

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
NOVEMBER 14, 2017

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, November 14, 2017, at the Woodbridge Village Clubhouse, 31 Creek Road. The President, Jonathan Burke, called the Meeting to order at 6:34 p.m.

Directors Present: Jonathan Burke  
Steve Corea (arrived at 6:35 p.m.)  
Lee Schneider  
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Ben Duong  
Terri Gever  
John Gramata  
Dave Nelson  
Jerry Reynolds

A Motion was duly made, seconded, and unanimously carried to approve the October 10, 2017 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the September 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.

Director Burke opened the Homeowner Forum.

The owner from 433 E. Yale Loop was present to discuss the perimeter landscape, garage lights, and interior patio slab. No action was required.

The owner from 478 E. Yale Loop was present to report that the fascia at her residence had not been completed. Cardinal was requested to follow up with the vendor for a completion date.

The owner of 496 E. Yale Loop was present to report that the wall that was just repaired by the alley at their residence was not painted completely. No action was required as there had been a work order already issued for this matter.

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

CALL TO  
ORDER

APPROVED  
MINUTES

FINANCIAL  
STATEMENT

AGING REPORT

COLLECTION  
REPORT  
H/O FORUM

433 E. YALE LOOP

478 E. YALE LOOP

496 E. YALE LOOP

H/O FORUM  
CLOSED

Cardinal was requested to complete a wall shingle inventory and report to the Board at the January 2018 Board Meeting.

WALL SHINGLE  
INVENTORY

The Architectural Committee discussed denied architectural applications. No action was required.

ARCH. CMTE.

The Landscape Committee presented their October 2017 landscape report to the Directors. Cardinal was requested to send a letter to the landscapers confirming that the irrigation at 494 E. Yale Loop was working properly and to have them weed throughout the community.

LANDSCAPE  
CMTE.

The Directors discussed the Landscape Covenant. Cardinal was requested to email the Associations attorney and reiterate that the Board would like the landscape covenant to be \$375.00.

LANDSCAPE  
COVENANT

The Directors tabled the review of the covenant letter to the owners to the next Board meeting. Cardinal was requested to add this item to the January 2018 Board Meeting Agenda.

COVENANT  
LETTER

The Directors tabled the discussion on solar/sun tunnel responsibility to the next Board Meeting. Cardinal was requested to add this item to the January 2018 Board Meeting Agenda.

SOLAR/SUN  
TUNNEL  
RESPONSIBILITY

The Directors tabled the discussion on cell phone towers to the next Board Meeting. Cardinal was requested to add this item to the January 2018 Board Meeting Agenda.

CELL PHONE  
TOWERS

The Directors reviewed the proposal from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #19917 from CPR Construction to complete wood repairs at 451 E. Yale Loop at a cost of \$1,058.00. Cardinal was requested to inform the vendor of the Board's decision.

CPR CONST.  
APPROVED  
PROPOSAL

The Directors reviewed the Newport Exterminating proposal. A Motion was duly made, seconded, and unanimously carried to approve the Newport Exterminating proposal for termite treatment and repair for items #3B and #3C at 427 E. Yale Loop at a cost of \$1,345.00. A Motion was duly made, seconded, and unanimously carried to deny items #2A, #2B, and #3A. Cardinal was requested to inform the vendor and the owner of the Board's decision.

NEWPORT EXT.  
APPROVED  
PROPOSAL

The Directors reviewed the proposal from Peak Lighting. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Peak Lighting to replace the light pole covers at a cost of \$1,403.60. Cardinal was requested to inform the vendor of the Board's decision.

PEAK LIGHTING  
APPROVED  
PROPOSAL

The Directors reviewed the correspondence received regarding VA Loans. Cardinal was requested to expedite the reinstatement of FHA and VA approval for the Association.

VA LOANS

The Directors reviewed the correspondence from the owner with account #GM-0005-0007-01 requesting a reimbursement for ant treatment. 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-0005-0007-01

The Directors reviewed the correspondence from the owner with account #GM-0005-0067-01 regarding a neighbor-to-neighbor issue. No action was required.

#GM-0005-0067-01

The Directors reviewed the correspondence from the owner with account #GM-0005-0091-02 regarding the request for reimbursement for the replacement of the HVAC system due to a builder issue. The owner was present. A Motion was duly made, seconded, and unanimously carried to approve the request in the amount of \$6,835.63. Cardinal was requested to inform the owner of the Board's decision.

#GM-0005-0091-02

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

ANNUAL  
CALENDAR  
MONTHLY SITE  
INSPECTIONS

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

Cardinal was directed to request a bid from CCR Construction and Peak Lighting to replace the address numbers on the garage lights that have rubbed off or were faded.

GARAGE LIGHTS/  
ADDRESS  
NUMBERS

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 November 14, 2017, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date