

WINDWOOD ANAHEIM CONDOMINIUM ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 11, 2017

The Regular Meeting of the Board of Directors of the Windwood Anaheim Condominium Association was held on Monday, September 11, 2017 at 5205 E. Orangethorpe, Anaheim. The President, Carol Greenberg, called the Meeting to order at 6:03 p.m.

- Directors Present: Carol Greenberg
Terri Massey
Jon Polentz
Emily Teipe
- Directors Absent: Sergio Vasquez
- Representing Cardinal: Theresa Hirschman, CMCA, AMS, PCAM
- Others Present: Five Owners (See Attached List)
George and Mayela Gonzalez, Phoenix Patrol
Joe Hamby, Las Flores Landscape
Conor Ross, Ross Construction Management

The Board announced that it had met in Executive Session prior to the Regular Meeting to meet with the construction manager, discuss delinquent accounts, and to hold non-compliance Hearings.

EXECUTIVE
SESSION

Joe Hamby, of Las Flores Landscape, was present to discuss the landscape in the community. The owners present and the Board thanked Mr. Hamby for completing the requested work.

LAS FLORES
LANDSCAPE

George Gonzalez, from Phoenix Patrol, was present to provide the patrol report and discuss any patrol issues.

PHOENIX
PATROL

Director Greenberg opened the Homeowner Forum.

H/O FORUM

The owner of 5461 C Candlewood circle was present to discuss damages caused in her unit during the re-pipe project. Conor Ross of Ross Construction Management advised the owner all issues would be resolved.

5461 C
CANDLEWOOD
CIRCLE

The owner of 5465 A Candlewood Circle was present to thank the Board for the reimbursement for the plumbing issue and to report the stucco and the front porch light fixture on his unit needed to be repaired. The Directors advised the stucco repairs were in process. Cardinal was directed to issue a work order to Vinco Construction to repair the front porch light fixture.

5465 A
CANDLEWOOD
CIRCLE

The owner of 1736 A Oak Knoll Drive was present to discuss parking issues, the possibility of holding a community garage sale, and ways to encourage residents to park in their garages.

H/O FORUM
CONT. 1736 A
OAK KNOLL DR

The owner of 1760 D Cedar Glenn Drive reported the security light on the building was not working, even after Tyler Lighting repaired it. Cardinal was directed to issue another work order to Tyler Lighting and instruct them to contact the owner of 1760 D Cedar Glenn Drive for the specific location of the light.

1760 D
CEDAR GLENN
DRIVE

There was discussion regarding ways to obtain vehicle information from all owners and renters. Cardinal was directed to ask if a vehicle information form could be sent with the 4041 Disclosure letter and forms.

VEHICLE
INFORMATION

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

H/O FORUM
CLOSED

A Motion was duly made, seconded, and unanimously carried to approve the July 10, 2017 Regular Meeting Minutes, as written.

APPROVAL OF
MINUTES

A Motion was duly made, seconded, and unanimously carried to approve the July 10, 2017 Organizational Meeting Minutes, as written.

The Directors reviewed the July 10, 2017 Annual Meeting Minutes. Results of the Annual Meeting were as follows:

ANNUAL
MEETING
RESULTS

Carol Greenberg	85
Terri Massey	114
Fran Matthews	26
Jon Polentz	72
Emily Teipe	34
Sergio Vazquez	36

It was announced that Carol Greenberg, Terri Massey, Jon M. Polentz, Emily Teipe, and Sergio Vasquez were each elected to serve one-year terms on the Board of Directors.

The Resolution to allocate any surplus of operating funds at the end of the fiscal year, July 31, 2018, to offset future Association operating expenses was approved. The vote was sixty-seven in favor, two opposed, and five abstentions.

A Motion was duly made, seconded, and unanimously carried to accept the June and July 2017 Financial Statements as prepared, subject to audit.

FINANCIAL
REVIEW

The Directors reviewed the Aging Report. No action was required.

