

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
APRIL 9, 2019

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, April 9, 2019, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The Vice President, Katherine Williams, called the Meeting to order at 6:45 p.m.

Directors Present: Steve Corea
Ron Gravell
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Terri Gever
Dave Nelson

The Directors discussed re-organizing the Board of Director positions. A Motion was duly made, seconded, and unanimously carried to approve the following Board of Director positions: President Stephen Corea, Vice President Katherine Williams, Treasurer Ron Gravell, and Secretary Lee Schneider. Cardinal was requested to update the server.

A Motion was duly made, seconded, and unanimously carried to approve the March 12, 2019 Regular Meeting Minutes, with amendments.

The Directors tabled the review of the February 2019 Financial Statement to the next Board Meeting. Cardinal was requested to add the item to the May 2019 Agenda.

Director Corea opened the Homeowner Forum.

The owner of 352 E. Yale Loop was present to report the lights in the alley needed to be adjusted. Cardinal was requested to issue a work order to have the lights in the alley inspected and adjusted.

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

The Architectural Committee discussed vinyl being used on French doors. No action was required.

The Landscape Committee Chair reported on landscape matters and discussed the February 2019 and March 2019 Landscape walk. No action was required.

CALL TO
ORDER

RE-ORGANIZE
THE BOARD OF
DIRECTORS

APPROVED
MINUTES

FINANCIAL
STATEMENTS

H/O FORUM

352 E. YALE LOOP

H/O FORUM
CLOSED

ARCH. CMTE.

LANDSCAPE
CMTE.

Cardinal was requested to add the discussion item Round Up Chemicals to the May 2019 Agenda. Additionally, Cardinal was directed to request from Las Flores Landscape a report on where they use round up in the community.

ROUND UP

The Directors reviewed proposal #7068 from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve proposal #7068 from Las Flores Landscape to perform the annual tree trimming at a cost of \$19,433.00. Cardinal was requested to inform the vendor of the Board's decision.

ANNUAL TREE TRIMMING

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 May 2019 Agenda.

GARAGE DOORS

The Directors tabled 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 May 2019 Agenda, and to follow up with 24 HRC requesting their proposal.

494 E. YALE LOOP

The Directors reviewed correspondence from the owner with account #GM0510806 requesting reimbursement for interior repairs due to a roof leak. The owner was not present. A Motion was duly made, seconded, and unanimously carried to deny the reimbursement for interior repairs. Cardinal was requested to inform the owner of the Board's decision.

#GM0510806

The Directors reviewed the correspondence from CPR Construction regarding the peeling paint on the garage doors. No action was required.

GARAGE DOORS

The Directors reviewed the proposals received from 24 HRC. A Motion was duly made, seconded, and unanimously carried to approve the proposal to repair the patio door at 411 E. Yale Loop at a cost of \$625.00; and the proposal for water intrusion repairs at 483 E. Yale Loop at a cost of \$1,471.52. Cardinal was requested to inform the owners and the vendor of the Board's decision.

24 HRC
APPROVED
PROPOSALS

The Directors reviewed the proposal from Elite Roofing. A Motion was duly made, seconded, and unanimously carried to approve the proposal to repair the roof at 481, 483, and 485 E. Yale Loop at a cost of \$12,600.00, to be charged to reserves. Cardinal was requested to inform the owners and the vendor of the Board's decision.

ELITE ROOFING
APPROVED
PROPOSAL

The Directors reviewed the proposals 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 406 E. Yale Loop for items #2A and #2B at a cost of \$935.00; the proposal for termite treatment and repairs at 408 E. Yale Loop for items #2A and #2B at a cost of \$890.00; and the proposal for termite treatment and repairs at 502 E. Yale Loop at a cost of \$3,275.00, to be charged to reserves. Cardinal was requested to inform the owner and the vendor of the Board's decision.

NEWPORT EXT.
APPROVED
PROPOSALS

The Directors reviewed the 2018/2019 Legislative Summary update. No action was required.

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

The next Board Meeting was scheduled for May 7, 2019.

There being no further business, the Meeting was adjourned at 7:18 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

Stephen Corea, 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 April 9, 2019, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date

LEGISLATIVE
SUMMARY

ANNUAL
CALENDAR
SCHEDULED
BOARD MEETING
ADJOURN

SUBMITTED

ATTEST

CERTIFY