

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 15, 2010

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Wednesday, December 15, 2010 at the Smoketree Clubhouse. The President, Jeff Gollin, called the Meeting to order at 6:30 p.m.

CALL TO
ORDER

Directors Present: Jim Glenn
Jeff Gollin
Marisa Patterson

Directors Absent: Dan Moyer

Representing Cardinal: Farrah Esquer, CCAM, CMCA, AMS, PCAM

The Homeowner Forum was opened by the President, Jeff Gollin.

H/O FORUM

The owners of Account #CV-0010-0337-03 were present to request that late fees totaling \$50.00 and the pre-lien fee of \$125.00 be waived from their assessment account, and requested a payment plan for the unpaid account balance. The homeowners agreed to submit a request for a payment plan and the Directors tabled the fee waiver discussion and decision to the Executive Session, which would immediately follow the Regular Meeting.

#0010-0337-03
FEE WAIVER
REQUEST
TABLED TO
EXEC. SESS.

The Homeowner Forum was closed.

H/O FORUM

The scheduled Hearing was held for the member with account #CV-0010-0070-05 for failure to affix a vehicle decal to the windshield. A Motion was duly made, seconded and unanimously carried to impose a fine in the amount of \$100.00 in accordance with the Association's Violation & Fine Policy. Cardinal was requested to schedule a follow-up Hearing for the next Board Meeting.

HEARING:
#0010-0070-05

The scheduled Hearing for the member with account #CV-0010-0146-01 was tabled to the Executive Session.

HEARING:
TABLED

The scheduled Hearing was held for the member with account #CV-0010-0264-01 for failure to affix a vehicle decal to the windshield. A Motion was duly made, seconded and unanimously carried to impose a \$100.00 fine in accordance with the Association's Violation & Fine Policy, as the violation had not been corrected. Cardinal was requested to schedule a follow-up Hearing for the next Board Meeting.

HEARING:
#0010-0264-01

The correspondence from the member with account #CV-0010-0475-04 was

HEARING:

reviewed. The Hearing for failure to park in the garage was tabled to the January Meeting and no fine was to be assessed this month. The owner was not present. Cardinal was requested to include his correspondence regarding parking his vehicle, schedule a Hearing on the January Agenda, and notify the owner.

#0010-0475-04

The scheduled Hearing was held for the member with account #CV-0010-0059-01 for noise disturbances. A Motion was duly made, seconded and carried to impose a \$100.00 fine in accordance with the Association's Violation & Fine Policy. Cardinal was requested to notify the member of the Board's decision and let them know another Hearing would be scheduled if another incident was reported.

HEARING:
#0010-0059-01

The scheduled Hearing was held for the member with account #CV-0010-0270-03 for failure to clean up the oil stains in the carport. It was reported per the site inspection that the violation had been corrected. Cardinal was requested to close the violation.

HEARING:
#0010-0270-03

The scheduled Hearing was held for the member with account #CV-0010-0311-02 for failure to utilize the garage for the parking of their vehicles. It was reported that the resident had moved out, so the problem would no longer be an issue. Cardinal was requested to close the violation.

HEARING:
#0010-0311-02

The scheduled Hearing was held for the member with account #CV-0010-0392-02 for failing to install locks on the carport storage unit. The owner was not present. A Motion was duly made, seconded and unanimously carried to impose a \$100.00 fine in accordance with the Association's Violation & Fine Policy, as the violation had not been corrected. Cardinal was requested to schedule a follow-up Hearing for the next Board Meeting.

HEARING:
#0010-0392-02

The scheduled Hearing was held for the member with account #CV-0010-0025-01 for failing to affix a vehicle decal to the vehicle. The owner was not present but had submitted correspondence that the tenant was to move out November 30, 2010. Cardinal was requested to contact the homeowner to confirm that the tenant had indeed moved out, and if so, to thank the homeowner for the compliance and close the violation.

HEARING:
#0010-0025-01

The scheduled Hearing was held for the member with account #CV-0010-0094-01 for dumping large items in the dumpster area. The owner was not present but had submitted correspondence objecting to charges already imposed on his account for a prior occurrence of the same nature. A Motion was duly made, seconded and unanimously carried to assess the cost of the cleanup, \$137.50, to his account, as a Board member had witnessed the resident(s) dumping the items. Cardinal was requested to notify the owner of the Board's decision.

