

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JANUARY 22, 2020

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Tuesday, January 22, 2020, at the Smoketree Clubhouse. Director Jennifer Thomas called the Meeting to order at 6:30 p.m.

CALL TO  
ORDER

Directors Present: Chris Kaesviharn  
Marisa Patterson  
Kathleen Shannon  
Jennifer Thomas  
Berna Valenzuela

Directors Absent: None

Representing Cardinal: Theresa Hirschman, Account Manager  
April Dana, Assistant Account Manager

Others Present: George Gonzalez – Phoenix Patrol  
Justin Koch – Ross Construction  
Connor Ross – Ross Construction

Director Thomas opened the Homeowner Forum.

H/O FORUM

The owner of 7736 Ferndale was present to express their concerns regarding their vehicle that had recently been broken into. The Board recommended that residents call the police and make sure vehicle doors were being locked.

7701 ELMDALE  
WAY

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

H/O FORUM  
CLOSED

The scheduled Hearing was held for the owner with account #CV1011585 for not parking their vehicles in the garage. 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. Cardinal was requested to advise the owner of the Hearing results, request the owner provide photographs of both vehicles in the garage, and schedule another Hearing for the next Meeting, at which another fine could be imposed.

HEARING  
#CV1011585  
PARKING  
VIOLATION

The scheduled Hearing was held for the owner with account #CV1011844 for having expired tags on their vehicle. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1011844  
EXPIRED TAGS

The scheduled Hearing was held for the owner with account #CV1014585 for going through other residents' trash to collect empty bottles and cans. 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. Cardinal was requested to advise the owner of the Hearing results and schedule another Hearing for the

HEARING  
#CV1014585  
DUMPSTER  
DIVING

next Meeting, at which another fine could be imposed.

The scheduled Hearing was held for the owner with account #CV1014732 for a ladder and miscellaneous items in the carport. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1014732  
LADDER IN  
CARPORT

The scheduled Hearing was held for the owner with account #CV1011575 for a broom in the patio. 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. Cardinal was requested to advise the owner of the Hearing results and schedule another Hearing for the next Meeting, at which another fine could be imposed.

HEARING  
#CV1011575  
BROOM IN PATIO

The scheduled Hearing was held for the owner with account #CV1010412 for metal racks in the patio. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1010412  
METAL RACKS

The scheduled Hearing was held for the owner with account #CV1014261 for overgrown plants in the patio. The owner was not present. A Motion was duly made, seconded, and unanimously carried to send the owner another Hearing letter advising that there were still plants hanging over the fence. Cardinal was requested to advise the owner of the Hearing results and schedule another Hearing for the next Meeting.

HEARING  
#CV1014261  
OVERGROWN  
PLANTS

The scheduled Hearing was held for the owner with account #CV1011575 for a storage container in the patio. 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. Cardinal was requested to advise the owner of the Hearing results and schedule another Hearing for the next Meeting, at which another fine could be imposed.

HEARING  
#CV1011575  
STORAGE  
CONTAINER

The scheduled Hearing was held for the owner with account #CV1014525 for automotive items 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. Cardinal was requested to advise the owner of the Hearing results and schedule another Hearing for the next Meeting, at which another fine could be imposed.

HEARING  
#CV1014525  
AUTO PARTS  
IN CARPORT

The scheduled Hearing was held for the owner with account #CV1010302 for no locks on the carport storage unit. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1010302  
CARPORT

The scheduled Hearing was held for the owner with account #CV1011054 for a dresser and miscellaneous items in the patio. 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. Cardinal was requested to advise the

HEARING  
#CV1011054  
DRESSER IN  
PATIO

owner of the Hearing results and schedule another Hearing for the next Meeting, at which another fine could be imposed.

The scheduled Hearing was held for the owner with account #CV1010382 for a decoration on the Association's wall. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1010382  
DECORATION ON  
WALL

The scheduled Hearing was held for the owner with account #CV1011424 for a broom/mop in the patio. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1011424  
BROOM IN PATIO

The scheduled Hearing was held for the owner with account #CV1010352 for wood beams in the carport. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation as the matter had been resolved.

HEARING  
#CV1010352  
WOOD BEAMS

The scheduled Hearing was held for the owner with account #CV1019962 for a noise nuisance. 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. Cardinal was requested to advise the owner of the Hearing results and schedule another Hearing for the next Meeting, at which another fine could be imposed.

