

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 25, 2013

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Monday, November 25, 2013 at the Smoketree Clubhouse. The President, Jeff Gollin, called the Meeting to order at 6:30 p.m.

CALL TO
ORDER

Directors Present: Jeff Gollin
Bill Harkness
Jubal Leierer
Marisa Patterson (Joined at 6:35 p.m.)

Directors Absent: None

Representing Cardinal: Karen Holthe, CMCA, CCAM, AMS

Others Present: Susan Bobadilla
Brad Constant
Robert Nunez
Mayela Ramirez, Phoenix Patrol

Director Gollin opened the Homeowner Forum.

H/O FORUM

The owner of 7770 Youngdale #B was present to inquire when the termite wood repairs would be completed at his unit. Cardinal was requested to follow up on the repair to ensure that it was completed as soon as possible. The owner also commented on the recent increase in trash area problems.

7770-B
YOUNGDALE

The owner of 7731 Moordale was present to discuss a July leak incident and to request that patrol contact him in the event of another incident. It was suggested that he contact Phoenix Patrol and update the resident access form to note his contact information and request to be notified in the event of a future incident.

7731
MOORDALE

The owner of account #CV-0010-0274-04 was present to request a payment plan from the Board, as the account was on the agenda for consideration of a lien. The owner was informed that, as the matter was private, it could be discussed in Executive Session but she declined and stated that the discussion could be held during the usual portion of the Regular Meeting.

#0010-0274-04

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

H/O FORUM
CLOSED

The scheduled Hearing was held for the member with account #CV-0010-0346-06 for failure to install locks on the storage doors in carport #733. The owner's representative was not present. As the violation had not been corrected, a Motion was duly made, seconded and unanimously carried to impose a \$200.00 fine in accordance with the Association's Violation & Fine Policy. Cardinal was directed to advise the owner's representative of the Hearing results and schedule another Hearing at which a

HEARING
#0010-0346-06
LOCKS ON
STORAGE

fine could be imposed.

The scheduled Hearing was held for the owner of account #CV-0010-0112-01 for failure to repair or replace the upstairs side window screen. The owner was not present. As the violation had not been corrected, a Motion was duly made, seconded and unanimously carried to impose a \$200.00 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 which a fine could be imposed.

HEARING
#0010-0112-01
TORN
WINDOW
SCREEN

The scheduled Hearing was held for the owner of account #CV-0010-0382-01 for failure to remove the weeds in 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 which a fine could be imposed.

HEARING
#0010-0382-01
WEEDS IN
PATIO

The scheduled Hearing was held for the owner of account #CV-0010-0382-01 for failure to repair the hole in the upstairs window screen. The owner was not present. As the violation had not been corrected, a Motion was duly made, seconded and unanimously carried to impose a \$200.00 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 which a fine could be imposed.

HEARING
#0010-0382-01
UPSTAIRS
SIDE WINDOW
SCREEN

The scheduled Hearing was held for the owner of account #CV-0010-0192-03 for failure to repair the damaged window blinds. 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 which a fine could be imposed.

HEARING
#0010-0192-03
DAMAGED
WINDOW
BLINDS

The scheduled Hearing was held for the owner of account #CV-0010-0059-01 for items being stored in the patio area. The owner was not present but had sent correspondence in the matter, informing the Board that he believed the matter had been resolved. Photos of the violation were reviewed, noting that, per the site inspection of November 25, 2013, the date of the Meeting, there were large garbage bags of stored items on the patio. 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, provide a photo of the bags and schedule another Hearing at which a fine could be imposed.

HEARING
#0010-0059-01
PATIO
STORAGE

The scheduled Hearing was held for the owner of account #CV-0010-0264-01 for items being left in the carport. The owner was not present. As the violation had not been corrected, 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 schedule another Hearing

HEARING
#0010-0264-01
ITEMS IN
CARPORT

at which a fine could be imposed.

The scheduled Hearing was held for the owner of account #CV-0010-0465-01 for failure to maintain the window blinds. The owner was not present. As the violation had not been corrected, 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 schedule another Hearing at which a fine could be imposed.