HEARING:
#0010-0094-01

The scheduled Hearing was held for the member with account #CV-0010-0124-02 for failure to clean up the oil stains in the carport. It was reported per the site inspection that the violation had been corrected. Cardinal was requested to close the violation.

HEARING:
#0010-0124-02

The scheduled Hearing was held for the member with account #CV-0010-0196-02 for failure to utilize the garage for the parking of their vehicles. The residents were present and stated they were parking three motorcycles in the garage. Cardinal was requested to close the violation and send the residents a letter thanking them for attending the Hearing and informing them that no further action would be taken in the matter.

HEARING:
#0010-0196-02

The scheduled Hearing was held for the member with account #CV-0010-0214-03 for failure to clean up the oil stains in the carport. It was reported per the site inspection that the violation had been corrected and an oil pan was in place to prevent future occurrences. Cardinal was requested to close the violation.

HEARING:
#0010-0214-03

The scheduled Hearing was held for the member with account #CV-0010-0291-04 for assessing the cost of an exterior clean up. The resident was present, and claimed that he, not the janitorial service, had cleaned up the items. However, per the site inspection conducted December 15, 2010, there were still some items remaining that had been missed in the initial clean up. Cardinal was requested to ascertain when the janitorial service cleaned the mess and what the cost was for the service, and to notify the owner and resident of the cost that was to be assessed.

HEARING:
#0010-0291-04

The scheduled Hearing was held for the member with account #CV-0010-0314-01 for failure to remove the trash can and store it out of view by the end of trash pick up day. The owner was not present. A Motion was duly made, seconded and unanimously carried to impose a \$50.00 fine in accordance with the Association's Violation & Fine Policy, as the violation had not been corrected. Cardinal was requested to schedule another Hearing if the violation was reported again.

HEARING:
#0010-0314-01

The scheduled Hearing was held for the member with account #CV-0010-0339-02 for the improper placement of a satellite dish. The owner was not present, but had submitted correspondence, distributed for Board review, which stated the problem was to be corrected prior to the Board Meeting. It was reported per the site inspection that the violation had been corrected. Cardinal was requested to close the violation.

HEARING:
#0010-0339-02

The scheduled Hearing was held for the member with account #CV-0010-0367-03 for failure to utilize the garage for the parking of their vehicle(s). The owner was not present. A Motion was duly made, seconded and unanimously carried to impose a \$50.00 fine in accordance with the Association's Violation & Fine Policy, as the violation had not been corrected. Cardinal was requested to schedule a follow-up Hearing for the next Board Meeting.

HEARING:
#0010-0367-03

The scheduled Hearing was tabled for the member with account #CV-0010-

HEARING:

0449-01 for failure to affix a vehicle decal to the vehicle. The owner was not present but had submitted correspondence that he was completing the paperwork to obtain a decal. Cardinal was requested to confirm that the homeowner had indeed submitted the appropriate permit application, inform the owner the decal must be affixed to the vehicle and schedule a follow-up Hearing for the next Board Meeting.

#0010-0449-01

The scheduled Hearing was held for the member with account #CV-0010-0467-01 for failure to utilize the garage for the parking of their vehicle(s). The owner was not present. A Motion was duly made, seconded and unanimously carried to impose a \$50.00 fine in accordance with the Association's Violation & Fine Policy, as the violation had not been corrected. Cardinal was requested to notify the owner of the Board's decision, and schedule another Hearing only if the violation was reported again.

HEARING:
#0010-0467-01

The scheduled Hearing was held for the member with account #CV-0010-0487-05 for failure to clean up the oil stains in the carport. The owner was not present. A Motion was duly made, seconded and unanimously carried to impose a \$50.00 fine in accordance with the Association's Violation & Fine Policy, as the violation had not been corrected. Cardinal was requested to schedule a follow-up Hearing for the next Board Meeting.

