

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

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, July 9, 2019, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The President, Stephen Corea, 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:	Dave Nelson Steve Wood

Lisa Bryce reported that quorum had not been met to hold the Annual Meeting, as only 35 of the necessary 49 ballots had been received. It was announced that the Second Calling of the Annual Meeting would be held on September 10, 2019, following the Regular scheduled Board Meeting.

A Motion was duly made, seconded, and unanimously carried to approve the May 14, 2019 Regular Meeting Minutes, as submitted.

A Motion was duly made, seconded, and unanimously carried to accept the April 2019 and May 2019 Financial Statements as presented, subject to audit. The Directors noted the Financial Statements had been reviewed monthly.

The Directors reviewed the collection status report. No action was required.

The Directors tabled review of the 2020 Reserve Study to the next Board Meeting. Cardinal was requested to add the item to the September 2019 Agenda.

Director Corea opened the Homeowner Forum.

The owner from 494 E. Yale Loop was present to address his concerns regarding drug dealers and users on E. Yale Loop and Greenmore. Cardinal was requested to add the item to the September 2019 Agenda.

The owner from 352 E. Yale Loop was present to report that the fence across from her still had not been painted. Cardinal was requested to follow up with the vendor.

The owner from 443 E. Yale Loop was present to report that her door and skylight had not been inspected. Cardinal was requested to follow up with the vendors.

CALL TO
ORDER

ANNUAL
MEETING

APPROVED
MINUTES

FINANCIAL
STATEMENTS

COLLECTION
STATUS REP.
2020 RESERVE
STUDY

H/O FORUM

494 E. YALE LOOP

352 E. YALE LOOP

443 E. YALE LOOP

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

H/O FORUM
CLOSED

The Architectural Committee discussed an open architectural application.

ARCH. CMTE.

The Landscape Committee Chair reported on landscape matters. Cardinal was requested to add Landscape Committee Members to the September 2019 Board Meeting, and to request bids for landscape service from four vendors.

LANDSCAPE
CMTE.

The Directors tabled discussion regarding the garage doors to the January 2020 Agenda. Cardinal was directed to request a bid from Besser Bros. for the replacement of all the garage doors in the community.

GARAGE DOORS

The Directors reviewed the proposals received from 24 HRC and PCW Contracting. A Motion was duly made, seconded, and carried to approve the proposal from 24 HRC to perform multiple repairs at 494 E. Yale Loop at a cost not to exceed \$9,252.00, to be charged to reserves. Director Corea abstained.

494 E. YALE LOOP

The Directors reviewed the proposals received from 24 HRC. A Motion was duly made, seconded, and unanimously carried to approve the proposal to paint the fence at 356 E. Yale Loop at a cost not to exceed \$950.00; to replace the gate at 424 E. Yale Loop at a cost not to exceed \$1,551.00, to be charged to reserves; to replace the gate at 488 E. Yale Loop at a cost not to exceed \$1,551.00, to be charged to reserves; and to paint the stucco at 496 E. Yale Loop at a cost not to exceed \$1,700.00.

356, 424, 488, AND
496 E. YALE LOOP

The Directors reviewed the proposals from Elite Roofing. A Motion was duly made, seconded, and unanimously carried to approve the proposal to replace the skylight at 427 E. Yale Loop at a cost not to exceed \$1,500.00, to be charged to reserves; to complete roof repairs at 429 E. Yale Loop at a cost not to exceed \$5,500.00, to be charged to reserves; and to replace the skylight at 485 E. Yale Loop at a cost not to exceed \$1,500.00, to be charged to reserves.

427, 429, AND 485
E. YALE LOOP

The Directors reviewed the proposal from PCW Contracting. A Motion was duly made, seconded, and unanimously carried to approve the proposal to replace the water heater door at 415 E. Yale Loop at a cost not to exceed \$1,525.00, to be charged to reserves.

415 E. YALE LOOP

The Directors reviewed the proposal 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 409 E. Yale Loop for items #2A (secondary treatment), #2B, and #3A at a cost not to exceed \$1,425.00, to be charged to reserves.

409 E. YALE LOOP

The Directors reviewed the attorney correspondence regarding attorney firms. A Motion was duly made, seconded, and unanimously carried to approve Dirk Petchul to represent Garden Estates as the Association's attorney.

ASSOCIATION
ATTORNEY

The Directors reviewed the correspondence received from the owner with account GM5515618 requesting reimbursement for a plumbing expense. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$523.01. Cardinal was requested to issue a work order to have the ceiling and drywall in the home replaced and painted.

GM5515618

The Directors discussed the bathtubs in the homes. No action was required.

BATHTUBS

The Directors reviewed the correspondence received from the City of Irvine. No action was required.

CITY OF IRVINE

The Directors reviewed the Board Education class that Cardinal was offering. No action was required.

CARDINAL CLASS

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

ANNUAL

CALENDAR

The next Board Meeting was scheduled for September 10, 2019.

SCHEDULED

BOARD MEETING

There being no further business, the Meeting was adjourned at 7:25 p.m.

ADJOURN

Submitted by: Lisa Bryce, Account Manager

SUBMITTED

ATTEST:

ATTEST

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

Lee Schneider, Secretary

Date