

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 13, 2018

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, November 13, 2018, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The President, Jonathan Burke, called the Meeting to order at 6:30 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
Dave Nelson
Loretta Robinson

A Motion was duly made, seconded, and unanimously carried to approve the following Board of Directors Board positions Jonathan Burke President, Katherine Williams Vice President, Stephen Corea Treasurer, Lee Schneider Secretary and Ron Gravell Member at Large. As the Board did not change positions no action was required.

A Motion was duly made, seconded, and unanimously carried to approve the September 11, 2018 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the August 2018 and September 2018 Financial Statements 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 proposal received from Daniel J. Leonard, Inouye, Shively, and Klatt, and Owens and Moskowitz. A Motion was duly made, seconded, and unanimously carried to approve Daniel J. Leonard to perform the 2018 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 494 E. Yale Loop was present to discuss planting in the common area, and late charges that were assessed to his assessment account. No action was required.

CALL TO
ORDER

ORGAN. MEETING
OF THE BOARD
OF DIRECTORS

APPROVED
MINUTES

FINANCIAL
STATEMENTS

AGING REPORT

COLLECTION
REPORT
2018 AUDIT AND
TAX RETURNS

H/O FORUM

494 E. YALE LOOP

The owner from 492 E. Yale Loop was present to request Cardinal Property Management post the community paint colors to the website. Cardinal was directed to request the paint colors from the Master Association.

492 E. YALE LOOP

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

H/O FORUM
CLOSED

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 reviewed the revised Garden Estates Color Plant List. A Motion was duly made, seconded, and unanimously carried to approve the revised Color Plant List. Cardinal was requested to send the revised Color Plant List to the membership and post the list to the website.

REVISED PLANT
LIST

Cardinal was requested to have Las Flores add a third irrigation line to the drip system in the exterior planters.

IRRIGATION LINE

Cardinal was requested to inquire why the Master Association aerated the grass instead of de-thatching.

MASTER
ASSOCIATION

The Directors reviewed the proposals received from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve proposal #7006 to remove a dead alder trees at 459 E. Yale Loop and 425 E. Yale Loop at a cost of \$2,20.00; proposal #7008 to remove tree stumps at 359 E. Yale Loop, 441 E. Yale Loop, and 400 E. Yale Loop at a cost of \$750.00; and the October Landscape walk to remove the dying agapanthus and replace with new agapanthus at a cost of \$6,804.00. Cardinal was requested to inform the vendor of the Board's decision.

LAS FLORES
APPROVED
PROPOSALS

The Directors reviewed proposals received from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to deny proposal #6968 and proposal #7007. Cardinal was requested to inform the vendor of the Board's decision.

LAS FLORES
DENIED
PROPOSALS

The Directors reviewed the proposal from CPR Construction for perimeter fence repairs. A Motion was duly made, seconded, and unanimously carried to deny the proposal. Cardinal was requested to inform the vendor of the Board's decision.

PERIMETER
FENCING

The Directors reviewed the proposal from Besser Bros. for garage door replacement at 494 E. Yale Loop. Cardinal was requested to save the garage door proposal in current month for future use and to have Besser Bros. inspect the integrity of the garage door hardware.

494 E. YALE LOOP

The Directors reviewed correspondence from the owner with account #GM-0005-0083-01 requesting reimbursement for a previously assessed fine due to not storing his trash cans in the garage. The owner was not present, but had sent correspondence. A Motion was duly made, seconded, and unanimously carried to deny the reimbursement, as the owner had never attempted to reach out to the Association regarding his ant problem. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0083-01

The Directors reviewed the Animal Pest Management Contract. Cardinal was directed to request the monthly treatment schedule, inquire what the alternative scheduled date was on the pest notices, and request Animal Pest Management treat the bases of the homes when treating for pests.

ANIMAL PEST
MANAGEMENT

The Directors discussed the Master Associations determination that Garden Estates could not install white vinyl windows. No action was required.

VINYL WINDOW

Cardinal was requested to issue a work order to Waste Management and request they retrieve the abandoned trash can across from 404 E. Yale Loop.

WASTE
MANAGEMENT

The Directors reviewed correspondence from the owner with account #GM-0005-0089-01 requesting reimbursement for exterior drain cleaning. The owner was present. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$820.00. Cardinal was requested to inform the owner of the Board's decision and issue a work order to PCW Contractors to assess the drain issue.

#GM-0005-0089-01

The Directors reviewed correspondence from the owner at 42 Silkberry requesting Garden Estates 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 \$1,075.00, to be charged to reserves. Cardinal was requested to inform the owner of the Board's decision.

42 SILKBERRY

The Directors reviewed correspondence from the owner with account #GM-0005-0050-03 requesting their home be tented and treated for termites. The owner was not present. A Motion was duly made, seconded, and unanimously carried to deny the request. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0050-01

The Directors reviewed the new Vantaca Software correspondence. No action was required.

VANTACA
SOFTWARE

The Directors reviewed the Annual Calendar. Cardinal was requested to change the Board Meeting Frequency on the Annual Calendar.

ANNUAL
CALENDAR

The next Board Meeting was scheduled for January 8, 2019.

SCHEDULED
BOARD MEETING
ADJOURN

There being no further business, the Meeting was adjourned at 8:11 p.m.

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 November 13, 2018, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

Draft