HEARING:
#0010-0487-05

George Gonzales from Phoenix Patrol distributed the monthly patrol reports. The new internet and email access for the North guardhouse was discussed. Now that the email was operational, a new procedure to safe list vehicles was to be implemented. Cardinal was requested to email the guardhouse any vehicles to be safe listed. It was then stated that all email communication sent to the guardhouse was to be sent also to George.

PHOENIX
PATROL

The Directors reviewed the correspondence from the resident at 12640 Briarglen Loop, Unit H regarding unauthorized gate access. It was reported that the issue had been resolved. No action was required on this matter.

H/O CORRES.
GATE

Cardinal was requested to follow up with Hydro Point to obtain an updated irrigation system report. Director Glenn informed the Board that he had a meeting scheduled for December 16, 2010, with Wayne Smith, a consultant from Cal Poly Pomona, to provide solutions for sustainable landscape that would provide water savings. Cardinal was requested to invite Mr. Smith to attend the January Board Meeting to discuss his findings.

HYDROPOINT/
WATER
SAVINGS

There was no report from the Pool Committee.

POOL COMM.

The Directors discussed the community bulletin boards and the online bulletin board posting opportunities on the website. A Motion was duly made, seconded and unanimously carried to remove all bulletin boards located behind each guard shack, leaving the website as the only venue for any real estate-related postings. It was further determined that all real estate postings were to be for a period not to exceed six months, and would be posted at a cost of \$30.00 per listing, provided the posting was

WEBSITE
COMMITTEE
REAL ESTATE
POSTINGS

submitted in a "pdf" file format. The \$30.00 fee per listing was to be waived for owners listing their own properties. If the format of any submitted ad was not in "pdf" format, there was to be an additional conversion charge of \$10.00. Cardinal was requested to issue a work order to Vinco to remove the bulletin boards, arrange for access to the Association's storage facility and request that Vinco store the boards there.

The Directors discussed the architectural application for the member with account #CV-0010-0435-03 for the removal of the wall within the unit. As the owner had been given 30 days to obtain and produce a City of Stanton permit, Cardinal was requested to monitor the account, and if the required permit was not received by January 2, 2011, to call the owner to a Hearing at the January Meeting.

The Architectural Committee Report continued with an inquiry about whether the owner(s) of 7712 Rockybrook had submitted a Notice of Completion, along with a city permit. Cardinal was requested to research the issue, and if not, to notify the owner that a City of Stanton Permit is needed for the listed changes, along with the Notice of Completion form.

A Motion was duly made, unanimously seconded and carried to approve the Minutes of the November 17, 2010 Regular Meeting as written.

A Motion was duly made, seconded and unanimously carried to accept the Action Without A Meeting Resolution from November 30, 2010 to remove the tree at 12640 Briarglen Loop, Unit C. It was noted that the tree had not yet been removed. Cardinal was requested to follow up on this item with Las Flores Landscape to ensure the tree was removed as soon as possible.

A Motion was duly made, seconded and unanimously carried to accept the November 2010 Financial Statement, as presented.

A Motion was duly made, seconded and unanimously carried to authorize liens to be filed against the properties with the following account numbers: #CV-0010-0035-02, #CV-0010-0042-01, #CV-0010-0048-02, #CV-0010-0050-02, #CV-0010-0118-01, #CV-0010-0141-02, #CV-0010-0198-02, #CV-0010-0265-03, #CV-0010-0297-05, #CV-0010-0316-01, #CV-0010-0339-02, #CV-0010-0374-02, #CV-0010-0430-02, and #CV-0010-0466-02.

The Directors discussed the recent laptop purchase. Director Moyer has received the laptop and was to give it to Director Gollin. Cardinal was requested to email the Agenda and a link to download the Board Packet to Director Gollin, beginning with the January Meeting.

The Directors reviewed the status of the painting and wood replacement project. The recent correspondence from PrimeCo Painting to conduct another wood survey, at

ARCH.
COMMITTEE
APPLICATION
#0010-0435-03

CITY PERMIT

APPROVAL
OF MINUTES

AWOM
TREE
REMOVAL

FINANCIAL
REVIEW

AUTHORIZE
LIENS

LAPTOP

WOOD
RPLCMNT

no charge, was distributed and reviewed. Cardinal was requested to inform PrimeCo that the Board was appreciative but felt it was unnecessary at this time. It was noted that Tom Lansford, the representative from Express Exterminators, was not present although he had been requested to attend. Cardinal was request to contact Tom to coordinate a meeting between him, PrimeCo Painting, and one of the Board Members for sometime between Christmas Day and New Years Day to discuss the coordination of the sample building project.