DELINQUENCY

A Motion was duly made, seconded, and unanimously carried to accept the 2017/2018 Reserve Study update, as prepared by Reserve Data Analysis. Cardinal was directed to mail the disclosures to the membership in accordance with Civil Code.

2017/2018
 RESERVE
 STUDY

A Motion was duly made, seconded, and unanimously carried to approve the filing of a lien against APN #932-730-09.

LIEN
 AUTHORIZATION

A Motion was duly made, seconded, and unanimously carried to approve proposal #WW 18109 from Vinco Construction for siding replacement at the pool restrooms and entrance, at a total cost of \$8,995.00, with the stipulation that the work was scheduled to be performed after the pool deck had been completed. The cost was to be charged to reserves. Cardinal was directed to advise Vinco Construction of the Board's decision.

VINCO
 CONSTRUCTION
 PROPOSALS
 SIDING

A Motion was duly made, seconded, and unanimously carried to approve proposal #WW 18595 from Vinco Construction to replace the attic vent screens at 1715 A Willow Woods Drive, at a total cost of \$895.00. The cost was to be charged to reserves. Cardinal was directed to advise Vinco Construction and the unit owner of the Board's decision.

1715 A
 WILLOW
 WOODS DR.
 ATTIC VENTS

A Motion was duly made, seconded, and unanimously carried to approve proposal #WW 18600 from Vinco Construction for drywall repairs at 1736 B Oak Knoll Drive, at a total cost of \$650.00. The cost was to be charged to operating. Cardinal was directed to advise Vinco Construction and the unit owner of the Board's decision.

1736 B OAK
 KNOLL DRIVE
 DRYWALL

A Motion was duly made, seconded, and unanimously carried to approve proposal #WW 18611 from Vinco Construction to replace the front door at 5440 D Snow wood Circle, at a total cost of \$1,080.00. The cost was to be charged to reserves. Cardinal was directed to advise Vinco Construction and the unit owner of the Board's decision.

5440 D SNOW
 WOOD CIRCLE
 FRONT
 DOOR

A Motion was duly made, seconded, and unanimously carried to approve proposal #WW 18624 from Vinco Construction for exterior wood and stucco repairs at 5455 B Candlewood Circle, at a total cost of \$1,795.00. The cost was to be charged to reserves. Cardinal was directed to advise Vinco Construction and the unit owner of the Board's decision.

5455 B
 CANDLEWOOD
 CIRCLE
 WOOD &
 STUCCO

A Motion was duly made, seconded, and unanimously carried to approve the proposal from Deck-Pro for deck/balcony repairs at 1704 B Willow Woods Drive, at a total cost of \$1,900.00. The cost was to be charged to reserves. Cardinal was directed to advise Deck-Pro and the unit owner of the Board's decision.

DECK-PRO
 1704 B
 WILLOW WOODS
 DRIVE

The Directors reviewed the proposals from Sundeck Decorative Concrete Surfaces and Vinco Construction for pool deck repairs and resurfacing. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Sundeck Decorative Concrete Surfaces, at a total cost of \$36,900.00, with the stipulation that the work would be completed in November. The cost was to be charged to reserves. Cardinal was directed to advise both bidders of the Board's decision.

POOL
 DECK

A Motion was duly made, seconded, and unanimously carried to approve proposal #52261 from Decksides Pool Service to remove the black algae in the pool at a total cost of \$513.30. The cost was to be charged to operating. Cardinal was directed to advise Decksides Pool Service of the Board's decision.

DECKSIDE
POOL
SERVICE
PROPOSAL

A Motion was duly made, seconded, and unanimously carried to approve proposal #T-1164 from The Debug Man for termite treatment at 5428 A Snow Wood Circle, at a total cost of \$678.00. The cost was to be charged to reserves. Cardinal was directed to advise The Debug Man and the unit owner of the Board's decision.

