

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MAY 27, 2015

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Wednesday, May 27, 2015, at the Smoketree Clubhouse. President Gollin called the Meeting to order at 6:32 p.m.

CALL TO
ORDER

Directors Present: Richard Eagan
Jeff Gollin
Bill Harkness
Jubal Leierer

Directors Absent: Marisa Patterson

Representing Cardinal: Karen Holthe, CMCA, AMS

Others Present: Brad Constant
Jose Medina
David Miranda
Mayela Ramirez, Phoenix Patrol
Jennifer Thomas
Michael Thompson

Director Gollin opened the Homeowner Forum.

H/O FORUM

It was reported that the unit owner with account #CV-0010-0338-01 had allegedly removed the drywall from within the unit and modified the structure within. Cardinal was requested to contact code enforcement and request an inspection be conducted to verify the unit structure was intact.

INTERIOR
MODIFICATION

The owner of 7770-B Youngdale was present to extend a compliment to the patrol staff for exemplary service.

PATROL STAFF

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

H/O FORUM
CLOSED

The scheduled Hearing was held for the owner of account #CV-0010-0382-01 for failure to remove weeds from the patio. The owner was not present. As the violation had not been corrected, 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 directed to advise the owner of the Hearing results and schedule another Hearing at the next Meeting, at which another fine could be imposed.

HEARING
#0010-0382-01
WEEDS IN
PATIO

The scheduled Hearing was held for the owner of account #CV-0010-0014-04 for failure to remove an inoperable bicycle in the carport area. The owner was present to report that he had corrected the matter, explain that he had removed the wheels and seat to deter theft, and to request the fine be rescinded. As the violation had been corrected, a Motion was duly made, seconded, and unanimously carried to close the violation and waive the \$50.00

HEARING
#0010-0014-04
STORAGE IN
CARPORT AREA

fine that had been previously imposed. The owner also expressed concerns about both security and management and requested he be allowed to obtain a decal for a work vehicle which he drove daily. He was advised to submit his request to the Board for consideration at the next Meeting.

The scheduled Hearing was held for the owner of account #CV-0010-0102-06 for failure to remove the cardboard from the carport area and replace it with a suitable oil receptacle. The owner was not present. As the violation had not been corrected, 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 directed to advise the owner of the Hearing results and schedule another Hearing at the next Meeting, at which another fine could be imposed.

HEARING
#0010-0102-06
CARPORT
MAINTENANCE

The scheduled Hearing was held for the owner of account #CV-0010-0426-02 for failure to trim a patio plant. The owner was not present. As it was confirmed per a site inspection that the violation had been corrected, a Motion was duly made, seconded, and unanimously carried to close the violation. Cardinal was requested to inform the owner of the Hearing results.

HEARING
#0010-0426-02
TRIM PATIO
PLANT

The scheduled Hearing was held for the owner of account #CV-0010-0194-02 for failure to maintain the patio area. The owner was not present. As the violation had not been corrected, 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 directed to advise the owner of the Hearing results and schedule another Hearing at the next Meeting, at which another fine could be imposed.

HEARING
#0010-0194-02
PATIO
MAINTENANCE

The scheduled Hearing was held for the owner of account #CV-0010-0159-02 for failure to trim a patio plant. The owner was not present but had submitted correspondence for the Board's review. As it was confirmed per a site inspection that the violation had been corrected, a Motion was duly made, seconded, and unanimously carried to close the violation. Cardinal was requested to inform the owner of the Hearing results.

HEARING
#0010-0159-02
PATIO PLANT
HEIGHT

The scheduled Hearing was held for the owner of account #CV-0010-0183-05 for excessive vehicle citations. The owner was not present. A Motion was duly made, seconded, and unanimously carried to impose a \$50.00 fine for each of the three violations, for a total of \$150.00, in accordance with the Association's Rules & Regulations. Cardinal was directed to advise the owner of the Hearing results.

HEARING
#0010-0183-05
EXCESSIVE
CITATIONS

The scheduled Hearing was held for the owner of account #CV-0010-0385-04 for guests of the resident hopping the perimeter wall. 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 directed to advise the owner of the Hearing results and inform them if the matter is reported again they will be called to another Hearing at which another fine may be imposed.