& PAINTING
PROJECT

Bill Butler of PrimeCo Painting was present to discuss the coordination of the painting of the first building. It was determined that the sample building for the start of the project was the building with the addresses of 12701-12705 Northbrook. This project was to begin on Tuesday, January 4, 2011, then the project will continue through the rest of the 92 buildings in the same order as the wood survey that had been conducted. It was also determined that the construction bin was to be placed along the west wall with security blocking off access except to construction staff. Cardinal was to provide both Prime Co and Express Exterminators a key to the pool area for restroom use. Cardinal was also requested to obtain a price for Okon paint booster for the horizontal surfaces and a cost to paint the pagoda light posts.

SAMPLE
BUILDING
PROJECT

The Directors did not approve a full wood replacement proposal. The wood replacement proposals for the entire Association were tabled to the January Meeting, after the sample building project had been completed.

WOOD
REPLCMNT
PROJECT

The Board reviewed the proposals for construction project management. Grant Davis from The Davis Company was present to discuss his proposal for the management of the upcoming wood replacement and painting project. Michael Kiss from Summit Consulting & Architecture was present to discuss his proposal for the project as well, which included an offer to oversee the sample building project at no charge. A Motion was duly made, seconded and unanimously carried to accept the proposal from Summit Consulting & Architecture dated November 15, 2010, selecting Option Two (2) for project management services at a cost not to exceed \$2,000.00 per month, with a total cost not to exceed \$16,000.00 for the entire project. Cardinal was requested to notify Summit Consulting & Architecture, The Davis Company, and Design Build Associates of the Board's decision.

CONSTRCTN
MANAGER

Farrah Esquer distributed the general ledger summary from Personal Touch regarding the charges and credits for supplies and services provided. Cardinal was requested to ask Personal Touch to add a column indicating Quantities on the report. Cardinal was also requested to inquire at what time the property was serviced on Saturdays. Cardinal was also requested to inform the management that the trash container at the South pool was not emptied at the last servicing date.

JANITORIAL
SUPPLIES

The Directors discussed the proposal for the paper towel dispensers from Personal Touch. Cardinal was requested to contact Personal Touch and obtain a quote for the cost of the paper towels for the proposed dispensers. The proposal was tabled to the January Meeting.

PAPER
TOWEL
DISPENSERS

The Directors reviewed the correspondence regarding the main sewer blockage incident on Sunday, November 28, 2010. Farrah Esquer also distributed a response and a bid from Proserv Plumbing and Drain to pump the 7 sludge-filled manholes that were discovered during the blockage incident. Cardinal was requested to ask Proserv to identify which manholes were affected and to get additional bids for this service.

SEWER
BLOCKAGE

The Directors reviewed the correspondence and accompanying proposal regarding the patio fence at 12701 Fallbrook Way. A Motion was duly made, seconded and unanimously carried to accept proposal #CV 4937, dated December 6, 2010 from Vinco Construction to repair, prime and paint the patio fence at 12701 Fallbrook Way at a cost not to exceed \$350.00.

12701
FALLBROOK
PATIO FENCE

The Directors reviewed the correspondence from the owner of account #CV-0010-0399-05 regarding the carport ceiling repair. Cardinal was requested to contact Vinco Construction to get an itemization of exactly what was done at the specific location, as the owner was claiming they did the work, not Vinco, and to ask if it was possible that another area was done instead. Cardinal was also requested to notify the owner of the action being taken.

#0010-0399-05
CARPORT
REPAIR

The Directors reviewed the correspondence from the residents of account #CV-0010-0391-03 requesting an extension for compliance to correct the violation received for having blankets hung at the windows instead of proper window coverings. A Motion was duly made, seconded and unanimously carried to grant a 60-day extension to comply with the rules. Cardinal was requested to notify the residents of the Board's decision, and also to communicate that the Board had the duty to enforce the Association's rules equally to all units and for all residents, so for the rule on window coverings, it is all windows, regardless of the location of the window.

