

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 23, 2011

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Wednesday, February 23, 2011 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
 Dan Moyer (arrived at 6:50 pm)
 Marisa Patterson

Directors Absent: None

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

Director Glenn reported that the representative from Oakridge Landscape would not be present to discuss sustainable landscaping.

OAKRIDGE L/S

Benny Olander from Service 1st Lighting was present to discuss lighting maintenance and current outstanding issues. The Board expressed some concerns with customer service and the slow response times recently experienced. Mr. Olander stated that he was personally reviewing the work orders now and would provide better service to the community. He explained his proposals, which included a cost-effective concrete base that was protected from mowers and sprinklers in lawn areas. After Mr. Olander left the Meeting, Cardinal was requested to obtain bids for monthly lighting services.

SERVICE 1st
LIGHTING

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

H/O FORUM

A homeowner was present to inquire about the status of the Crosspointe FHA Certification. She stated that she had been told the Association had been certified in 1985 and that the certification expired on December 31, 2010. Farrah Esquer reported that to her knowledge, the Association had never been certified; it was only through prior FHA spot-checking that FHA loans had been previously approved. The topic was to be addressed later in the Agenda, under Legislative Update.

FHA
CERTIFICAT'N

A homeowner was present to ask what could be done about the excessive amounts of animal excrement that were all around the property, especially dog feces. The Directors responded that only when they were aware of the identity of the offending dog owners could they take action to stop the practice, and encouraged the homeowners in attendance to report it to the property management company when animal owners were letting their dogs defecate in the common areas without cleaning it up.

ANIMAL
EXCREMENT

A resident was present to request more time to get his vehicle registered. A Motion was duly made, seconded and unanimously carried to grant him a 30-day extension in which to get his vehicle registered.

VEHICLE
REGISTRATION

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 no additional fine on this account, as Cardinal had been unable to verify compliance in this matter, as no car had been parked in the carport. Cardinal was requested to check the carport at the next site inspection and report back at the next Board Meeting.

HEARING:
#0010-0070-05

The scheduled Hearing was held for the member with account #CV-0010-0088-02 for excessive noise. The homeowner was not present, but had submitted correspondence explaining that the noise was from a different unit. As the noise complaints had not recurred, Cardinal was requested to close the violation and notify the homeowner of the Board's decision.

HEARING:
#0010-0088-02

The scheduled Hearing was held for the member with account #CV-0010-0099-01 for failure to clean up the oil stains in the carport. The homeowner was not present, but had submitted correspondence and photos that the oil had been cleaned up. Cardinal reported that per the subsequent site inspection, the oil was back and needed cleaning again. Although the violation was not corrected, the Board imposed no fine as the homeowner had made the attempt to correct the violation. Cardinal was requested to send the homeowner a letter, thanking them for cleaning up the oil, but notifying them the oil was back and an oil pan was needed to prevent future occurrences. Cardinal was also to let them know they had 30 days to clean up the new oil, and another Hearing would be scheduled if the oil stains were not cleaned up by the next site inspection.

HEARING:
#0010-0099-01

The scheduled Hearing was held for the member with account #CV-0010-0136-03 for storing an unregistered motorcycle. The homeowner was not present, but had submitted correspondence that the motorcycle was to be registered by the Meeting date. Cardinal reported that per the site inspection, current registration tags were now in place. Cardinal was requested to close the violation and notify the homeowner of the Board's decision.

HEARING:
#0010-0136-03

The scheduled Hearing was held for the member with account #CV-0010-0179-01 for failing to install locks on the carport storage unit. The owner was not present, but Cardinal reported that locks had been installed. Cardinal was requested to close the violation and notify the homeowner of the Board's decision.

HEARING
#0010-0179-01

The scheduled Hearing was held for the member with account #CV-0010-0185-02 for failure to clean up the oil stains in the carport. The homeowner was not present,

HEARING:
#0010-0185-02

but had submitted correspondence stating the violation was corrected. It was confirmed per the site inspection that the violation had been corrected. Cardinal was requested to close the violation.