THE DEBUG
MAN PROPOSALS
5428 A SNOW
WOOD CIRCLE

A Motion was duly made, seconded, and unanimously carried to approve proposal #T-1167 from The Debug Man for termite treatment at 1722 D Rainwood Circle, at a total cost of \$285.00. The cost was to be charged to reserves. Cardinal was directed to advise The Debug Man and the unit owner of the Board's decision.

1722 D
RAINWOOD
CIRCLE

A Motion was duly made, seconded, and unanimously carried to approve proposal #T-1168 from The Debug Man for termite treatment at 1756 D Cedar Glenn Drive, at a total cost of \$580.00. The cost was to be charged to reserves. Cardinal was directed to advise The Debug Man and the unit owner of the Board's decision.

1756 D
CEDAR GLENN
DRIVE

A Motion was duly made, seconded, and unanimously carried to approve proposal #T-1169 from The Debug Man for termite treatment at 5465 B Candlewood Circle, at a total cost of \$565.00. The cost was to be charged to reserves. Cardinal was directed to advise The Debug Man and the unit owner of the Board's decision.

5465 B
CANDLEWOOD
CIRCLE

A Motion was duly made, seconded, and unanimously carried to approve proposal #T-1171 from The Debug Man for termite treatment at 1727 B Willow Woods Drive, at a total cost of \$485.00. The cost was to be charged to reserves. Cardinal was directed to advise The Debug Man and the unit owner of the Board's decision.

1727 B
WILLOW
WOODS
DRIVE

A Motion was duly made, seconded, and unanimously carried to approve proposal #T-1170 from The Debug Man for termite treatment at 1734 A Rainwood Circle, at a total cost of \$1,195.00. The cost was to be charged to reserves. Cardinal was directed to advise The Debug Man and the unit owner of the Board's decision.

1734 A
RAINWOOD
CIRCLE

The Directors reviewed the response from Coastal Roofing Co, Inc. regarding disputed invoice #8179 for repairs at 1723 D Willow Woods Drive. After discussion a Motion was duly made, seconded, and unanimously carried to split the total cost of \$495.00 with Cardinal, as the wrong vendor was used for the repair and the roofs were under warranty. Cardinal was directed to process payment from the Association in the amount of \$247.50 and request Cardinal pay \$247.50. Cardinal was authorized to sign the check for the Association.

COASTAL
ROOFING
INVOICE

Discussion on the reimbursement from Windwood Cresthill for the damages caused by a large tree owned by Windwood Cresthill falling on the Windwood Anaheim property was tabled to the October Meeting. It was noted that Windwood Cresthill had filed an insurance claim.

WINDWOOD
CRESTHILL
REIMB.

Director Polentz reported that the plumber he had recommended to provide the mainline repair was still in the process of becoming ASN certified. Mr. Polentz also advised he had contacted another plumber regarding the permanent repair of the mainline at 1734 Rainwood Circle. Cardinal was directed to include this item on the October agenda.

MAINLINE
REPAIR
1734 N.
RAINWOOD

The Directors reviewed the correspondence from the owner of 1735 A Rainwood Circle regarding plants that were dry and unkept, the tree in front of the unit that was half dead, both trees in front of the unit had not grown in five years, the Bermuda grass was taking over the ground cover, and the plants outside the patio were growing over the fence into the patio area. Cardinal was directed to issue a work order to Las Flores Landscape and advise the owner of the action that was taken.

H/O CORRES.
1735 A
RAINWOOD
CIRCLE
LANDSCAPE

The Directors reviewed the request from the owner of 5432 B Snow Wood Circle for reimbursement of the cost to replace two traps that were taken during the re-pipe project. A Motion was duly made, seconded, and carried to reimburse the owner in the amount of \$50.00. Director Greenberg was opposed. Cardinal was directed to process the reimbursement and advise the owner of the Board's decision.

H/O CORRES.
5432 B
SNOW WOOD
CIRCLE
REIMB. REQ.