#0010-0391-03
WINDOW
COVERINGS

The Directors reviewed the application from the owner of #CV-0010-0428-01 to obtain the Board's permission to operate a home computer web design business. A Motion was duly made, seconded and unanimously carried to approve the application. Cardinal was requested to expedite the approval and notify the homeowner by fax as soon as possible.

#0010-0428-01
HOME
BUSINESS

The Directors reviewed the proposals to clean up the debris left by a defective dryer duct in the attic at the home of the member with account #CV-0010-0249-03. A Motion was duly made, seconded and unanimously carried to approve the estimate dated November 23, 2010 from SPT Services, Inc. dba Servpro of Tustin, to clean up the dryer debris in the attic at a cost not to exceed \$889.57. The cost was to be charged to operating. Cardinal was requested to notify Servpro, 24 Hour Restoration, and Garland of the Board's decision.

#0010-0249-01
ATTIC
CLEAN-UP

The Directors reviewed the request from the member with account #CV-0010-0231-01 to waive the fee for a destroyed vehicle decal as her tenant's car was destroyed and the vehicle decal unrecoverable. A Motion was duly made, seconded and unanimously carried to waive the decal fee. Cardinal was requested to notify the owner of the Board's decision.

#0010-0231-01
VEHICLE
DECAL

The Directors reviewed the request from the member with account #CV-0010-0410-01 to waive the \$10.00 late charge imposed. A Motion was duly made, seconded and unanimously carried to waive the late fee in the amount of \$10.00 as this fee was imposed in error. Cardinal was requested to notify the homeowner of the Board's decision.

#0010-0410-01
LATE FEE
ERROR

The Directors reviewed the request from the member with account #CV-0010-0209-02 to waive \$350.00 in previously assessed fines for window blind violations in 2009. A Motion was duly made, seconded and unanimously carried to waive the previous fines in the amount of \$350.00. Cardinal was requested to notify the homeowner of the Board's decision.

#0010-0209-02
WAIVER OF
FINES

The Directors reviewed the correspondence from the member with account #CV-0010-0049-01 regarding his vehicle break-in incident. It was noted that the Association was not responsible for the incident, however, contact was to be made with the Sheriff's department to request more patrols due to an increase in reported thefts and break-ins on site. The discussion was raised about increasing the height of the perimeter walls but all were reminded that the Board had explored this option and it had been determined to be cost prohibitive. It was also reported that the Board was interested in starting a Neighborhood Watch program and would need volunteers to orchestrate this effort. Cardinal was requested to notify the homeowner of the actions that were to be taken and to request the Sheriff's department to make additional area patrols.

#0010-0049-01
VEHICLE
BREAK-IN

The Directors reviewed the correspondence from an anonymous homeowner requesting new mailboxes and an online suggestion forum. It was noted that the replacement of the mailboxes was a large expense and was not feasible at this time, and that all suggestions could be submitted to Cardinal via email or mail.

SUGGESTIONS
MAILBOXES/
ONLINE
FORUM

Cardinal was requested to post a copy of the prior months Minutes on the bulletin board at the center pool each month.

MINUTES
POSTING

It was noted an Executive Session was held following the November 2010 Regular Meeting to review and discuss legal opinions and discuss delinquency matters.

EXECUTIVE
SESSION

There being no further business, the Meeting was adjourned to Executive Session at 8:35 p.m. to review legal and delinquency matters.

ADJOURN

Submitted by: Farrah Esquer, CMCA, AMS, CCAM, PCAM

SUBMITTED

ATTEST:

ATTEST

Jeff Gollin, President

Date

SECRETARY CERTIFICATION

CERTIFY

I, Marisa Patterson, the appointed Secretary of the Crosspointe Village Homeowners Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Crosspointe Village Homeowners Association Board of Directors Meeting held on December 15, 2010 as approved by the Board Members in attendance of the Meeting.

Marisa Patterson, Secretary

Date