

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 11, 2018

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, September 11, 2018, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The President, Jonathan Burke, called the Meeting to order at 6:35 p.m.

Directors Present: Jonathan Burke
Steve Corea
Ron Gravell
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Meredith Cheston
Ben Duong
Dave Nelson

A Motion was duly made, seconded, and unanimously carried to table the Organizational Meeting of the Board of Directors to the November 2018 Board Meeting. Cardinal was requested to add this item to the November 2018 Agenda.

A Motion was duly made, seconded, and unanimously carried to approve the August 8, 2018 Annual Meeting Minutes and the July 10, 2018 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the June 2018 and July 2018 Financial Statements as presented, subject to audit. Cardinal was requested to roll over the maturing CD.

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

The Directors reviewed the collection report. No action was required.

A Motion was duly made, seconded, and unanimously carried to transfer the operating surplus at the end of the fiscal year to reserves.

The Directors reviewed the 2017 Audit and Tax Returns. A Motion was duly made, seconded, and unanimously carried to accept the 2017 Audit and Tax Returns. Cardinal was requested to send the 2017 Audit to the membership and file the taxes.

The Directors reviewed the 2019 draft Budget. A Motion was duly made, seconded, and unanimously carried to approve the 2019 draft Budget. Cardinal was requested to send the Budget mailer to the membership.

CALL TO
ORDER

ORGAN. MEETING
OF THE BOARD
OF DIRECTORS

APPROVED
MINUTES

FINANCIAL
STATEMENTS

AGING REPORT

COLLECTION
REPORT
TRANSFER PRIOR
YEAR SURPLUS

2017 AUDIT AND
TAX RETURNS

2019 DRAFT
BUDGET

Director Burke opened the Homeowner Forum.	H/O FORUM
The owner from 433 E. Yale Loop was present to report open areas in their roof. Cardinal was requested to issue a work order to have the areas repaired.	433 E. YALE LOOP
The owner from 500 E. Yale Loop was present to discuss the approved plant list and the election process. Cardinal was requested to add the approved plant list to the November 2018 Agenda for discussion.	500 E. YALE LOOP
As there were no other owners who wished to address the Board, the Homeowner Forum was closed.	H/O FORUM CLOSED
Cardinal was requested to issue a work order to have the exterior at 352 E. Yale Loop treated for ants.	352 E. YALE LOOP
Cardinal was requested to add the discussion regarding painting the community to the November 2018 Agenda.	PAINTING COMMUNITY
There was no report from the Architectural Committee. No action was required.	ARCH. CMTE.
The Landscape Committee Chair reported on landscape items. No action was required.	LANDSCAPE CMTE.
The Directors tabled review of the proposal from CPR Construction for perimeter fence repairs to the next Board Meeting. Cardinal was requested to add this item to the November 2018 Agenda and secure three bids from fencing companies.	PERIMETER FENCING
The scheduled Hearing was held for the owner with account #GM-0005-0083-01 for not storing their trash cans out of sight from the common area after trash pickup. The owner was not present. A Motion was duly made, seconded, and unanimously carried to impose a \$50.00 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.	HEARING #GM-0005-0083-01
The Directors tabled the proposal from Besser Bros. for garage door replacement at 494 E. Yale Loop to the next Board Meeting. Cardinal was requested to add this item to the November 2018 Agenda.	494 E. YALE LOOP
The Directors reviewed proposal #21145 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #21145 from CPR Construction for wood repairs at 498 E. Yale Loop at a cost of \$1,309.00. Cardinal was requested to inform the vendor of the Board's decision.	CPR CONST. APPROVED PROPOSAL

The Directors reviewed the proposal from Newport Exterminating. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Newport Exterminating for termite treatment and repairs at 498 E. Yale Loop at a cost of \$560.00. Cardinal was requested to inform the vendor of the Board's decision.

NEWPORT
EXTERMINATING
APPROVED
PROPOSAL

The Directors reviewed correspondence from the owner with account #GM-0005-0007-01 requesting reimbursement for exterior ant treatment. The owner was not present, but had sent correspondence. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$90.00. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0007-01

The Directors reviewed correspondence from the owner at 64 Silkberry requesting Garden Estates to share the cost of replacing the fence between Silkberry and Garden Estates. A Motion was duly made, seconded, and unanimously carried to approve sharing the cost of replacement in the amount of \$940.00. Cardinal was requested to inform the owner of the Board's decision.

64 SILKBERRY

The Directors reviewed correspondence from the owner at 28 Silkberry requesting Garden Estates to share the cost of repairing the fence between Silkberry and Garden Estates. A Motion was duly made, seconded, and unanimously carried to approve sharing the cost of repair in the amount not to exceed \$200.00. Cardinal was requested to inform the owner of the Board's decision.

28 SILKBERRY

The Directors reviewed correspondence from the owner with account #GM-0005-0089-01 requesting the drain line in their patio area be cleared. The owner was not present. A Motion was duly made, seconded, and unanimously carried to deny the request as the drain line their patio was the homeowner's responsibility. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0089-01

The Directors reviewed the correspondence from Berding and Weil. A Motion was duly made, seconded, and unanimously carried to approve the legal representation hourly rate increase. Cardinal was requested to inform the vendor of the Board's decision.

LEGAL RATE
INCREASE

The Directors reviewed the Board Education class being offered by Cardinal Property Management. No action was required.

CARDINAL
CLASS

The Directors reviewed the Board Education class being offered by CAI. No action was required.

CAI CLASS

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

ANNUAL
CALENDAR
SCHEDULED
BOARD MEETING
ADJOURN

The next scheduled Board Meeting would be held November 13, 2018.

There being no further business, the Meeting was adjourned at 8:00 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

Jonathan Burke, 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 September 11, 2018, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

SUBMITTED

ATTEST

CERTIFY

Draft