HEARING
#0010-0385-04
HOPPING THE
PERIMETER
WALL

The scheduled Hearing was held for the owner of account #CV-0010-0314-01 for guests of the resident hopping the perimeter wall. The owner was not present, but had submitted correspondence which the Board reviewed, along with the patrol report of the incident. 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 directed to advise the owner of the Hearing results and inform them if the matter was reported again they will be called to another Hearing at which another fine may be imposed.

HEARING
#0010-0314-01
HOPPING THE
PERIMETER
WALL

The scheduled Hearing was held for the owner of account #CV-0010-0338-01 for a resident of the unit driving within the Association at night with the headlights turned off. 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 directed to advise the owner of the Hearing results and inform them if the matter was reported again they will be called to another Hearing at which another fine may be imposed.

HEARING
#0010-0338-01
DRIVING W/O
LIGHTS AT
NIGHT

The scheduled Hearing was held for the owner of account #CV-0010-0252-02 for a guest of the resident of the unit driving at excessive speed within the community and for gaining illegal entry into the community by failing to obtain permission to enter from the gate attendant. 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 directed to advise the owner of the Hearing results and inform them if the matter was reported again they will be called to another Hearing at which another fine may be imposed.

HEARING
#0010-0252-02
DRIVING AT
EXCESSIVE
SPEED AND
ILLEGAL
ENTRY

The scheduled Hearing was held for the owner of account #CV-0010-0455-01 to assess the cost of a plumbing service call for a garden hose leak which was a homeowner responsibility. The owner was not present but had sent correspondence in the matter. A Motion was duly made, seconded, and unanimously carried to assess the cost of \$125.00 to the owners assessment account. Cardinal was directed to advise the owner of the Hearing results.

HEARING
#0010-0455-01
ASSESS
SERVICE CALL
COST

The scheduled Hearing was held for the owner of account #CV-0010-0163-02 to assess the cost of a plumbing service call for a kitchen drain leak which was a homeowner responsibility. The owner was not present but the property manager had sent correspondence in the matter. A Motion was duly made, seconded, and unanimously carried to assess the cost of \$125.00 to the owner's assessment account. Cardinal was directed to advise the owner of the Hearing results.

HEARING
#0010-0163-02
ASSESS
SERVICE CALL
COST

The scheduled Hearing was held for the owner of account #CV-0010-0216-01 to assess the cost of a plumbing service call for a tub spout leak which was a homeowner responsibility. The owner was present to request a payment plan on the assessed amount. A Motion was duly made, seconded, and unanimously carried to assess the cost of \$95.00 to the owners assessment account and allow the homeowner to pay the amount in payments of \$20.00 per month for a period of four months with the balance due in the fifth month. Cardinal was directed to advise the owner of the Hearing results.

HEARING
#0010-0216-01
ASSESS
SERVICE CALL
COST

The scheduled Hearing was held for the owner of account #CV-0010-0206-01 to assess the cost of carport ceiling repairs due to a water heater leak which was a homeowner responsibility. The owner was not present but had sent correspondence in the matter. A Motion was duly made, seconded, and unanimously carried to assess the cost of \$295.00 to the owner's assessment account. Cardinal was directed to advise the owner of the Hearing results.

HEARING
#0010-0206-01
ASSESS
REPAIR COST

Mayela Ramirez from Phoenix Patrol was present to discuss patrol matters. It had been reported that the staff had been playing on the computer during work hours and opening the pool gates for residents. Ms. Ramirez responded that both concerns would be addressed immediately. Upon review of the patrol reports, a Motion was duly made, seconded, and unanimously carried to direct Cardinal to send Hearing letters upon receiving patrol reports documenting perimeter wall hopping that was witnessed by residents.

PHOENIX
PATROL
REPORT

The new key fobs and electronic gate operations were discussed. It was reported that the alarms for the entry gates and bathroom doors being left or propped open were operational, however no email notifications had been received of these initial incidents. Cardinal was requested to contact California Gate to ensure that when the alarms were set off, emails were sent to the guard shack computer, to Phoenix Patrol management and to the Cardinal account manager.

NEW GATE
OPERATIONS

Jennifer Thomas was present from the Landscape Committee and stated she had nothing to report. The Directors reviewed a proposal from Las Flores Landscape to remove and replace two large pine trees at 12700 Northbrook Way. A Motion was duly made, seconded, and unanimously carried to table the proposal to the next agenda. Cardinal was requested to contact Las Flores Landscape to request a professional opinion if the root problem that had been reported could be resolved with the removal of only one of the trees. Additionally, the Board requested information on the disposal of wood following all tree removals and if there was a financial benefit to selling the wood to a firewood vendor.

