

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
JUNE 13, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, June 13, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:32 p.m.

Directors Present: Jonathan Burke  
Fifi Chao  
Steve Corea  
Katherine Williams

Directors Absent: Lee Schneider

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Ralph Del Campo  
Patrick Chao  
Dave Nelson  
Terry Reynolds

The scheduled Hearing was held for the owner with account #GM-0005-0008-01 for failure to trim the tree hanging over the patio wall. 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 Hearing results.

The scheduled Hearing was held for the owner with account #GM-0005-0011-01 for failure to trim the tree hanging over the patio. 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.

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 \$100.00 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 failure to trim the trees away from the exterior. 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

CALL TO  
ORDER

HEARING  
#GM-0005-0008-01  
TREE TRIMMING

HEARING  
#GM-0005-0011-01  
TREE TRIMMING

HEARING  
#GM-0005-0050-02  
IVY

HEARING  
#GM-0005-0051-01  
TREE TRIMMING

APPROVED

May 9, 2017 Regular Meeting Minutes, as submitted. Cardinal was requested to post the "Draft Minutes" to the website.

MINUTES

A Motion was duly made, seconded, and unanimously carried to accept the April 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

Cardinal was requested to have a draft budget prepared and email it to the Board when completed.

BUDGET

The Directors reviewed the 2016 Audit and Tax Returns. A Motion was duly made, seconded, and unanimously carried to accept the 2016 Audit and Tax Returns. Cardinal was requested to mail the Audit to the membership and file the Tax Returns.

AUDIT AND TAX  
RETURNS

Director Williams opened the Homeowner Forum.

H/O FORUM

The owner of 411 E. Yale Loop was present to discuss the proposed solar tunnel rule addition. No action was required.

411 E. YALE  
LOOP

The owner of 455 E. Yale Loop was present to discuss the candidate statements that were mailed to the membership. Cardinal was requested to have Dirk Petchull, the Association's attorney, be present at the next Board meeting and to add the item to the Agenda.

455 E. YALE  
LOOP

Director Burke was present to express his concerns regarding the paving issues. Cardinal was requested to inquire if the painted areas on the street were the only areas being addressed and to reach out to a third party to access the current paving situation.

DIRECTOR  
BURKE

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. No action was required.

LANDSCAPE  
CMTE.

The Directors and the Landscape Committee discussed the procedures regarding proposals for landscape matters. A Motion was duly made, seconded, and unanimously carried to approve that all proposals would be sent to the management company and then added to the agenda for Board approval and the Landscape Meeting Minutes would be added to the Regular Meeting Minutes.

LANDSCAPE  
PROCEDURES

Director Corea discussed plants that were removed from the common area that his wife had planted. No action was required.

COMMON AREA  
PLANTS

The Directors tabled discussion on the Landscape Covenant to the next Board Meeting.

LANDSCAPE  
COVENANT

The Directors reviewed proposals #6678, #6679, and #6687 from Las Flores Landscape. No action was required as the work had been completed.

LAS FLORES  
LANDSCAPE

The Directors tabled discussion on the solar tunnel installations to the next Board Meeting.

SOLAR TUNNEL

The Directors reviewed the correspondence from Las Flores regarding 350 E. Yale Loop. Cardinal was requested to send the correspondence to the owner.

350 E. YALE  
LOOP

The Directors reviewed proposals #19192 and #19243 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve CPR Construction proposal #19192 to repair the stucco at 426 E. Yale Loop at a cost of \$559.00, and proposal #19243 to repair the shared fence at a cost of \$1,934.00, half of the original proposal of \$3,868.00. Cardinal was requested to inform the vendor 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 and repair at 366 E. Yale Loop at a cost of \$695.00. Cardinal was requested to inform the vendor of the Board's decision.

NEWPORT EXT.  
APPROVED  
PROPOSAL

The Directors reviewed the Cardinal black book pages. Cardinal was requested to make changes to the document.

CARDINAL  
BLACK BOOK  
PAGES

The Directors reviewed the Annual Calendar. Cardinal was requested to send letters to the vendors asking if they were increasing their 2018 annual rates.

ANNUAL  
CALENDAR

The Directors discussed the monthly site inspections. A Motion was duly made, seconded, and unanimously carried to approve Cardinal to perform the site inspections one week before the Meeting and send the site inspection report through email to all Board Members to review. The Directors would approve the site inspection at the Regular Monthly Meeting.

MONTHLY SITE  
INSPECTIONS

Cardinal was requested to have Las Flores prepare a proposal to inspect all trees in the community.

TREES IN THE  
COMMUNITY

Cardinal was requested to send a letter to all owners reminding them of the height requirements for personal trees.

TREE HEIGHT

Cardinal was requested to invite Joe Hamby of Las Flores to the July 11, 2017

LAS FLORES

Board Meeting.

There being no further business, the Meeting was adjourned at 7:39 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 June 13, 2017, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date

ADJOURN

SUBMITTED

ATTEST

CERTIFY

Draft