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 scheduled Hearing was held for the member with account #CV-0010-0314-01 for failure to park in the garage. The homeowner was not present, but had telephoned the management company to state that her daughter was parking her truck in the garage. A Motion was duly made, seconded and unanimously carried to not impose a fine, as the violation was unable to be verified. Cardinal was requested to close the violation.

HEARING:
#0010-0314-01

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, but the realtor for the homeowner had submitted correspondence stating the violation had been corrected and requested that prior fines be waived. Cardinal confirmed that per the site inspection, the violation had been corrected. A Motion was duly made, seconded and unanimously carried to close the violation and waive all prior fines for that violation. Cardinal was requested to notify the homeowner of the Board's decision.

HEARING:
#0010-0392-02

The scheduled Hearing was held for the member with account #CV-0010-0435-03 for failure to obtain a City of Stanton permit for the removal of a wall within the unit, and for failure to submit a Notice of Completion signed off by the City Inspector. The homeowner was present and stated he had obtained the necessary paperwork, and that he planned to submit copies to Cardinal. Cardinal was requested to follow up with the homeowner and request copies of the permit and Notice of Completion, then forward them to the Architectural Committee for final approval.

HEARING:
#0010-0435-03

The scheduled Hearing was held for the member with account #CV-0010-0475-04 for failure to park in the garage. The homeowner was not present, but had submitted correspondence stating that truck was too large to fit in the garage, that it had been verified by the patrol company, and requested that the prior fines for that violation be waived. Cardinal was requested to close the violation and to email the details of the prior fine history on the account to the Board for decision via AWOM.

HEARING:
#0010-0475-04

George Gonzales from Phoenix Patrol distributed the monthly patrol reports. The

PHOENIX

Board discussed the results of the new schedule for the dedicated foot and bike patrols during the night hours. It was decided to continue the night patrols for another month with the same schedule as February, then review the issue again at the next Meeting.

PATROL

The correspondence from the member with account #CV-0010-0162-01 was tabled to the Executive Session.

H/O CORRES.
#0010-0162-01

The proposal received for the guard shack security system enhancement was reviewed, and the discussion tabled to the March Meeting. Director Gollin stated that he would also do some research on the issue before the next Meeting.

SECURITY
SYSTEM

The Landscape Committee reported that the plants recently approved for planting had begun to be planted. It was noted that the new magnolia trees on the north wall need more water.

LANDSCAPE
COMMITTEE

The Pool Committee reported that the new towel dispensers had been installed, but some of them were dispensing double size towels, and one was not dispensing towels at all. Cardinal was requested to issue a work order to remedy the problem. It was also reported that there were remnants of a broken glass on the deck near the north pool spa. Cardinal was requested to issue a work order to clean up the glass. Director Gollin notified the Committee that if additional pool furniture was needed, both Lowes and Target had hard plastic pool furniture in stock at that time.

POOL
COMMITTEE
WORK ORDERS

The Website Committee reviewed the old bulletin board notices, removed to make room for the posting of Minutes. Cardinal was requested to update and replace the vehicle decal notice, add information on the 72-hour towing policy, and re-post when room allowed.

WEBSITE
COMMITTEE

Director Gollin reported that the Board laptop was working perfectly, especially now that he had purchased an accompanying mouse. It was noted that if each Board member utilized a laptop for reviewing the Board packets, instead of reading a printed copy, that each laptop would pay for itself in approximately 4 months. A Motion was duly made, seconded and unanimously carried to approve Director Moyer to purchase four more laptops with USB mice for Board use.

LAPTOP
PURCHASE

There was no report from the Architectural Committee

ARCH. COMM.

A Motion was duly made, seconded and unanimously carried to approve the Minutes of the January 26, 2011 Regular Meeting as written.

APPROVAL
OF MINUTES

A Motion was duly made, seconded and unanimously carried to accept the January 2011 Financial Statement, as presented, subject to audit. Cardinal was requested to discontinue the use of account code #6454, as it was unbudgeted.