HEARING  
#CV1019962  
NOISE NUISANCE

Connor Ross and Justin Koch from Ross Construction were present to review their Project Manager proposal with the Board and to answer any questions or concerns that they had. Cardinal was directed to invite the Davis Company to the February 2020 Meeting.

GUEST  
SPEAKERS

George Gonzalez of Phoenix Patrol was present to discuss patrol issues. Mr. Gonzalez reported that they were aware of the recent break-ins and were doing everything they could to avoid these incidents and catch the people responsible for the break-ins.

PATROL REPORT

Director Kaesviharn gave a general report. Director Thomas suggested having the pool restrooms power washed and getting new soap dispensers. Cardinal was directed to obtain bids for power washing and new soap dispensers.

POOL  
COMMITTEE

Director Thomas gave a general report on the landscape throughout the community. The Directors reviewed the proposal from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve the proposal generated from the January 21, 2020 landscape walk at a total cost of \$433.00. A Motion was duly made, seconded, and unanimously carried to approve proposal #7277 for removal of one large liquidambar tree with stump grinding included, at a total cost of \$2,000.00. The costs were to be charged to operating. Cardinal was directed to notify the landscape company of the Board's decisions.

LANDSCAPE  
COMMITTEE  
LANDSCAPE  
WALK PROPOSAL  
TREE REMOVAL  
PROPOSAL

There was no Website Committee report. No action was required.

WEBSITE

COMMITTEE

ARCHITECTURAL  
COMMITTEE

The Architectural Committee reviewed a satellite removal request from account #CV1020197. A Motion was duly made, seconded, and unanimously carried to approve the owner's request. Cardinal was directed to notify the owner of the Board's decision and ask OCBS Construction if they would include abandoned satellite dish removals as part of their contract.

There was no Maintenance Committee report. No action was required.

MAINTENANCE  
COMMITTEE  
APPROVAL OF  
MINUTES

A Motion was duly made, seconded, and unanimously carried to approve the November 19, 2019 Regular Meeting Minutes, as submitted.

FINANCIAL  
REVIEW

The Directors reviewed the November and December 2019 Financial Statements. A Motion was duly made, seconded, and unanimously carried to accept the November and December 2019 Financial Statements, subject to audit.

RESERVE STUDY  
PROPOSAL

The Directors reviewed a proposal from Association Reserves to perform the 2019/2020 Reserve Study. A Motion was duly made, seconded, and unanimously carried to table the proposal to the February 2020 Meeting. Cardinal was directed to notify the vendor of the Board's decision.

2019 DRAFT  
AUDIT

The Directors reviewed the 2019 Draft Audit from Inouye, Shively, and Klatt. A Motion was duly made, seconded, and unanimously carried to accept the 2019 Audit. Cardinal was requested to request the final audit and then mail it to the membership.

DELINQUENT  
ACCOUNTS  
#CV1014093 &  
#CV1014004

The Directors reviewed the delinquent accounts. A Motion was duly made, seconded, and unanimously carried to approve sending accounts #CV1014093 and #CV1014004 to the collection attorney.

PAYMENT PLAN  
REQUEST  
#CV1014736

The Directors reviewed correspondence from the owner of account #CV1014736 requesting to keep their current payment plan. A Motion was duly made, seconded, and unanimously carried to deny the owner's request. Another Motion was duly made, seconded, and unanimously carried to approve a payment plan option of twelve months at \$243.00 per month. Cardinal was directed to notify the owner of the Board's decision.

12671-G  
BRIARGLEN /  
HANDRAIL  
INSTALL.

The Directors discussed the handrail installation requested by the owner of 12671 G Briarglen Loop and approved the design. Cardinal was directed to notify the owner of the Board's decision and the additional cost the owner would be responsible for.

ROOF MONTHLY  
MAINT.  
CONTRACT  
PROPOSALS

The Directors reviewed proposals from OCBS Inc. and DePinho Roofing Inc. for a monthly maintenance contract. A Motion was duly made, seconded, and unanimously carried to approve the OCBS Inc. proposal for a monthly maintenance contract, at a cost of \$14,800.00. Cardinal was directed to notify the vendors of the Board's decision and ask OCBS Inc. if all roofs were accounted for.