LANDSCAPE
COMMITTEE
TREE
REMOVALS

The Directors reviewed a proposal from Las Flores Landscape to remove a large sycamore tree at the Ferndale Circle carport area. A Motion was duly made, seconded, and unanimously carried to approve proposal #5154 to remove the sycamore tree, per work order #22536, at the Ferndale Circle carport area at a cost not to exceed \$900.00. Cardinal was requested to inform the vendor of the Board's decision.

LANDSCAPE
TREE
REMOVAL

As the proposal to trim multiple Chinese elm trees had not yet been received, the matter was tabled until the proposal was received.

TRIM CHINESE
ELM TREES

Cardinal was requested to inform Aquatrends to apply "Duck Off" as soon as possible to the south pool, as a pair of ducks was frequenting the area. It was noted that the pool furniture was in need of repairs. Cardinal was requested to obtain quotes to refurbish the pool furniture in all three pool areas.

POOL
COMMITTEE

Cardinal was requested to provide copies of all revised documents reflecting the updated address changes to the Website Committee.

WEBSITE
COMMITTEE

There was no report from the Architectural Committee.

ARCH. CMTE.

The Directors reviewed a proposal that had been approved by the Maintenance Committee on May 13, 2015. A Motion was duly made, seconded, and unanimously carried to ratify the approval of proposal #4157 from Scott English Plumbing to install a new main line at 12614 Lansdale Circle at the total cost of \$1,085.00. As the work had already been conducted, Cardinal was requested to forward the signed copy of the proposal to the vendor for their records.

MAINTENANCE
COMMITTEE

A Motion was duly made, seconded, and carried to approve the Minutes of the April 22, 2015, Regular Meeting as amended. Director Leierer abstained.

APPROVAL OF
REG MINUTES

The Directors reviewed the April 2015 Financial statement. A Motion was duly made, seconded, and unanimously carried to accept the Financial statement as prepared, subject to audit.

FINANCIAL
REVIEW

The Directors reviewed the current aging report. A Motion was duly made, seconded, and unanimously carried to call all homeowners who were 90 days or more delinquent to a Hearing for the purposes of suspending their common area privileges. Cardinal was requested to contact California Gate & Entry Systems to determine the process for how the new fobs would be both deactivated and then reactivated, once the accounts were brought current. As there would be costs incurred by the Association for those services, a Motion was duly made, seconded, and unanimously carried to assess a \$25.00 fee for the reinstatement of privileges after an account was brought current. Cardinal was requested to amend the policy documents as necessary to reflect the changes.

AGING RPT.

The Directors reviewed the Association Lien Service and the McIntyre Law Group status reports. No action was required.

COLLECTION
STATUS RPTS.

A Motion was duly made, seconded, and unanimously carried to accept the Reserve Study as drafted. Cardinal was requested to notify the vendor of the Board's acceptance.

RESERVE
STUDY

The Board reviewed the proposal and correspondence from Peak Lighting to replace four additional LED street lights. There was continued discussion regarding the initial four lights that had been installed that did not adequately light the parking space to wall areas. It was noted in the correspondence that Peak had stated that the initial four lights that provided inadequate lighting for the areas would be relocated to other poles where the back lighting was not needed. A Motion was duly made, seconded, and unanimously carried to approve the proposal dated April 17, 2015 for four additional new LED light fixtures to replace the four that had been previously installed along the north wall, with the stipulation that the fixtures that had been previously installed in the incorrect locations be moved to four alternate locations where back lighting was not required, to be determined by the Board, at a cost of \$4,564.27, less the labor charge of \$650.00, for a revised total of \$3,914.27. Director Gollin volunteered to identify the four locations for the installation of the relocated fixtures, and Cardinal was requested to notify the vendor of the Board's decisions.

NEW LED
STREET
LIGHTING

The Board reviewed proposal #13882 from Vinco Construction to perform repairs at several units. A Motion was duly made, seconded, and unanimously carried to approve proposal #13882 from Vinco to perform repairs at several units at the total cost of \$1,295.00. Cardinal was requested to inform the vendor of the Board's decision. Cardinal was also requested to request that Vinco provide itemized proposals in the future.