FINANCIAL
REVIEW

A Motion was duly made, seconded and unanimously carried to accept the audit for the fiscal year ended October 31, 2010, as presented by Dan Leonard, CPA.

ACCEPTANCE
OF AUDIT

The Directors reviewed the proposals for the preparation of the Reserve Study. A Motion was duly made, seconded and unanimously carried to accept the proposal from Foresight Financial Services, with the stipulation that they reduce their price to \$695.00 to match the bid from Reserve Data Analysis. If Foresight opted not to reduce their price, then Cardinal was requested to retain the services of Reserve Data Analysis for the preparation of the 2011 Reserve Study. Cardinal was requested to notify Advanced Reserve Solutions that their proposal had been denied.

RESERVE
STUDY

A Motion was duly made, seconded and unanimously carried to transfer the prior year surplus to reserves, specifying that the funds be earmarked for plumbing and painting.

PRIOR YEAR
SURPLUS

It was noted that a response had not yet been received from McIntyre Law Group on the recommendation of next steps in the collection of delinquent account #0010-0015-04. No action was required.

COLLECTION
STATUS

The Directors reviewed the status of the painting and wood replacement project. The Directors reviewed the executed painting contract between PrimeCo Painting, Inc. and the Association, and the subsequent correspondence regarding the utility door painting and the Vista Paint exterior repaint specifications. Cardinal was requested to send a letter to Las Flores, specifying that all sprinklers be checked to ensure they were not spraying water on the utility doors, and to inquire as to whether bubbler or soaker heads should replace the existing sprayer heads near the utility doors. Director Glenn volunteered to speak to Las Flores about that issue. It was also noted that Michael Kiss, project manager, should be made aware of the doors that needed to be excluded from the painting project. That issue was to be discussed during the initial meeting between Mr. Kiss, PrimeCo, the selected wood replacement vendor and the Association Board.

PAINTING
WOOD
REPLACEMENT
PROJECT

The selection of a replacement termite service company was discussed. A Motion was duly made, seconded and unanimously carried to approve the proposal from America West Termite Company, Inc. for annual termite service, to include exterior, interior, attic and garage and carport inspections for each building, and exterior and attic treatment for each building, at a total cost of \$10,000.00 per year, with the first year of service included free through February 28, 2012, and with the cost of interior treatments ranging from \$195.00 to approximately \$495.00. Cardinal was requested to notify America West of the Board's decision, and to thank the other vendors for submitting proposals for the Board's review.

TERMITE
CONTROL
CONTRACT

All of the wood replacement proposals were reviewed and prices were compared between America West Termite Co., Brooker Associates, CPR Construction, MC Builder Corp., Pilot Painting, PrimeCo Painting, Professional Services Construction and Vinco Construction. A Motion was duly made, seconded and unanimously carried to approve America West Termite Company as the selected vendor to start work on the two prototype town home buildings on Northbrook Way, at the same proportional

WOOD
REPLACEMENT
VENDOR
SELECTED

cost as was proposed within the 92 unit bid in the amount of \$58,995.00. Cardinal was requested to contact America West Termite Company to notify them of the Board's decision, and to let them know that once the initial work on the prototype buildings had been reviewed and approved, then a contract for the work on all the other buildings would be drafted by the Association's attorney and executed for the remainder of the project. Cardinal was also requested to thank the other vendors for submitting proposals for the Board's review.

The review of the updated general ledger summary from Personal Touch was tabled to the March Meeting.

The Directors reviewed the proposals distributed by Service 1st Lighting to install four (4) replacement light poles, two at twenty (20') feet tall, at a cost of \$1,836.30 each, and two at ten (10') feet tall, at a cost of \$864.60 each, for a total cost of \$5,401.80, less a \$200.00 discount verbally offered by Benny Olander, for a discounted total of \$5,201.80. A Motion was duly made, seconded and unanimously carried to accept the light pole replacement proposals as reviewed. The cost was to be charged to reserves. It was also noted that the cost of replacing one of the twenty-foot light poles was to be charged to a homeowner, as it had been knocked down by his daughter in a vehicular accident on January 29, 2011. Cardinal was requested to call the owner of account #0010-0157-04, Mr. Louis Nielsen, who was responsible for the damage, to a Hearing in March to assess the charges of \$1,836.30 for the cost of replacing the twenty-foot light pole at Clearbrook Way and Parkglen Loop.

