

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
SEPTEMBER 12, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, September 12, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Jonathan Burke, called the Meeting to order at 6:33 p.m.

Directors Present: Jonathan Burke  
Fifi Chao (arrived at 6:42 p.m.)  
Steve Corea  
Lee Schneider  
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Brian and Terri Coyer  
Dave and Betsy Nelson  
Karrle Preston

The scheduled Hearing was held for the owner with account #GM-0005-0083-01 for wood chips in the common area. The owner was present. A Motion was duly made, seconded, and unanimously carried to close the matter. Cardinal was directed to advise the owner of the Hearing results.

A Motion was duly made, seconded, and unanimously carried to approve the August 8, 2017 Regular Meeting Minutes, the August 8, 2017 Annual Meeting Minutes, and the August 8, 2017 Organizational 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 July 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 approve the 2018 Reserve Study. No action was required.

The Directors reviewed the 2018 draft budget. A Motion was duly made, seconded, and unanimously carried to approve the 2018 draft budget. Cardinal was requested to mail the budget to the membership.

A Motion was duly made, seconded, and unanimously carried to approve the

CALL TO  
ORDER

HEARING  
#GM-0005-0083-01  
WOOD CHIPS

APPROVED  
MINUTES

FINANCIAL  
STATEMENT

AGING REPORT

COLLECTION  
REPORT  
RESERVE STUDY

DRAFT BUDGET

EXCESS INCOME

excess income resolution. Cardinal was requested to apply any excess income to the following year.

The Directors reviewed the proposals from Daniel J. Leonard, Inouye, Shively, and Klatt and Robert A. Owens. A Motion was duly made, seconded, and unanimously carried to approve Daniel J. Leonard to perform the 2017 Audit and Tax Returns. Cardinal was requested to inform the vendors of the Board's decision.

Director Burke opened the Homeowner Forum.

The owner from 473 E. Yale Loop was present to report that the weather stripping had been replaced. Cardinal was requested to issue a work order to have it painted.

Director Corea discussed his grass being dead when he returned from vacation. No action was required.

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

The Architectural Committee discussed solar panels in the community. Cardinal was requested to forward the correspondence to the Associations attorney and have them draft a responsibility letter for solar panels and sun tunnels.

The Landscape Committee presented their landscape report to the Directors. Cardinal was requested to contact Las Flores and inquire what time the drip system comes on and how long it stays on.

The Directors reviewed the proposal from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve Las Flores proposal #6752 to remove two pine trees at a cost of \$1,500.00. Cardinal was requested to inform the vendor of the Board's decision.

The Directors tabled discussion on the Landscape Covenant to the next Board Meeting. Cardinal was requested to inquire what the attorney's fee was to perform the covenant.

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

A Motion was duly made, seconded, and unanimously carried to approve the management fee increase. No action was required.

The Directors reviewed the proposal from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #19738 from CPR Construction to complete wood repairs at 485 E. Yale Loop at a cost of \$1,618.00. Cardinal was requested to inform the vendor of the Board's decision.

RESOLUTION

2017 AUDIT AND  
TAX RETURNS

H/O FORUM

473 E. YALE LOOP

DIRECTOR  
COREA

H/O FORUM  
CLOSED

ARCH. CMTE.

LANDSCAPE  
CMTE.

LAS FLORES  
LANDSCAPE  
APPROVED  
PROPOSAL

LANDSCAPE  
COVENANT

COVENANT  
LETTER

MANAGEMENT  
FEE INCREASE

CPR  
CONSTRUCTION  
APPROVED  
PROPOSAL

The Directors reviewed the Newport Exterminating proposal. A Motion was duly made, seconded, and unanimously carried to deny the Newport Exterminating proposal for termite treatment and repair at 427 E. Yale Loop. Cardinal was requested to inform the vendor of the Board's decision, and to inform the owner that the patio cover was owner responsibility.

NEWPORT EXT.  
DENIED  
PROPOSAL

The Directors reviewed the correspondence from the owner with account #GM-0005-0011-01. Cardinal was requested to verify that the tree was not blocking the walkway and to close the violation. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0011-01

The Directors reviewed the classes that CAI was offering. No action was required.

CAI CLASSES

The Directors reviewed the rules and regulations for tree height. No action was required.

RULES AND  
REGULATIONS

The Directors reviewed the current site inspection. A Motion was duly made, seconded, and unanimously carried to mail the violation letters.

MONTHLY SITE  
INSPECTIONS

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

ANNUAL  
CALENDAR  
CPR CONST.

Cardinal was requested to issue a work order to CPR Construction to inspect all woodcrete fencing in the Community.

Cardinal was requested to email Ben Aspalt and request John walk with the Board to review the street overlay.

BEN'S ASPHALT

Cardinal was requested to add cell phone towers to the October Board Meeting agenda.

CELL PHONE  
TOWERS

There being no further business, the Meeting was adjourned at 7:41 p.m.

ADJOURN

Submitted by: Lisa Bryce, Account Manager

SUBMITTED

ATTEST:

ATTEST

\_\_\_\_\_  
Jonathan Burke, 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 September 12, 2017, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date

Draft