

GARDEN ESTATES MAINTENANCE ASSOCIATION  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
NOVEMBER 15, 2016

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, November 15, 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: Terri and Brian Gever  
Dave Nelson

The Directors tabled the discussion with the Association attorney to the next Board Meeting. ASSOCIATION ATTORNEY

A Motion was duly made, seconded, and unanimously carried to approve the October 11, 2016 Regular Meeting Minutes, as submitted. Cardinal was requested to post the "Draft Minutes" to the website. APPROVAL MINUTES

A Motion was duly made, seconded, and unanimously carried to accept the September 2016 Financial Statement as presented, subject to audit. Cardinal was requested to roll the maturing CD on December 16, 2016 to the best available rate. FINANCIAL STATEMENT

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

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

The Directors discussed the 2017 draft Budget. A Motion was duly made, seconded, and unanimously carried to approve the 2017 Budget with no assessment increase. Cardinal was requested to send the Budget to the membership. BUDGET

The Directors discussed the proposals from Daniel J. Leonard; Inouye, Shively, and Klatt; and Robert Owens to perform the 2016 audit and tax returns. A Motion was duly made, seconded, and unanimously carried to approve Daniel J. Leonard to perform the 2016 audit and tax returns. Cardinal was requested to inform the vendors of the Board's decision. AUDIT AND TAX RETURNS

Director Williams opened the Homeowner Forum. H/O FORUM

<p>The owner of 386 E. Yale Loop was present to discuss using an Association vendor for private use. No action was required.</p>	386 E. YALE LOOP
<p>The owner of 478 E. Yale Loop was present to discuss the proposal for their driveway and weather stripping. The item was on the agenda for a later discussion.</p>	478 E. YALE LOOP
<p>The owner of 494 E. Yale Loop was present to discuss the increase of rats in the community. Cardinal was requested to inquire with the pest vendor if there was a different treatment that could be used.</p>	494 E. YALE LOOP
<p>As there were no other owners who wished to address the Board, the Homeowner Forum was closed.</p>	H/O FORUM CLOSED
<p>There were no architectural applications to be reviewed.</p>	ARCH. CMTE.
<p>The Landscape Committee gave their landscape report to the Directors. No action was required.</p>	LANDSCAPE CMTE.
<p>Cardinal was requested to have Las Flores Landscape send the information of the Weather Track System to Director Correa so he could monitor the system.</p>	WEATHER TRACK
<p>The Directors tabled the discussion on the Landscape Committee members to the next Board Meeting. Cardinal was requested to inquire if Director Williams and Director Burke could vote on the committee members.</p>	LANDSCAPE CMTE. MEMBERS
<p>The Directors tabled discussion on the landscape covenant to the next Board Meeting.</p>	LANDSCAPE COVENANT
<p>Director Correa requested a copy of the CD that holds all the pictures of the houses in the community.</p>	COMMUNITY HOME PICTURES
<p>A Motion was duly made, seconded, and unanimously carried to accept the Seasonal Plant Pallet. Cardinal was requested to send the Seasonal Plant Pallet to the membership.</p>	SEASONAL PLANT PALETTE
<p>The Directors reviewed the landscaping contract. Cardinal was directed to send the contract to Las Flores Landscape and follow up with them regarding the contract terms.</p>	LANDSCAPING CONTRACT
<p>The Directors reviewed the proposals from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve proposal #6488 to install plant material at 380 E. Yale Loop at a cost of \$140.00, proposal # 6529 for miscellaneous items at a cost of \$945.00, and proposal #6565 for miscellaneous items at a cost of \$916.00. Cardinal was requested to inform the vendor of the Board's decision.</p>	LAS FLORES APPROVED PROPOSALS
<p>The Directors tabled the drip irrigation proposal to the next Board Meeting.</p>	DRIP IRRIGATION

Cardinal was directed to request two more bids for the drip irrigation.

The Directors reviewed the irrigation inventory. Cardinal was directed to request Las Flores Landscape to turn down the irrigation in areas that were running off or hitting the buildings.

IRRIGATION  
INVENTORY

The Directors discussed the recent street overlay in the community. Cardinal was directed to request another vendor walk the property and send their recommendations.

STREET  
OVERLAY

The Directors reviewed the proposals from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve proposal #18311 for concrete repairs at 350 E. Yale Loop at a cost of \$4,020.00, to be charged to reserves; proposal #18203 for concrete repairs at 364 E. Yale Loop at a cost of \$824.00, to be charged to reserves; proposal #18279 for concrete repairs at 386 E. Yale Loop at a cost of \$2,098.00, to be charged to reserves; proposal #18244 for timbercrete repair at 388 E. Yale Loop at a cost of \$1,678.00, to be charged to reserves; proposal #18174 for stucco repair at 433 E. Yale Loop at a cost of \$979.00; proposal #18325 for concrete repair at 433 E. Yale Loop at a cost of \$4,891.00, to be charged to reserves; proposal #18310 for concrete repair at 443 E. Yale Loop at a cost of \$1,728.00, to be charged to reserves; and proposal #18309 for concrete repair at 478 E. Yale Loop at a cost of \$4,440.00, to be charged to reserves. Cardinal was requested to inform the vendor of the Board's decisions and ask for a twenty-five percent discount on all work approved.

CPR CONST.  
APPROVED  
PROPOSALS

A Motion was duly made, seconded, and unanimously carried to deny CPR Construction's proposal #18252 to install a gate at 433 E. Yale Loop. Cardinal was requested to inform the vendor of the Board's decision.

CPR CONST.  
DENIED  
PROPOSAL

The Directors reviewed the proposal from Elite Roofing. A Motion was duly made, seconded, and unanimously carried to approve the proposal to install new roof vents at 494 E. Yale Loop at a cost of \$1,248.00, to be charged to reserves. Cardinal was requested to inform the vendor of the Board's decision.

ELITE ROOFING

The Directors reviewed the proposal from Newport Exterminating. A Motion was duly made, seconded, and unanimously carried to deny the proposal due to the patio cover being homeowner responsibility. Cardinal was requested to inform the vendor and owner of the Board's decision.

NEWPORT  
EXTERMINATING

The Directors reviewed the correspondence from the owner with account #GM-0005-0066-01. No action was required.

GM-0005-0066-01

The Directors reviewed the correspondence from the owner with account #GM-0005-0026-02. A Motion was duly made, seconded, and unanimously carried to deny removing the Association trees. Cardinal was requested to inform the owner of the Board's decision and inform the owner that the trees were on the tree trimming schedule.

GM-0005-0026-02

The Directors reviewed the correspondence from the owner with account

#GM-0005-0001-01. Cardinal was requested to send a letter to Las Flores Landscape and request that they check the irrigation, trim the hedge by the patio door, trim the grass by the sprinkler, and remove and replace the dead geraniums.

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

The Directors discussed coyotes in the community. A Motion was duly made, seconded, and unanimously carried to approve thinning and trimming the hedge on the bottom at 476-508 E. Yale Loop to help deter coyotes. Cardinal was requested to inform Las Flores Landscape of the Board's decision.

The next Board Meeting was scheduled for January 10, 2017.

There being no further business, the Meeting was adjourned at 8:05 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 November 15, 2016, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date

GM-0005-0001-01

ANNUAL  
CALENDAR  
COYOTES IN THE  
COMMUNITY

BOARD  
MEETINGS  
ADJOURN

SUBMITTED

ATTEST

CERTIFY