

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
AUGUST 9, 2016

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, August 9, 2016, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:42 p.m.

CALL TO  
ORDER

Directors Present: Jonathan Burke  
Fifi Chao  
Steve Corea  
Lee Schneider  
Katherine Williams

Directors Absent: None

Representing Cardinal: Nancy Vlasak, CMCA, AMS

Others Present: Ralph Del Campo  
Betsy Nelson  
Dave Nelson

The Regular Meeting was adjourned to the Second Calling of the Annual Meeting at 6:30 p.m. and reconvened at 7:00 p.m.

ANNUAL  
MEETING

A Motion was duly made, seconded, and unanimously carried to approve the July 12, 2016, Regular Meeting Minutes, as amended and the July 12, 2016 Executive Session Minutes, as submitted.

APPROVAL  
MINUTES

A Motion was duly made, seconded, and unanimously carried to accept the June 2016 Financial Statement as presented, subject to audit. Cardinal was directed to renew the maturing certificate of deposit with the same terms at the best available interest rate.

FINANCIAL  
STATEMENT

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

AGING REPORT

The Directors reviewed the Collections report. There was no action required.

COLLECTIONS  
REPORT

As there were no homeowners who wished to address the Board, Homeowner Forum was not held.

H/O FORUM

The Directors reviewed the correspondence submitted by the owner of 350 E. Yale Loop on PCM letterhead regarding the installation of skylights. This item was tabled until the October 11, 2016 Board Meeting.

ARCHITECTURAL  
366 E. YALE LOOP

The Directors reviewed the architectural application submitted by the owner of 439 E. Yale Loop to install new windows throughout the home. A Motion was duly made, seconded, and unanimously carried to approve the application with the stipulation that the windows are beige and the width of the window frame is like for like. Cardinal was directed to advise the owner of the Boards decision.

ARCHITECTURAL  
439 E. YALE LOOP

The Directors reviewed the architectural application submitted by the owner of 422 E. Yale Loop to install a satellite dish. A Motion was duly made, seconded, and unanimously carried to approve the application with the stipulation that the Association's Satellite Dish Guidelines are followed when installing.

ARCHITECTURAL  
422 E. YALE LOOP

The Directors reviewed the architectural application from the owner of 504 E. Yale Loop to replace the lights at the front entry and garage door areas. A Motion was duly made, seconded, and unanimously carried to deny the owner's request, as there was a lack of information. Cardinal was directed to advise the owner and request that the application be resubmitted with a photo of the product to be installed.

ARCHITECTURAL  
504 E. YALE LOOP

A Motion was duly made, seconded, and unanimously carried to approve Las Flores Landscape proposals #6462 for plant replacement and installation, with the stipulation that the magnolia tree to be installed at 443 E. Yale Loop is a 24" tree and does not exceed \$250.00, at a cost not to exceed \$720.00, #6407 for stump removal and plant replacement at 485 E. Yale Loop at a cost not to exceed \$330.00, #6408 for plant installation at 476 E. Yale Loop and 480 E. Yale Loop at a cost not to exceed \$684.00, #6406 for tree removal and replacement at 350 E. Yale Loop at a cost not to exceed \$1,950.00, and the replacement of components at six water meters at a cost not to exceed \$28,440.00. The costs were to be charged to reserves. Cardinal was directed to advise Las Flores Landscape of the Board's decision.

LAS FLORES  
LANDSCAPE  
PROPOSALS

Discussion on the Landscape Covenant was tabled to the next Board Meeting.

COVENANT  
CHECKLIST  
STREET PAVING  
DISCUSSION  
CM-0005-0083-01

Discussion on the Street Paving project was tabled to the next Board Meeting.

The Directors discussed the correspondence submitted by the owner of account #GM-0005-0083-01 requesting the waiver of a late fee. A Motion was duly made, seconded, and unanimously carried to table the matter pending additional information.

A Motion was duly made, seconded, and unanimously carried to ratify the approval of emergency repairs to a gas line that serviced 486, 484, and 482 E. Yale Loop at a cost not to exceed \$1,986.00. No further action was required.

GAS LINE REPAIR  
NEWSLETTER

The Directors reviewed the proposal submitted by Sky Blue Restoration and Construction for build back services at 368 E. Yale Loop. A Motion was duly made, seconded, and unanimously carried to approve the proposal at a cost not to exceed \$3,102.53. Cardinal was directed to advise Sky Blue Restoration and Construction of the Board's decision.

SKY BLUE

The Directors reviewed proposal #17835 submitted by CPR Construction for the repair of the wood gate at 479 E. Yale Loop. A Motion was duly made, seconded, and unanimously carried to approve the proposal at a cost not to exceed \$2,662.00. Cardinal was directed to advise CPR Construction of the Board's decision.

CPR  
CONSTRUCTION

The Directors discussed the Newsletter. No action was required.

NEWSLETTER

The Directors reviewed the Association's annual calendar. It was noted that the reserve study was to be approved in August, the budget was to be approved in September. Cardinal was directed to request proposals to perform audit and prepare the taxes.

ANNUAL  
CALENDAR

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

ADJOURN

Submitted by: Nancy Vlasak, CMCA, AMS

SUBMITTED

ATTEST:

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 August 9, 2016, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date