The Directors reviewed the request from the owner of 5432 A Snow Wood Circle for reimbursement of the cost to replace the rug that was taken during the re-pipe project. A Motion was duly made, seconded, and carried to reimburse the owner in the amount of \$42.64. Director Greenberg was opposed. Cardinal was directed to process the reimbursement and advise the owner of the Board's decision.

H/O CORRES.
5432 A
SNOW WOOD
CIRCLE
REIMB. REQ.

The Directors reviewed the correspondence from the owner of 1715 D Willow woods Drive in response to the violation letter the owner received regarding a picnic table. Cardinal was directed to void the violation and advise the owner of the action that was taken.

H/O CORRES.
1715 D WILLOW
WOODS DRIVE
VIOLATION

The Directors reviewed the correspondence from the owner of 1726 B Oak Knoll Drive regarding neighbors smoking and the patrol service. Cardinal was directed to request the owner provided an address of persons violating the Smoking Rule so that the appropriate letters could be sent and that the patrol issues were discussed with the patrol company.

H/O CORRES.
1726 B OAK
KNOLL DRIVE
SMOKING &
PATROL SRVC.

Cardinal was directed to provide copies of the Smoking Rule and the legal opinion regarding smoking in common areas to the Board for review at the October Meeting.

SMOKING RULES
& LEGAL
OPINION

The Directors reviewed the request from the owner of 5420 A Snow Wood Circle for reimbursement of the insurance deductible. Cardinal was directed to forward the owner's correspondence to Conor Ross of Ross Construction Management and request that he investigate the matter and provide a report for the Board. Cardinal was also directed to advise the owner the issue had been tabled for further investigation and would be on the agenda for the September Meeting.

H/O CORRES.
5420 A SNOW
WOOD
CIRCLE
REIMB. REQ.

The Directors reviewed the correspondence from the owner of 5465 A Candlewood Circle regarding needed stucco repairs. Cardinal was directed to advise the owner the stucco repairs for the entire building would be completed and were in process.

H/O CORRES.
5465 A
CANDLEWOOD
CIRCLE STUCCO

The Directors reviewed the information from CAI/CLTP flyers. No action was required.

CAI/CLTP
FLYERS

The Directors discussed having CAPS prepare a quarterly newsletter. The following items were to be included: Smoking Rule, clean up pet waste, park vehicles in garage, street cleaning day – Tuesdays 12:00 to 4:00 p.m., and the Trash Can Rules. The Directors agreed to provide additional articles to Cardinal for inclusion in the newsletter.

NEWSLETTER

Cardinal was directed to send a violation or Hearing letter to the owner of 1742 C Cedar Glenn Drive for allowing their dog to roam the common areas off leash.

VIO. LTR.
1742 C CEDAR
GLENN DRIVE

Cardinal was directed to send a violation or Hearing letter to the owners 1756 D Cedar Glenn Drive for the three trash cans left near the door of 1756 C Cedar Glenn Drive.

VIO. LTR.
1756 D CEDAR
GLENN DRIVE

Cardinal was directed to send a violation letter to the owners of 1760 A Cedar Glenn Drive for violation of the No Smoking Rules, as they were observed smoking in the patio and in the driveway.

VIO. LTR.
1760 A CEDAR
GLENN DRIVE

There being no further business, the Meeting was adjourned at 7:10 p.m. to the reconvened Executive Session to approve the Minutes of the July 10, 2017 Executive Session, and discuss delinquent accounts.

ADJOURN
TO EXEC.

Submitted by: Theresa Hirschman, CMCA, AMS, PCAM, Senior Account Manager

SUBMITTED

Attest:

ATTEST

Carol Greenberg, President

Date

SECRETARY CERTIFICATION

SECRETARY
CERTIFY

I, Terri Massey, the appointed Secretary of the Windwood Anaheim Condominium Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Windwood Anaheim Condominium Association Board of Directors Meeting held on September 11, 2017, as approved by the Board Members in attendance of the Meeting.

Terri Massey, Secretary

Date

DRAFT