

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
AUGUST 8, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, August 8, 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
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Terri Martz
Dave Nelson

The Regular Session was adjourned to the Annual Meeting at 6:33 p.m.

The Regular Session reconvened at 6:40 p.m.

A Motion was duly made, seconded, and unanimously carried to approve the July 11, 2017 Regular Meeting Minutes and the July 11, 2017 Executive Session 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 June 2017 Financial Statement as presented, subject to audit.

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

The Directors reviewed the Collection Report. No action was required.

The Directors reviewed the 2018 Reserve Study. A Motion was duly made, seconded, and unanimously carried to table discussion of the 2018 Reserve Study to the next Board Meeting. Cardinal was directed to request Advanced Reserve Solutions to make the necessary changes to the 2018 Reserve Study.

A Motion was duly made, seconded, and unanimously carried to table the discussion of the 2018 draft budget to the next Board Meeting.

Director Williams opened the Homeowner Forum.

Director Corea discussed the city sidewalks being replaced. No action was

CALL TO
ORDER

ADJOURN TO
ANNUAL MTG.
RECONVENE

APPROVED
MINUTES

FINANCIAL
STATEMENT

AGING REPORT

COLLECTION
REPORT
RESERVE STUDY

DRAFT BUDGET

H/O FORUM

DIRECTOR

required.

As there were no other owners who wished to address the Board, the Homeowner Forum was closed.

There was no report from the Architectural Committee.

The Landscape Committee presented their landscape report to the Directors. Cardinal was directed to follow up on the request for a bid from Las Flores Landscape to fill in the bare areas where the drip system had been installed.

Cardinal was directed to request Las Flores Landscape to check the irrigation where the geraniums were failing, replace the dead ones, and to check if top soil was needed when planting new plants.

The Directors discussed the possibility of using agapanthus in the community. No action was required.

The Directors tabled discussion on the Landscape Covenant to the next Board Meeting. Cardinal was requested to have the attorney check to see if the covenant amount could be reduced.

The Directors tabled the review of the covenant letter to the owners to the next Board meeting.

The Directors reviewed the proposals from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to deny Las Flores proposal #6714 to install mulch throughout the community, and the tree evaluation proposal. Cardinal was requested to inform the vendor of the Board's decision.

Cardinal was requested to issue a work order to have the two trees across from 494 E. Yale Loop trimmed.

Cardinal was requested to issue a work order to have the pine trees at Springbrook and Yale inspected.

The Regular Session was adjourned to the Annual Meeting at 7:08 p.m.

The Regular Session was reconvened at 7:11 p.m.

The Directors reviewed the proposal from Elite Roofing. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Elite Roofing to replace the skylight at 422 E. Yale Loop at a cost of \$980.00. Cardinal was requested to inform the vendor of the Board's decision.

The Directors reviewed the proposal from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve proposal #6707 to remove the dead alders at a cost of \$1,500.00, with the stipulation that new trees

COREA
H/O FORUM
CLOSED

ARCH. CMTE.

LANDSCAPE
CMTE.

LAS FLORES
LANDSCAPE

LANDSCAPE

LANDSCAPE
COVENANT

COVENANT
LETTER

LAS FLORES
DENIED
PROPOSALS

TREE TRIMMING

TREE TRIMMING

ADJOURNED TO
ANNUAL MTG.
RECONVENED

ELITE ROOFING
APPROVED
PROPOSAL

LAS FLORES
APPROVED
PROPOSAL

were not planted. Cardinal was requested to inform the vendor of the Board's decision.

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 475 E. Yale Loop at a cost of \$695.00. Cardinal was requested to inform the vendor of the Board's decision.

The Directors reviewed the correspondence from the owner with account #GM-0005-0040-01. Cardinal was requested to close the palm tree violation.

The Directors reviewed the correspondence from the owner with account #GM-0005-0097-01. The owner was present. Cardinal was requested to close the palm tree violation.

The Directors reviewed Peak Lighting's correspondence regarding the garage lights. No action was required.

The Directors reviewed the correspondence regarding LED lighting. Cardinal was to inform Peak Lighting to only use LED lighting lower than 3,000.

The Directors reviewed the current site inspection. Cardinal was requested to close the palm tree violations, make the correct changes, and mail the violation letters.

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

A Motion was duly made, seconded, and unanimously carried to approve adding CPR Construction estimate #19675 to the agenda.

The Directors reviewed CPR Construction estimate. A Motion was duly made, seconded, and unanimously carried to approve CPR Construction estimate #19675 to replace various wood pieces as well as stucco repairs at 483 E. Yale Loop at a cost of \$2,534.00. Cardinal was requested to inform the vendor of the Board's decision.

There being no further business, the Meeting was adjourned at 7:27 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

Katherine Williams, President

Date

NEWPORT EXT.
APPROVED
PROPOSAL

#GM-0005-0040-01

#GM-0005-0097-01

PEAK LIGHTING

LED LIGHTING

MONTHLY SITE
INSPECTIONS

ANNUAL
CALENDAR
CPR CONST.

CPR CONST.
APPROVED
PROPOSAL

ADJOURN

SUBMITTED

ATTEST

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 August 8, 2017, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

CERTIFY