

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
MARCH 12, 2019

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, March 12, 2019, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The Vice President, Katherine Williams, called the Meeting to order at 6:30 p.m.

Directors Present: Steve Corea
Ron Gravell
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: John Chan
Ralph Del Campo
Dave Nelson

A Motion was duly made, seconded, and unanimously carried to approve Director Burke's resignation. Cardinal was requested to update the server.

A Motion was duly made, seconded, and unanimously carried to approve the January 8, 2019 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the December 2018 and January 2019 Financial Statements as presented, subject to audit.

A Motion was duly made, seconded, and unanimously carried to transfer \$187,198.53 from Morgan Stanley money market; and \$153,957.85 from Pacific Premier Bank money market and allocate \$1,000,000.00 into a three-month Certificate of Deposit, \$1,000,000.00 into a six-month Certificate of Deposit, and \$141,156.38 into a nine-month certificate of deposit. Cardinal was requested to inform the Accounting Department to complete the request.

The Directors reviewed the collection report. Cardinal was directed to request the amount owed on the collection account.

A Motion was duly made, seconded, and unanimously carried to approve the Investment Policy. No action was required.

Director Williams opened the Homeowner Forum.

The owner from 411 E. Yale Loop was present to discuss his current roof leak, money market percentages, and the patio door needing weather stripping. Cardinal was requested to follow up with the vendor, as there was already a work order issued for the patio weather stripping.

CALL TO
ORDER

RESIGNATION

APPROVED
MINUTES

FINANCIAL
STATEMENTS

CERTIFICATE OF
DEPOSITS

COLLECTION
REPORT

INVESTMENT
POLICY

H/O FORUM

411 E. YALE LOOP

The owner from 494 E. Yale Loop was present to report the timbercrete fence across from 494 E. Yale Loop was falling. Cardinal was requested to issue a work order to have it repaired.

494 E. YALE LOOP

It was reported that the stucco repair by 496 E. Yale Loop by the irrigation controller was the wrong color. Cardinal was requested to issue a work order to have the concrete re-painted to match the existing color.

496 E. YALE LOOP

The owner from 443 E. Yale Loop was present to report that her front door had a gap and had wood rot, the side door to the garage would not open, and the back door was sticking. Cardinal was requested to issue a work order to have the items repaired.

443 E. YALE LOOP

The owner from 356 E. Yale Loop was present to report the fence across from 356 E. Yale Loop had not been painted. Cardinal was requested to issue a work order to have the fence painted.

356 E. YALE LOOP

The owner from 447 E. Yale Loop was present to report that the fence had fallen over across from their unit. Cardinal reported that a work order had already been issued to have it repaired.

447 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 matters. No action was required.

LANDSCAPE
CMTE.

The Directors tabled review of the correspondence from Cardinal regarding Vantaca software to the May 2019 Board Meeting. Cardinal was requested to add the item to the May 2019 Agenda.

VANTACA
CORRES.

A Motion was duly made, seconded, and unanimously carried to ratify the following, approving the proposals from Elite Roofing to repair the roof at 405 E. Yale Loop at a cost of \$2,989.00, to be charged to reserves; and repair the roof at 409, 411, and 413 E. Yale Loop at a cost of \$12,600.00, to be charged to reserves. Cardinal was requested to forward the signed copy of the proposals to the vendor for their records.

ELITE ROOFING
RATIFIED
PROPOSALS

A Motion was duly made, seconded, and unanimously carried to ratify the following, approving the proposals from 24 HRC to repair the stucco at 412 E. Yale Loop at a cost of \$2,376.92; and replace the chimney cap at 494 E. Yale Loop at a cost of \$2,359.12, to be charged to reserves. Cardinal was requested to forward the signed copy of the proposals to the vendor for their records.

24 HRC
RATIFIED
PROPOSALS

The Directors tabled the discussion regarding the garage doors and the proposal from Besser Bros. to the next Board Meeting. Cardinal was requested to add the item to the April 2019 Agenda.

GARAGE DOORS

The Directors reviewed the proposals received from Elite Roofing. A Motion was duly made, seconded, and unanimously carried to approve the proposal to repair the roof at 356 E. Yale Loop at a cost of \$1,500.00, to be charged to reserves; the proposal for roof repairs at 412 E. Yale Loop at a cost of \$1,200.00, to be charged to reserves; the proposal to repair the roof at 427 E. Yale Loop at a cost of \$4,678.00, to be charged to reserves; the proposal to repair the roof at 451 E. Yale Loop at a cost of \$4,778.00, to be charged to reserves; and the proposal to repair the roof at 488 E. Yale Loop at a cost of \$7,006.00, to be charged to reserves. Cardinal was requested to inform the owners and the vendor of the Board's decision.

ELITE ROOFING
APPROVED
PROPOSALS

The Directors reviewed the proposal received from Newport Exterminating. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Newport Exterminating for termite treatment and repairs at 386 E. Yale Loop at a cost of \$3,950.00, to be charged to reserves. Cardinal was requested to inform the owner and the vendor of the Board's decision.

NEWPORT EXT.
APPROVED
PROPOSAL
386 E. YALE LOOP

The Directors tabled the review of the proposal received from PCW Contracting for multiple repairs at 494 E. Yale Loop to the next Board Meeting. Cardinal was requested to add the item to the April 2019 Agenda, and to obtain a second bid for the repairs.

494 E. YALE LOOP

A Motion was duly made, seconded, and unanimously carried to approve Cardinal Property Management supplying an inspector of election other than the account manager.

INSPECTOR OF
ELECTION

The Directors reviewed correspondence from the owner with account #GM0515163 requesting reimbursement for interior repairs due to a roof leak. The owner was not present, but had sent correspondence. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$400.00. Cardinal was requested to inform the owner of the Board's decision.

#GM0515163

The Directors reviewed correspondence from the owner with account #GM0510806 requesting reimbursement for interior repairs due to a roof leak. The owner was present. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement for the affected bedroom in the amount of \$900.41. Cardinal was requested to inform the owner of the Board's decision and to add to the Executive Session and Regular Session Agenda for April 2019 the request for the other bedroom carpentry in the amount of \$1,474.54.

#GM0510806

The Directors reviewed the Annual Calendar. Cardinal was requested to move the reserve study proposal requests to April. Cardinal was requested to make the change on the server.

ANNUAL
CALENDAR

A Motion was duly made, seconded, and unanimously carried to approve adding the request for reimbursement from the owner with account #GM0515584 to the Agenda.

ADDED AGENDA
ITEM

The Directors reviewed correspondence from the owner with account #GM0515584 requesting reimbursement for interior repairs due to a roof leak. The owner was not present, but had sent correspondence. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$1,277.00. Cardinal was requested to inform the owner of the Board's decision.

#GM0515584

Cardinal was requested to issue a work order to Service First to have the attic tested for moisture at 494 E. Yale Loop.

494 E. YALE LOOP

The next Board Meeting was scheduled for April 9, 2019.

SCHEDULED
BOARD MEETING
ADJOURN

There being no further business, the Meeting was adjourned at 7:38 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 February 12, 2019, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date