

GARDEN ESTATES MAINTENANCE ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 10, 2019

The Regular Meeting of the Board of Directors of the Garden Estates Maintenance Association was held on Tuesday, September 10, 2019, at the Woodbridge Village Clubhouse, 31 Creek Road, Irvine, CA. The President, Stephen Corea, called the Meeting to order at 6:38 p.m.

Directors Present: Steve Corea
Ron Gravell
Lee Schneider
Katherine Williams

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Jerry and Melinda Coleman
Terri Martz
Dave Nelson

A Motion was duly made, seconded, and unanimously carried to approve the July 9, 2019 Regular Meeting Minutes, as submitted.

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

A Motion was duly made, seconded, and unanimously carried to approve Cardinal to sign all invoices under \$1,000.00.

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

The Directors reviewed the 2020 Reserve Study. A Motion was duly made, seconded, and unanimously carried to accept the 2020 Reserve Study.

The Directors reviewed the 2020 draft Budget. A Motion was duly made, seconded, and unanimously carried to approve the 2020 draft Budget with no increase in monthly assessments.

The Directors reviewed the 2018 draft Audit. A Motion was duly made, seconded, and unanimously carried to approve the 2018 draft Audit.

The Directors reviewed the 2018 Tax Returns. A Motion was duly made, seconded, and unanimously carried to accept the 2018 Tax Returns.

Director Corea opened the Homeowner Forum.

The owner from 415 E. Yale Loop was present to discuss the root issue under his driveway. It was noted that the owner's item was on the Agenda.

CALL TO
ORDER

APPROVED
MINUTES

FINANCIAL
STATEMENTS

INVOICE
APPROVAL

COLLECTION
STATUS REP.
2020 RESERVE
STUDY

2020 DRAFT
BUDGET

2018 DRAFT
AUDIT

2018 TAX
RETURNS

H/O FORUM

415 E. YALE LOOP

The owner from 508 E. Yale Loop was present to discuss the reimbursement request for the bees that were removed from her residence. It was noted that the owner's item was on the Agenda.

508 E. YALE LOOP

Director Williams discussed the fence still not repaired behind her unit. Cardinal was requested to follow up with the property manager from the Association that shared a the fence with Garden Estates to determine the status of the repairs.

DIRECTOR
WILLIAMS

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.

ARCH. CMTE.

The Landscape Committee Chair reported on landscape matters. A Motion was duly made, seconded, and unanimously carried to approve the proposal received from Las Flores Landscape to crown and prune all the elm trees in the community at a cost of \$10,800.00.

LANDSCAPE
CMTE.

A Motion was duly made, seconded, and unanimously carried to approve the following to serve on the Landscape Committee: Linda Burke, Meredith Cheston, Teresa Martz, Steve Wood, and Katherine Williams.

LANDSCAPE
CMTE.

The Directors reviewed the proposal received from Andre Landscape. A Motion was duly made, seconded, and unanimously carried to deny the proposal.

ANDRE
LANDSCAPE

Cardinal was requested to reach out to the Landscape Design company that the Water-Gardens used to evaluate their landscape theme and request a proposal from them to evaluate the community's landscape.

LANDSCAPE
DESIGNER

The Directors reviewed the proposal received from 24 HRC. A Motion was duly made, seconded, and unanimously carried to approve the proposal from 24 HRC to perform gate repairs at 364 E. Yale Loop at a cost of \$1,500.00, to be charged to reserves.

364 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 a section of the driveway at 415 E. Yale Loop at a cost of \$1,975.00, to be charged to reserves.

415 E. YALE LOOP

A Motion was duly made, seconded, and unanimously carried to deny the City of Irvine coming to a Board Meeting to discuss City issues.

CITY OF IRVINE

The Directors reviewed the correspondence received from the owner with account GM0515526 requesting reimbursement for an insurance deductible. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$250.00.

GM0515526

The Directors reviewed the correspondence received from the owner with account GM0515392 requesting reimbursement for a bee extraction expense. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement in the amount of \$250.00.

GM0515392

The Directors reviewed the correspondence received from the owner with account GM0512701 requesting reimbursement for a bathtub plumbing expense. A Motion was duly made, seconded, and carried to approve the reimbursement in the amount of \$759.95. Director Gravell abstained.

GM0512701

The Directors discussed adding new no parking signs to the community entrances. It was noted that the signs had already been purchased and that a work order would be issued to have the signs installed.

NO PARKING
SIGNS

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

The next Board Meeting was scheduled for October 15, 2019.

ANNUAL
CALENDAR
SCHEDULED
BOARD MEETING
ADJOURN

There being no further business, the Meeting was adjourned at 7:40 p.m. to the Annual Meeting.

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 September 10, 2019, as approved by the Board Members in attendance of the Meeting.

Lee Schneider, Secretary

Date