

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
MAY 9, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, May 9, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:34 p.m.

Directors Present: Fifi Chao
Steve Corea
Lee Schneider
Katherine Williams

Directors Absent: Jonathan Burke

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Ralph Del Campo
Lani and Eugene Char
Meredith Cheston
Dave and Betsy Nelson

The scheduled Hearing was held for the owner with account #GM-0005-0011-01 for not trimming the tree hanging over the patio. The owner was not present. As the violation had not been corrected, a Motion was duly made, seconded, and unanimously carried to impose a \$50.00 fine, in accordance with the Association's Violation & Fine Policy. Cardinal was directed to advise the owner of the Hearing results and schedule another Hearing at the next Meeting, at which another fine could be imposed.

The scheduled Hearing was held for the owner with account #GM-0005-0050-02 for failure to remove the ivy growing on the chimney. The owner was not present. As the violation had not been corrected, a Motion was duly made, seconded, and unanimously carried to impose a \$50.00 fine, in accordance with the Association's Violation & Fine Policy. Cardinal was directed to advise the owner of the Hearing results and schedule another Hearing at the next Meeting, at which another fine could be imposed.

The scheduled Hearing was held for the owner with account #GM-0005-0051-01 for not trimming the trees away from the exterior. The owner was not present. As the violation had not been corrected, a Motion was duly made, seconded, and unanimously carried to impose a \$50.00 fine, in accordance with the Association's Violation & Fine Policy. Cardinal was directed to advise the owner of the Hearing results and schedule another Hearing at the next Meeting, at which another fine could be imposed.

The scheduled Hearing was held for the owner with account #GM-0005-0001-02 for failure to submit an Architectural application. The owner was 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

CALL TO
ORDER

HEARING
#GM-0005-0011-01
TREE TRIMMING

HEARING
#GM-0005-0050-02
IVY

HEARING
#GM-0005-0051-01
TREE TRIMMING

HEARING
#GM-0005-0001-02
ARCH.
APPLICATION

Hearing results.

A Motion was duly made, seconded, and unanimously carried to approve the April 11, 2017 Regular Meeting Minutes, as submitted. Director Chao abstained. Cardinal was requested to post the "Draft Minutes" to the website.

APPROVAL
MINUTES

A Motion was duly made, seconded, and unanimously carried to accept the March 2017 Financial Statement as presented, subject to audit.

FINANCIAL
STATEMENT

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

AGING REPORT

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

COLLECTIONS
REPORT

Director Williams opened the Homeowner Forum.

H/O FORUM

The owner of 411 E. Yale Loop was present to discuss the repairs to the inside of their property, and to report that the gate was not opening properly. Cardinal was requested to issue a work order for the gate not opening properly.

411 E. YALE
LOOP

The owner of 350 E. Yale Loop was present to discuss water intrusion issues they were having, and the landscaper's possibility using Round Up in the community. Cardinal was requested to follow up with CPR Construction regarding the water intrusion issue.

350 E. YALE
LOOP

Director Corea was present to discuss the Cox cable issues he was having. No action was required.

DIRECTOR
COREA

Director Chao was present to discuss the open work orders for their property not being completed. Cardinal was requested to follow up with the contractor regarding the open work orders.

DIRECTOR CHAO

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 a phase three to add color to the community at a cost of \$1,500.00. Cardinal was requested to inform the landscaper of phase three being implemented.

LANDSCAPE
CMTE.

The Directors discussed the Landscape Covenant and the addresses that would be grandfathered in. A Motion was duly made, seconded, and unanimously carried to approve the following addresses to be grand fathered in, 419 E Yale Loop, 478 E. Yale Loop, and 494 E. Yale Loop. Cardinal was requested to contact the

LANDSCAPE
COVENANT

Associations attorney and find out what the next step would be.

The Directors reviewed proposal #6666 from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve Las Flores Landscape proposal #6666 to remove and replace plant material at a cost of \$420.00, with the stipulation that the cost per flat would be \$30.00. Cardinal was requested to inform the vendor of the Board's decision.

LAS FLORES
LANDSCAPE
APPROVED
PROPOSAL

The Directors discussed solar tube installations in the community. Cardinal was requested to add the following to the new rule and re-send the rule to homeowners for the thirty-day comment period. Homeowners are responsible for any roof leaks or roof damage due to the installation or maintenance of a solar tube.

SOLAR TUBE

The Directors reviewed the proposal from Ben's Asphalt. A Motion was duly made, seconded, and unanimously carried to approve Ben's Asphalt proposal to slurry coat the streets in the community when the repairs have been completed at a cost of \$16,095.00. Cardinal was requested to inform the vendor of the Board's decision.

BEN'S ASPHALT
APPROVED
PROPOSAL

The Directors reviewed the insurance renewal from Berg Insurance Agency. A Motion was duly made, seconded, and unanimously carried to renew the insurance policy with an annual premium of \$25,224.00. Cardinal was requested to inform the vendors of the Board's decision.

INSURANCE
RENEWAL

The Directors reviewed proposals #19125 and #19005 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve CPR Construction proposal #19125 to repair the fence at 443 E. Yale Loop at a cost of \$261.00, and proposal #19005 to repair the fence at 400 E. Yale Loop at a cost of \$2,322.00. Cardinal was requested to inform the vendor of the Board's decision.

CPR CONST.
APPROVED
PROPOSAL

The Directors reviewed proposal #19202 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to deny CPR Construction proposal #19202. Cardinal was requested to inform the vendor of the Board's decision.

CPR CONST.
DENIED
PROPOSAL

The Directors reviewed the proposal from Elite Roofing. A Motion was duly made, seconded, and unanimously carried to approve the Elite Roofing proposal to install four new roof vents at 496 E. Yale Loop at a cost of \$1,248.00. Cardinal was requested to inform the vendor of the Board's decision.

ELITE ROOFING
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 and repair at 425 E. Yale Loop at a cost of \$890.00. Cardinal was requested to inform the vendor of the Board's decision.

NEWPORT EXT.
APPROVED
PROPOSAL

The Directors reviewed the correspondence from the owner with account

#GM-0005-0033-01

#GM-0005-0033-01. Cardinal was requested to send a courtesy letter to the neighbor informing them that leaving their cat outside had the potential to attract coyotes to the community.

The Directors reviewed the class that Cardinal Property Management was offering. No action was required.

The Directors reviewed the class that CLTP was offering. No action was required.

The Directors reviewed the drought update. No action was required.

The Directors reviewed the Pilera update. No action was required.

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

There being no further business, the Meeting was adjourned at 7:45 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 May 9, 2017, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

CARDINAL
CLASS

CLTP CLASS

DROUGHT
UPDATE

PILERA UPDATE

ANNUAL
CALENDAR

ADJOURN

SUBMITTED

ATTEST

CERTIFY