VINCO
CONSTRUCT.
PROPOSAL

The proposal and contract from the Tinnelly Law Group for the rendering of legal services were reviewed. There was discussion that the community's prior legal needs had been met by this firm, and that a retainer agreement would provide lower hourly rates, but at this time there were no legal matters requiring the services of counsel. A Motion was duly made, seconded, and unanimously carried to deny the proposal. Cardinal was requested to inform the vendor of the Board's decision.

TINNELLY
PROPOSAL

The Directors considered the adoption of a new rule regarding guests in the community. A Motion was duly made, seconded, and unanimously carried to approve a new rule regarding guests within the community that stated "unescorted guests may not loiter at any time within the community." Cardinal was requested to distribute the proposed rule to the membership for a thirty-day comment period as required by law and add the matter to the July agenda for adoption.

APPROVAL
OF NEW
GUEST
RULE

The Directors reviewed correspondence from the owner with account #CV-0010-0408-05 requesting the Board waive a late fee and interest that had been assessed in the amount of \$11.81. A Motion was duly made, seconded, and unanimously carried to deny the request. Cardinal was requested to inform the owner of the Board's decision.

H/O CORRES.
#0010-0408-05
WAIVE LATE
FEE & INT.

The Directors reviewed correspondence from the owner with account #CV-0010-0380-01 appealing a violation that had been received for his patio tree that was over eight feet tall. The homeowner had stated that the matter had been previously reviewed by the Board of Directors, approximately ten years ago, and the tree had been allowed to remain at that time, although it was over the height limit, per the Association Rules. Director Gollin and former Board member Brad Constant both confirmed that the homeowner was accurate and that the prior Board had 'grandfathered' the palm tree as allowable. A Motion was duly made, seconded, and unanimously carried to allow the palm tree to remain, although it exceeded the Association's height limit, with the stipulation that at no time could the tree or any branch touch any portion of the building. Cardinal was requested to close the violation and notify the homeowner of the Board's decision.

H/O CORRES.
#0010-0380-01
ALLOW
PALM TREE
TO REMAIN

The Directors reviewed correspondence from the owner with account #CV-0010-0152-02 which noted various community concerns. Cardinal was requested to respond to the homeowner and inform him that all rule violations should be reported to the patrol staff at the time that they occurred so that the violations could be verified and forwarded to management to take appropriate action.

H/O CORRES.
#0010-0152-02
VARIOUS
CONCERNS

The Directors reviewed the correspondence from the owner with account #CV-0010-0200-05 citing two incidents where the tenants of the owner with account #CV-0010-0198-04 had held loud parties with excessive noise. It was noted that Phoenix Patrol had not

H/O CORRES.
#0010-0200-05
#0010-0198-04

issued reports for either party, but they had informed the reporting party that the noise could not be heard for the most recently reported incident. However, as there was no report for the incident of April 29, 2015, Cardinal was requested to contact Phoenix Patrol to obtain an incident report for that date, if available, and if verification of the excessive noise was provided, to call the owner of the offending party to a Hearing at the next Meeting.

EXCESSIVE
NOISE

The Directors reviewed the correspondence from the owner of account #CV-0010-0479-01 requesting the Board assess a fine against the owners of account #CV-0010-0494-02 who created a noise nuisance in the community. Cardinal was requested to issue a violation letter to the owners for creating a noise nuisance in the early morning hours on April 23, 2015.

H/O CORRES.
#0010-0479-01
#0010-0494-02
NOISE VIO.

The information on the upcoming Cardinal Board Education class on Rule Adoption and Enforcement, to be held on July 29, 2015, was reviewed. The Directors were informed that anyone interested in participating in the course could contact Cardinal to be enrolled.

BOARD
EDUCATION
COURSE

The owner of account #CV-0010-0025-01 requested that Cardinal review the recent violation he received about jasmine vines growing on the wall, as he stated there were none, as they were growing on a trellis, and requested the Board review his parking decal situation at the next Meeting. Cardinal was requested to add the parking decal matter to the next agenda, and to ensure that the vehicle decal report was sent to the appropriate distribution list on the first of each month.

H/O CORRES.
#0010-0025-01
PLANTS AND
PARKING

There being no further business, the Meeting was adjourned at 7:56 p.m.

ADJOURN

Submitted by: Karen Holthe, Senior 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 May 27, 2015, as approved by the Board Members in attendance of the Meeting.

Marisa Patterson, Secretary

Date