OCBS INC. DECK

The Directors reviewed proposal #22569 from OCBS Inc. for site wide private

deck inspections. A Motion was duly made, seconded, and unanimously carried to approve proposal #22569 from OCBS Inc. for site wide private deck inspections, at a cost of \$11,280.00, to be charged to reserves.

INSPECTION  
PROPOSAL

The Directors reviewed proposal #22481 from OCBS Inc. to remove and replace damaged utility doors. A Motion was duly made, seconded, and unanimously carried to approve proposal #22481 from OCBS Inc. to remove and replace damaged utility doors, at a cost of \$4,214.00, to be charged to reserves.

OSBC INC.  
UTILITY DOOR  
PROPOSAL

The Directors reviewed proposal #86700 from Aquatrends for the plastering of the south pool and spa. A Motion was duly made, seconded, and unanimously carried to approve proposal #86700 from Aquatrends for the start up after the plastering of the south pool and spa, at a cost of \$2,222.97. The cost was to be charged to reserves. Cardinal was directed to notify the vendor of the Board's decision.

POOL & SPA  
START UP  
AQUATRENDS

The Directors reviewed Personal Touch Cleaning and Maintenance's fall cleaning proposal. A Motion was duly made, seconded, and unanimously carried to approve the following items on the proposal: shower tile cleaning (3) at a total cost of \$1,185.00, restroom floor tile cleaning and sealing (6) at a total cost of \$495.00 per pair, and refuse container containment areas (12) at a total cost of \$1,140.00. Cardinal was directed to notify the vendor of the Board's decision and add the pool furniture discussion to the March 2020 Agenda.

PERSONAL TOUCH  
CLEANING  
PROPOSAL

The Directors tabled review of the proposals from Advanced Painting and Wood Repair and Pilot Painting and Construction.

PAINTING  
PROJECT

The Directors reviewed proposals from Accurate Termite and Pest Control. A Motion was duly made, seconded, and unanimously carried to approve proposal #51296 for termite damage repairs at 7777 Ramsdale Way, at a cost of \$1,518.00, proposal #51913 for termite damage repairs at 7704 Westbrook Circle, at a cost of \$235.00, proposal #51875 for termite damage repairs at 7712 Rockybrook Way, at a cost of \$425.00, proposal #52120 for termite damage repairs at 7731 Crestbrook Way, at a cost of \$414.00, proposal #52007 for termite treatment at 7735 H Briarglen Loop, at a cost of \$325.00, proposal #52169 for termite damage repairs at 12618 Cleardale Circle, at a cost of \$761.00, proposal #51759 for termite damage repairs at 12619 Cleardale Circle, at a cost of \$1,121.00, proposal #51760 for moisture damage repairs at 12654 Scottsdale Circle, at a cost of \$1,052.00, proposal #52164 for termite damage repairs at 12705 Fallbrook Way, at a cost of \$275.00, and proposal #51844 for termite damage repairs at 12734 Mistybrook Circle, at a cost of \$966.00, all to be charged to reserves.

ACCURATE  
TERMITE AND PEST  
CONTROL  
PROPOSALS

The Directors reviewed proposals from PCW Contracting Services. A Motion was duly made, seconded, and unanimously carried to approve proposal #108037 for concrete repairs at 12660 H Briarglen, at a cost of \$890.00; proposal #107717 for carport ceiling repairs at carports #860 and #861, at a cost of \$1,150.00, and proposal #107662 for deck and balcony repairs at 7704 Elmdale, at a cost of \$4,680.00, to be charged to reserves. Cardinal was directed to notify the vendor of the Board's decision.

PCW  
PROPOSALS

The Directors reviewed proposal #107735 for the extended handrail at 12671 G Briarglen. A Motion was duly made, seconded, and unanimously carried to approve the design of the handrail. Cardinal was directed to notify the vendor and also advise the owner that they would be responsible for the original cost of the installation and the additional cost to extend the handrail.

PCW PROPOSAL  
12671-G  
BRIARGLEN

The Directors reviewed trip hazard repair proposals from BPR Inc., Quickel Paving, and Concrete Hazard Solutions. A Motion was duly made, seconded, and unanimously carried to approve Concrete Hazard Solutions for the trip hazard repairs if they were willing to match BPR Inc.'s bid, and if Concrete Hazard Solutions could not price match, the Board approved BPR Inc.'s proposal as their second option, at a cost of \$12,995.00, to be charged to reserves. Cardinal was directed to notify the vendors of the Board's decision.