The Directors tabled the review of proposals to clean the carport and light pole light fixtures until the October Meeting, to allow time for the completion of the wood replacement and painting projects. Cardinal was requested to notify Service 1st that the proposal had been tabled.

The Directors reviewed the request for candidates for the Board. It was noted that Director Glenn had not seen the mailing, but intended to run for reelection. Director Glenn stated he would return a candidate statement to Cardinal for inclusion in the election materials.

The correspondence from the member with the account #CV-0010-0078-02 was reviewed, requesting that a notice be placed on the statements for homeowners to pick up after their pets. Cardinal was requested to include this issue on the next statement and to notify homeowners to be more courteous and that failure to clean up after their pets could result in a \$50.00 fine.

The Directors reviewed the requests from the members with accounts #CV-0010-0161-02, #0010-0237-05, and #0010-0291-04 to waive the late charges and interest imposed on their accounts. A Motion was duly made, seconded and unanimously carried to waive the late fees and interest, as the documentation provided showed that the owners paid on time, but the late payments were due to a delay in forwarding from the post office. Cardinal was requested to remove the late fees and

JANITORIAL
INVOICES

SERVICE 1ST
LIGHTING

LIGHT
CLEANING

BOARD
ELECTION

HO CORRES.
#0010-0078-02

HO CORRES.
#0010-0161-02
#0010-0237-05
#0010-0291-04

interest and notify the homeowners of the Board's decision.

The Directors reviewed the correspondence and the request to resurface the patio, from the owner of account #CV-0010-0292-01. The proposals from CPR and Vinco were reviewed. A Motion was duly made, seconded and unanimously carried to approve the proposal #CV-5217 from Vinco Construction, dated February 1, 2011, to complete the entry deck repair, at a cost not to exceed \$875.00. The cost was to be charged to operating. Cardinal was requested to notify the vendors and the homeowner of the Board's decision.

HO CORRES.
#0010-0292-01

The Directors reviewed the correspondence from the owner of account #CV-0010-0466-03 to remedy the closet mold caused by water intrusion from a roof leak. A Motion was duly made, seconded and unanimously carried to approve the mold remediation proposal from Able Restoration in the amount of \$1,892.80 to remedy the mold issues and water intrusion damage. The cost was to be charged to operating.

HO CORRES.
#0010-0466-03

The Directors reviewed the Legislative Update information provided by Cardinal. As discussed briefly during Homeowner Forum, FHA Certification was discussed in more detail. Cardinal was requested to obtain an estimate of the cost to obtain FHA certification at this time. The issue of the distribution of email addresses with membership lists was also discussed. Cardinal was requested to include a copy of the opt-out form with the April Assessment Statements.

LEGISLATIVE
UPDATE

The Directors reviewed the membership application information from C.A.I., and the request for donations from CLAC, the C.A.I. California Legislative Action Committee. A Motion was duly made, seconded and carried to make a \$200.00 contribution to CAI-CLAC. Director Moyer abstained.

CAI-CLAC

The correspondence regarding the U.S. Bank Lockbox change notification was reviewed. Cardinal was requested to send Director Gollin the new lockbox address information for posting on the website.

U.S. BANK
LOCKBOX

It was noted an Executive Session was held following the January 2011 Regular Meeting to review and discuss legal issues and delinquency matters.

EXECUTIVE
SESSION

There being no further business, the Meeting was adjourned to Executive Session at 8:37 p.m. to review legal and delinquency matters.

ADJOURN

Submitted by: Karen Holthe, Account Manager

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 February 23, 2011 as approved by the Board Members in attendance of the Meeting.

Marisa Patterson, Secretary

Date