

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
JULY 7, 2014

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Monday, July 7, 2014, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:32 p.m.

Directors Present:           Fifi Chao  
                                  Steve Corea  
                                  Katherine Williams

Directors Absent:           Jonathan Burke

Representing Cardinal: Janet Mehan, CCAM, CMCA, AMS

Others Present:            Nick Ahmadi and Faye Mazahen  
                                  Betsy Bellotti  
                                  Jamie Evans  
                                  Rick Nordquist  
                                  Lee Schneider

The Board announced it had met in Executive Session prior to the Regular Meeting to review legal matters.

Janet Mehan called to Order the Annual Meeting at 6:35 p.m. Irene Nellis, the Inspector of Elections, certified the quorum requirement of fifty percent was met with forty-nine returned ballots submitted. The ballots were tabulated and the election results were as follows: Jonathan Burke 30, Fifi Chao 50, Stephen Corea 50, Lee Schneider 32 and Katherine Williams 80. It was announced that Jonathan Burke, Fifi Chao, Stephen Chao, Lee Schneider, and Katherine Williams were elected to serve one-year terms on the Board of Directors. The Resolution to allocate any surplus operating funds at the end of the fiscal year, December 31, 2014, to offset future Association operating expenses was approved with a vote of forty-seven in favor, one opposed, zero abstention and one not voted.

A Motion was duly made, seconded, and unanimously carried to approve the June 2, 2014, Regular Meeting Minutes, as written.

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

The Homeowner Forum was opened by President Katherine Williams.

The owner of 408 E. Yale Loop was present to request the orange trees hanging over the property and on the roof be trimmed. Cardinal was requested to issue a work order to TruGreen Landscape to have the trees trimmed.

The owners of 504 E. Yale Loop were present to report the tree roots under the side gate near the gas meter needed to be removed and requested clarification on a

CALL TO  
ORDER

EXECUTIVE  
SESSION

ANNUAL  
MEETING  
RESULTS

APPROVAL  
MINUTES

APPROVAL  
FINANCIALS

H.O. FORUM  
OPENED  
408 E. YALE  
LOOP

504 E. YALE  
LOOP

termite report from Newport Exterminating on who was responsible for each item. Cardinal was requested to notify TruGreen Landscape to remove the roots near the gate and close to the gas meter asap, and to send responsibility to the owners on each item of the termite report.

The owner of 480 E. Yale Loop was present to inquire where her water was flooding the outside Association planters. Janet Mehan reported it was along the far northeast side of the planter.

480 E. YALE  
LOOP

The owner of 449 E. Yale Loop was present to report three tiles were off the front of the home and needed to be replaced. Cardinal was requested to have the roofing company replace the tiles.

449 E. YALE  
LOOP

The owner of 500 E. Yale Loop was present to request the landscapers trim, cut back, or remove the agapanthus in the front of the home as they had taken over the area and to request the paint colors of her home. Cardinal was requested to contact Tru Green Landscape regarding the plants and to review on the July Landscape walk, and the owner was told to call Cardinal for the paint colors.

500 E. YALE  
LOOP

The Homeowner Forum was closed.

H.O. FORUM  
CLOSED  
TRU GREEN  
LANDSCAPE

A Motion was duly made, seconded, and unanimously carried to approve the proposal from TruGreen Landscape to remove and add new plants across from 449 E. Yale Loop, at a cost of \$1,104.00.

A Motion was duly made, seconded, and unanimously carried to approve the architectural application for new windows at 459 E. Yale Loop.

ARCH. APP.

The paint declaration was tabled to the August 2014 Regular Meeting.

TABLED ITEM

A Motion was duly made, seconded, and unanimously carried to approve the revised proposal from Pro-Pilot for painting the garage doors, at a cost of \$12,500.00 to be charged to the reserve account. Cardinal was requested to forward the approved proposal to legal counsel to complete the painting agreement and get it to Pro Pilot so Cardinal could coordinate the notice and timing of the work.

GARAGE  
DOORS

A Motion was duly made, seconded, and unanimously carried to approve for Cardinal to destroy the Association storage records according to the records retention policy. The Board did request all architectural applications be kept.

STORAGE  
RECORDS

A Motion was duly made, seconded, and unanimously carried to approve the proposal from Berg Insurance for the guaranteed replacement cost policy, at a cost of a \$831.00 yearly premium.

BERG  
INSURANCE

A Motion was duly made, seconded, and unanimously carried to approve the proposal from Rick Hamm Construction to remove and then replace the concrete slab, and seal the new slab at 408 E. Yale Loop, at a cost of \$6,615.00, to be charged to the

RICK HAMM  
CONSTRUCT.

reserve account. Cardinal was requested to forward the proposal to legal counsel to format it in an agreement contract.

The Directors reviewed the proposal from CPR Construction to repair the fence posts at 445 E. Yale Loop and Cardinal was requested to have CPR Construction submit the scope of work they performed a few years ago to repair the fence at that time for the Board to review. Cardinal was requested to have TruGreen landscape better clarify their proposal to repair the French drain behind the property at 445 E. Yale Loop, for the Board to better understand what they would do to fix the drainage issue.

A Motion was duly made, seconded, and unanimously carried to approve the proposal from CPR Construction to repair a fence post at 362 E. Yale Loop, at a cost of \$723.00.

The Directors reviewed the correspondence from the owner of 426 E. Yale Loop regarding the pigmy palms that had been trimmed by the landscapers. Cardinal was requested to send a letter to the owner stating anything planted in the Association common area property was a common area encroachment and the Association landscapers would be taking care of the plants on their usual rotation basis. The landscape committee would be reviewing the rotation basis.

Janet Mehan informed the Board the September 2014 Regular Board Meeting would be held on Monday, September 8, 2014, due to the Labor Day Holiday the previous week.

There being no further business, the Meeting was adjourned at 7:40 p.m.

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

ATTEST:

\_\_\_\_\_  
Katherine Williams, President

\_\_\_\_\_  
Date

**SECRETARY CERTIFICATION**

I, \_\_\_\_\_, 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 July 7, 2014, as approved by the Board Members in attendance of the Meeting.

\_\_\_\_\_  
, Secretary

\_\_\_\_\_  
Date

CPR CONST.

362 E. YALE  
LOOP

426 E. YALE  
LOOP

SEPT. MEETING

ADJOURN

SUBMITTED

ATTEST

CERTIFY