

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
APRIL 11, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, April 11, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:38 p.m.

Directors Present: Steve Corea
Lee Schneider
Katherine Williams

Directors Absent: Jonathan Burke
Fifi Chao

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Ralph Del Campo
Dave and Betsy Nelson

The scheduled Hearing was held for the owner with account #GM-0005-0040-01 for not trimming the palm tree. 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 March 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 February 2017 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 reviewed the proposals from Advanced Reserve Solutions, Association Reserve, Reserve Data Analysis, and Strategic Reserves. A Motion was duly made, seconded, and unanimously carried to approve Advanced Reserve Solutions to perform the 2018 reserve study at a cost of \$575.00 with a site visit. Cardinal was requested to inform the vendors of the Board's decision.

A Motion was duly made, seconded, and unanimously carried to transfer the 2017 surplus to reserves. Cardinal was requested to transfer any surplus the Association had at the end of the fiscal year.

Director Williams opened the Homeowner Forum.

CALL TO
ORDER

HEARING
#GM-0005-0040-01
PALM TREE

APPROVAL
MINUTES

FINANCIAL
STATEMENT

AGING REPORT

COLLECTIONS
REPORT

RESERVE STUDY

TRANSFER
SURPLUS

H/O FORUM

The owner of 411 E. Yale Loop was present to thank the Board for trimming the bushes at the corner of his street, and to request that a vendor come to his home and repair the drywall that was damaged after the roof leak he sustained. Cardinal was requested to issue a work order to Service First to inspect the drywall.

411 E. YALE
LOOP

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. Director Corea discussed pollen falling from the pine trees and the mess it was making on the sidewalks/resident entry walks, and the tree at 502/504 E. Yale Loop needing to be removed as it was dead. Cardinal was requested to issue a work order to the landscapers to have them blow the pollen off all sidewalks once a week and to inspect the pine tree at 502/504 E. Yale Loop.

LANDSCAPE
CMTE.

The Directors discussed the Landscape Covenant and the addresses that would be grandfathered in. The addresses would be 411 E. Yale Loop, 478 E. Yale Loop, and 494 E. Yale Loop. A Motion was duly made, seconded, and unanimously carried to table the matter to the May 2017 Board Meeting.

LANDSCAPE
COVENANT

The Directors reviewed the reserve study and correspondence from Reserve Data Analysis. A Motion was duly made, seconded, and unanimously carried to accept the reserve study.

2017 RESERVE
STUDY

The Directors reviewed proposal #18795 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve CPR Construction proposal #18795 to replace the rear patio door at 483 E. Yale Loop at a cost of \$933.00. Cardinal was requested to inform the vendors of the Board's decision.

CPR CONST.
APPROVED
PROPOSAL

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 424 E. Yale Loop at a cost of \$595.00. Cardinal was requested to inform the vendor of the Board's decision.

NEWPORT EXT.
APPROVED
PROPOSAL

The Directors discussed solar tube installations in the community. A Motion was duly made, seconded, and unanimously carried to approve creating a solar tube guideline. Cardinal was requested to create the guideline with the following information, that no resident may install more than three solar tubes, the silver flashing around the solar tube must be painted to match the roof, and to attach a sample picture and size of the solar tube to the guideline.

SOLAR TUBE

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

ANNUAL
CALENDAR
ADJOURN

There being no further business, the Meeting was adjourned at 7:18 p.m.

Submitted by: Lisa Bryce, Account Manager

SUBMITTED

ATTEST:

ATTEST

Katherine Williams, 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 April 11, 2017, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

Draft