMENTS

AGING REPORT

COLLECTION
REPORT
2019 RESERVE
STUDY

H/O FORUM

ARCH. CMTE.

LAS FLORES
LANDSCAPE
APPROVED
PROPOSAL

The Landscape Committee Chair reported on landscape items. No action was required.

LANDSCAPE
CMTE.

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

CELL PHONE
TOWERS

The Directors discussed the current architectural rule regarding the window trim color needing to be almond. A Motion was duly made, seconded, and unanimously carried to add white trim as an option. Cardinal was requested to update the rule and send it to the Master Association for approval.

WINDOW TRIM

The Directors reviewed the "No Parking Sign" options. A Motion was duly made, seconded, and unanimously carried to approve purchasing up to thirteen signs at a cost not to exceed \$389.35. Cardinal was requested to take inventory of the number of signs in the community at the next site inspection, and then purchase the signs.

NO PARKING
SIGNS

The Directors reviewed the class schedule from Cardinal for 2018. No action was required.

CARDINAL 2018
CLASSES

The Directors discussed the FHA/VA approval. No action was required.

FHA/VA
APPROVAL

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

ANNUAL
CALENDAR

The Directors tabled the discussion on bi-monthly Board Meetings to the next Board Meeting. Cardinal was requested to add this item to the May 2018 Agenda.

BI-MONTHLY
BOARD
MEETINGS

The Directors reviewed the current site inspection report. Cardinal was requested to mail the violation letters.

MONTHLY SITE
INSPECTIONS

A Motion was duly made, seconded, and unanimously carried to add the Hearing for account #GM-0005-0083-01 to the Agenda.

HEARING

The scheduled Hearing was held for the owner with account #GM-0005-0083-01 for failure to remove the trash cans after trash pickup. 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.

HEARING
#GM-0005-0083-01

A Motion was duly made, seconded, and unanimously carried to add Board Member appointment to the Agenda.

BOARD
APPOINTMENT

The Directors reviewed the correspondence received from the owner at 441 E. Yale Loop offering to serve the remainder of the term of the open Board position. A Motion was duly made, seconded, and unanimously carried to approve appointing Ron Gravell to serve out the remainder of the term of the open Board position.

BOARD
APPOINTMENT
APPROVED

Cardinal was requested to add Ron Gravell to all future Board correspondence.

There being no further business, the Meeting was adjourned to Executive Session at 7:02 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 April 10, 2018, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

ADJOURN

SUBMITTED

ATTEST

CERTIFY

Draft