

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
JUNE 2, 2014

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Thursday, June 2, 2014, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:30 p.m.

CALL TO  
ORDER

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

Directors Absent: None

Representing Cardinal: Janet Mehan, CCAM, CMCA, AMS

Others Present: Betsy Bellotti  
Rick Nordquist

The Board announced it had met in Executive Session prior to the Regular Meeting to review delinquent accounts and a payment plan request.

EXECUTIVE  
SESSION

A Motion was duly made, seconded, and unanimously carried to approve the April 24, 2014, Regular Meeting Minutes, as written.

APPROVAL  
MINUTES

A Motion was duly made, seconded, and unanimously carried to approve the May 2014 Financial Statements, as submitted, subject to audit.

APPROVAL  
FINANCIALS

The Association Collection Policy was tabled to the July 2014 Regular Meeting.

TABLED  
ITEM  
H.O FORUM  
OPENED  
408 E. YALE  
LOOP

The Homeowner Forum was opened by President Katherine Williams.

The owner of 408 E. Yale Loop was present to report CPR Construction had been out to look at the kitchen slab and was questioning when the work would be done or what was the next step in the process. Jonathan Burke reported the Association needed to obtain more information on the repair and might have to have another vendor take a look at the slab.

The owner of 480 E. Yale Loop was present to report the monthly assessment statement had not been received.

480 E. YALE  
LOOP

Steve Corea reported the sprinklers were coming on between eight and ten at night and needed to be adjusted to activate later in the night, as it was a safety issue with wet sidewalks at night when owners were walking their dogs or out walking. Katherine Williams reported she would contact TruGreen Landscape to try to change the watering times to come on after 10:00 p.m.

SPRINKLERS

The Homeowner Forum was closed.

Cardinal was requested to close the violation for 496 E. Yale Loop, as the patio trellis had been painted. Cardinal was also requested to send another violation to the tenants and owners of 424 E. Yale Loop as the yellow and black surveillance sign stuck on the front stucco of the home was still in place and had not been removed.

H.O FORUM  
CLOSED  
496 E. YALE  
LOOP

Ron Gravell reported there were two speed limit signs that had been spray painted green in the area south of Fallingstar. Cardinal was requested to issue a work order to remove the paint.

GRAFFITTI

Cardinal was requested to obtain proposals for a new lighting contractor for the Association.

LIGHTING  
CONTRACTOR

Cardinal was requested to forward the architectural application from the owner of 459 E. Yale Loop for new windows to Roger Richardson from the Architectural Committee for his review and approval.

459 E. YALE  
LOOP

The paint declaration was tabled to the July Regular Meeting.

TABLED ITEM

A Motion was duly made, seconded, and unanimously carried to approve to have Pro Pilot paint the garage doors that were peeling in the Association. Cardinal was requested to have Pro Pilot walk the community one more time to look at the garage doors for any other doors that needed to be included in the proposal, revise their proposal to include those doors at a cost not to exceed \$307 per door, and to include in the warranty everything would be warranted for two years, and then forward to Cardinal. Cardinal was requested to send the revised proposal to legal counsel to review the contract.

PRO PILOT

Cardinal was requested to include the list of what was in the Association storage boxes in the July 2014 Board packet.

TABLED  
ITEM

A Motion was duly made, seconded, and unanimously carried to accept the proposal from CPR Construction for replacement of concrete on the driveway at 407 E. Yale Loop, at a cost of \$2,812.00, to be charged to the reserve account.

CPR  
CONSTRUCT.

A Motion was duly made, seconded, and unanimously carried to approve the proposal from Strategic Reserves to perform an on-site reserve study, at a cost of \$649.00.

STRATEGIC  
RESERVES

A Motion was duly made, seconded, and unanimously carried to approve the insurance renewal proposal from Berg Insurance to include workers compensation and guaranteed replacement cost, at a total cost of a yearly premium of \$22,589.00.

INSURANCE

A Motion was duly made, seconded, and unanimously carried to approve the insurance renewal proposal from Berg Insurance for earthquake coverage, at a yearly premium of \$29,789.70 and not include terrorism coverage.

Cardinal was requested to obtain proposals for roof maintenance for the Association.

ROOF MAINT.

Cardinal was requested to notify the owners of the Association website and how to get information and get on it and put the information in the next monthly statement.

There being no further business, the Meeting was adjourned at 7:30 p.m.

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

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 June 2, 2014, as approved by the Board Members in attendance of the Meeting.

\_\_\_\_\_  
Ron Gravell, Secretary

\_\_\_\_\_  
Date

WEBSITE

ADJOURN

SUBMITTED

ATTEST

CERTIFY