

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

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, July 11, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:56 p.m.

Directors Present: Jonathan Burke  
Steve Corea  
Lee Schneider  
Katherine Williams

Directors Absent: Fifi Chao

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Merideth Cheston  
Terri Gever  
Teresa Martz  
Dave and Betsy Johnson  
Jerry Reynolds

It was announced that an Executive Session was held prior to this Meeting to discuss code of Ethics.

Lisa Bryce reported that quorum had not been met to hold the Annual Meeting, as only 34 of the necessary 49 ballots had been received. It was announced that the Second Calling of the Annual Meeting would be held on August 8, 2017, following the Regular scheduled Board Meeting. Cardinal was requested to inform the Inspector of Elections of the Board's decision.

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, but had sent correspondence. A Motion was duly made, seconded, and unanimously carried to waive the previously assessed fines in the amount of \$150.00 and to close the violation. Cardinal was directed to advise the owner of the Hearing results.

A Motion was duly made, seconded, and unanimously carried to approve the June 13, 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 May 2017 Financial Statement as presented, subject to audit.

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

CALL TO  
ORDER

EXECUTIVE  
SESSION ANOUN.

ANNUAL  
MEETING

HEARING  
#GM-0005-0050-02  
IVY

APPROVED  
MINUTES

FINANCIAL  
STATEMENT

AGING REPORT

The Directors reviewed the correspondence from the vendors regarding contract increases not being implemented for the 2018 fiscal year. There was no action required.

VENDOR  
CONTRACTS

Cardinal was directed to send the city a letter requesting that they clean the droppings from the jacaranda trees more frequently.

CITY OF IRVINE

Director Williams opened the Homeowner Forum.

H/O FORUM

The owner of 508 E. Yale Loop was present to inquire how to request a maintenance repair. No action was required.

508 E. YALE  
LOOP

The owner of 478 E. Yale Loop was present to report an issue with their garage door. Cardinal was requested to issue a work order to the garage door company to have the wood replaced around the garage door, and to also inform them that the wood piece had already been ordered.

478 E. YALE  
LOOP

Cardinal was requested to issue a work order to the lighting vendor to check and replace all the lights on the garages, and house address lights.

LIGHTING

Cardinal was directed to request a bid from the lighting vendor to replace the addresses on the house lights that have rubbed off.

LIGHTING

Cardinal was directed to request a bid to change the existing lighting to LED's.

LIGHTING

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. Cardinal was directed to request a bid from Las Flores Landscape to fill in the bare areas where the drip system was installed.

LANDSCAPE  
CMTE.

Cardinal was directed to request Las Flores Landscape to check the effectiveness of the irrigation and the drip system.

LAS FLORES  
LANDSCAPE

Cardinal was directed to request Las Flores Landscape to change the water flow to 110%.

LAS FLORES  
LANDSCAPE

The Directors tabled discussion on the Landscape Covenant to the next Board Meeting. Cardinal was requested to draft an informative letter regarding the landscape covenant to the membership.

LANDSCAPE  
COVENANT

The Directors referred proposal #6707 from Las Flores Landscape to the Landscape Committee. No action was required.

LAS FLORES  
LANDSCAPE

A Motion was duly made, seconded, and unanimously approved to adopt the sun tunnel guidelines. Cardinal was requested to send the new sun tunnel guidelines to the membership.

The Directors reviewed proposals #19406, #19471 and #19368 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve CPR Construction proposal #19406 to repair the entry ceiling at 356 E. Yale Loop at a cost of \$1,377.00; proposal #19471 to replace the exterior metal vent at a cost of \$776.00; and proposal #19368 to replace the pedestrian garage door at a cost of \$944.00. Cardinal was requested to inform the vendor of the Board's decision.

The Directors tabled the proposal from Elite Roofing to replace the skylight at 422 E. Yale Loop to the next Board Meeting. Cardinal was requested to inquire why the skylight was being replaced.

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 358 E. Yale Loop at a cost of \$890.00. Cardinal was requested to inform the vendor of the Board's decision.

The Directors reviewed the flyer about the Financial class that Cardinal was hosting. No action was required.

The Directors reviewed the CAI-CLAC request for donations. No action was required.

The Directors reviewed the correspondence from the owner at 350 E. Yale Loop. No action was required.

A Motion was duly made, seconded, and unanimously carried to approve adding the Code of Ethics to all Board packets.

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

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 report at the Regular Monthly Meeting.

The Directors tabled the Organizational Meeting to the next Board Meeting.

There being no further business, the Meeting was adjourned at 7:44 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

SUN TUNNEL

CPR CONST.  
APPROVED  
PROPOSAL

ELITE ROOFING

NEWPORT EXT.  
APPROVED  
PROPOSAL

CARDINAL  
CLASS

CAI-CLAC

350 E. YALE LOOP

CODE OF ETHICS

ANNUAL  
CALENDAR  
MONTHLY SITE  
INSPECTIONS

ORGAN.  
MEETING  
ADJOURN

SUBMITTED

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 July 11, 2017, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date

Draft