TRIP HAZARD  
PROPOSALS

The Directors reviewed a light maintenance and cleaning proposal from Mr. Austin Lee for a flat fee in the amount of \$1,250.00. A Motion was duly made, seconded, and unanimously carried to table the proposal. Cardinal was directed to add the proposal to the February 2020 Agenda.

LIGHT MAINT. &  
CLEANING  
PROPOSAL

The Directors reviewed correspondence from the owner of account #CV1014982 regarding a noise nuisance. Cardinal was directed to advise the owner that there was no rule against doing laundry anytime during the day or night and that the matter was a neighbor to neighbor issue.

H/O CORRES.  
#CV1014982  
NOISE NUISANCE

The Directors reviewed correspondence from the owner of account #CV1014059 regarding a noise nuisance. Cardinal was directed to advise the owner that there was no rule in violation and that the matter was a neighbor to neighbor issue.

H/O CORRES.  
#CV1014059  
NOISE NUISANCE

The Directors reviewed correspondence from the owner of account #CV1014770 regarding a noise nuisance. Cardinal was directed to advise the owner that there was nothing within the Board's authority that they could do.

H/O CORRES.  
#CV1014770  
NOISE NUISANCE

The Directors reviewed correspondence from the owner of account #CV10124501 regarding the trash enclosures, cockroaches, and vendor concerns. Cardinal was directed to advise the owner that the Board thanked them for their correspondence and would take their concerns under advisement.

H/O CORRES.  
#CV10124501  
COMMUNITY  
CONCERNS

The Directors reviewed correspondence from the owner of account #CV1010382 regarding smoking in the community. Cardinal was directed to put the previous smoking rule proposed on the February 2020 Agenda and advise the owner of the Board's decision.

H/O CORRES.  
#CV1010382  
SMOKING  
NUISANCE

The Directors reviewed correspondence from the owner of account #CV1014516 regarding an odor nuisance from a neighboring unit. Cardinal was directed to advise the owner that the Board had addressed the issue and that there was a cleaning crew scheduled to go out regarding the matter.

H/O CORRES.  
#CV1014516  
ODOR NUISANCE

The Directors reviewed correspondence from the owner of account #CV1012763 regarding a neighbor's pet who urinated on his property. Cardinal was directed to advise the owner that a letter would be mailed to the pet owner regarding the matter.

H/O CORRES.  
#CV1012763  
PET NUISANCE

The Directors reviewed correspondence from the owner of account #CV1010526 requesting a reimbursement. The owner was present and advised that she tried to go through her insurance and the claim was denied and was stuck with the bill for repairs. Cardinal was directed to notify the owner to have her insurance company contact Theresa Hirschman at Cardinal.

H/O CORRES.  
#CV1010526  
REIMB. REQUEST

The Directors reviewed correspondence from the owner of account #CV1014791 regarding a noise nuisance from a neighbor's dog. Cardinal was directed to send a violation letter regarding the noise nuisance to the dog's owner.

H/O CORRES.  
#CV1014791  
NOISE NUISANCE

The Directors reviewed the work order and site inspection reports. No action was required.

WORK ORDER &  
SITE INSPEC.  
REPORTS

The Directors reviewed the Annual Election Update and the Annual Preparation Form. A Motion was duly made, seconded, and unanimously carried to appoint Corrine Byrn for Inspector of Elections and for Cardinal to mail the Annual Meeting Notice and Ballots to the membership.

ANNUAL  
ELECTION  
UPDATE

The Directors reviewed the smoking survey. No action was required.

SMOKING SURVEY

The Directors reviewed the Village Center Drive Proposed Parking. Cardinal was directed to send the information to the Association's attorney for review.

PROPOSED  
PARKING

There being no further business, the Meeting was adjourned at 8:38 p.m.

ADJOURN

Submitted by: Jennifer Centeno

SUBMITTED

ATTEST:

ATTEST

\_\_\_\_\_  
Jennifer Thomas, 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 January 22, 2020, as approved by the Board Members in attendance of the Meeting.

\_\_\_\_\_  
Marisa Patterson, Secretary

\_\_\_\_\_  
Date

DRAFT