

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OCTOBER 11, 2016

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, October 11, 2016, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Katherine Williams, called the Meeting to order at 6:33 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: Ben and Betty Duong  
Betsy and Dave Nelson

The Directors discussed organizing the Board of Directors. A Motion was duly made, seconded, and carried to leave the Directors in their current positions. Director Corea and Director Schneider abstained. Katherine Williams – President, Jonathan Burke – Vice President, Steve Corea – Treasurer, Lee Schneider – Secretary, and Fifi Chao – Member at Large.

A Motion was duly made, seconded, and unanimously carried to approve the September 13, 2016 Regular Meeting Minutes, as amended. Cardinal was requested to post the “Draft Minutes” to the website.

The Directors reviewed the August 9, 2016 Annual Meeting Minutes. No action was required.

A Motion was duly made, seconded, and unanimously carried to accept the August 2016 Financial Statement as presented, subject to audit.

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

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

The Directors tabled the draft Budget to the next Board Meeting.

Cardinal was requested to add Las Flores Landscape contract to the agenda for next month’s Board Meeting.

Director Williams opened the Homeowner Forum.

CALL TO  
ORDER

ORGANIZATION  
OF THE BOARD

APPROVAL  
MINUTES

ANNUAL  
MEETING MIN.

FINANCIAL  
STATEMENT

AGING REPORT

COLLECTIONS  
REPORT

BUDGET

LANDSCAPE  
CONTRACT

H/O FORUM

The owner of 433 E. Yale Loop was present to report that their garage door was missing the weather-stripping, the paint was peeling and to discuss the termite treatment at their residence. Cardinal was requested to issue a work order to CPR Construction to evaluate the garage door.

433 E. YALE LOOP

The owner of 494 E. Yale Loop was present to discuss coyotes and black widow spiders in the community. No action was required.

494 E. YALE LOOP

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

H/O FORUM  
CLOSED

The Directors reviewed the architectural application from the owner of 358 E. Yale Loop. A Motion was duly made, seconded, and unanimously carried to approve the architectural application to install new windows, with the stipulation that the trim color was almond. Cardinal was requested to inform the owner of the Board's decision.

ARCHITECTURAL  
358 E. YALE LOOP

The Landscape Committee gave their landscape report to the Directors. No action was required.

LANDSCAPE  
CMTE.

The Directors tabled discussion on the landscape covenant to the next Board Meeting.

LANNDSCAPE  
COVENANT

The Directors tabled the seasonal plant palette to the next Board Meeting, when the new plant palette would be adopted.

SEASONAL  
PLANT PALETTE

The Directors reviewed the proposal from Elite Roofing for roof repairs. A Motion was duly made, seconded, and unanimously carried to approve the proposal to repair the roofs at 498, 500, and 502 E. Yale Loop at a cost of \$12,000.00, to be charged to reserves. Cardinal was requested to inform the vendor of the Board's decision.

ELITE ROOFING

The Directors reviewed the correspondence from the owner with account #GM-0005-0016-01. Cardinal was requested to send a letter to owner asking if improvements have been made.

GM-0005-0016-01

The Directors reviewed the Annual Calendar. Cardinal was requested to move the delinquency policy from October to November.

ANNUAL  
CALENDAR

The Directors discussed security cameras and motion sensor lights. A Motion was duly made, seconded, and unanimously carried to approve the installation of security cameras and motion sensor lights in the community, with the stipulation that they security cameras were wireless and the motion sensor lights were small and not permanent.

SECURITY  
CAMERAS

The Directors discussed the community's irrigation system. Cardinal was directed to request Las Flores Landscape to inventory the irrigation, and request a bid

IRRIGATION  
SYSTEM

for a drip system on the perimeter of the Association.

Cardinal was directed to request a proposal from Las Flores Landscape to install marathon 2 grass throughout the community.

The next two Board Meetings were scheduled for November 15, 2016, and December 13, 2016.

There being no further business, the Meeting was adjourned at 7:35 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

\_\_\_\_\_  
Katherine Williams, 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 October 11, 2016, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date

TURF

BOARD  
MEETINGS

ADJOURN

SUBMITTED

ATTEST

CERTIFY