HEARING
#0010-0465-01
WINDOW
BLINDS

The scheduled Hearing was held for the owner of account #CV-0010-0281-02 for failure to maintain the installed awning. The owner was not present but had sent correspondence to the Board, requesting an extension of time to take care of the matter. A Motion was duly made, seconded and unanimously carried to stay any fine at this time, grant the sixty day extension and reschedule a Hearing for January. Cardinal was directed to advise the owner of the Hearing results and request that the owner notify the Board as soon as the awning had been repaired or replaced.

HEARING
#0010-0281-02
DAMAGED
AWNING

The scheduled Hearing was held for the owner of account #CV-0010-0034-03 for their tenants bringing a dog into the pool area and also for not having the animal on a leash. The owner was not present, but had sent correspondence requesting a Hearing postponement and notifying the Board that the tenants had been given a 60-day notice to vacate. A Motion was duly made, seconded and unanimously carried to stay any fine at this time and reschedule a Hearing for January. Cardinal was directed to advise the owner of the Hearing results and request that the owner notify the Board as soon as the current residents had moved out.

HEARING
#0010-0034-03
DOG IN POOL
DOG OFF LEASH

The scheduled Hearing was held for the owner of account #CV-0010-0487-06 to assess the cost of the removal of large items that had been dumped in a trash enclosure. The owner was not present but had sent correspondence in the matter. A Motion was duly made, seconded and unanimously carried to assess the owner's account in the amount of \$147.50, the cost to remove the large items that had been discarded in the trash area, as the evidence presented by the owner was not satisfactory to prove that the events as reported had been incorrect. Cardinal was directed to assess the owner's account and advise the owner of the Hearing results.

HEARING
#0010-0487-06
TRASH
DUMPING
COSTS
ASSESSED

The scheduled Hearing was held for the owner of account #CV-0010-0069-01 for accruing excessive vehicle citations, as the vehicle had been cited three times or more in a six-month period. The owner was not present but had sent correspondence which was reviewed. A Motion was duly made, seconded and unanimously carried to impose a \$50.00 fine for each citation, as per the Association's Parking Rules, for a total fine of \$150.00. Cardinal was directed to advise the owner of the Hearing results and remind the owner if additional citations were issued within a six-month period another Hearing would be scheduled at which fines could be imposed.

HEARING
#0010-0069-01
EXCESSIVE
VEHICLE
CITATIONS

The scheduled Hearing was held for the owner of account #CV-0010-0331-02 for accruing excessive vehicle citations, as the vehicle had been cited three times or

HEARING
#0010-0331-02

more in a six-month period for appearing to be stored as it did not display current registration. The owner was present to state that the vehicle had been registered prior to the third citation, but the documentation provided reflected the date of payment as October 4, 2013, which was after the third citation had been issued. A Motion was duly made, seconded and unanimously carried to impose a \$50.00 fine for each citation, as per the Association's Parking Rules, for a total fine of \$150.00. Cardinal was directed to advise the owner of the Hearing results and remind the owner if additional citations were issued within a six-month period another Hearing would be scheduled at which fines could be imposed.

EXCESSIVE
VEHICLE
CITATIONS

Mayela Ramirez from Phoenix Patrol was present to discuss patrol matters and the recent community incidents. Ms. Ramirez reported that they had been informed by the police that the person allegedly responsible for the recent vehicle break-ins was a female living in a nearby motel and that she had been apprehended. It was noted that no new vehicle incidents had been reported since the police visit to the community. The Directors reviewed the recent patrol reports. Phoenix was requested to try to keep an attendant in the guard shack at all times, leaving it unstaffed only when absolutely necessary.

PHOENIX
PATROL
VEHICLE
INCIDENTS
PERPETRATOR
ARRESTED

The Directors reviewed the proposal from Phoenix Patrol to consider the addition of one additional gate attendant to the schedule. At the present time, there was a gate attendant on site 24 hours per day, with a second gate attendant on a rotating schedule for another 8 hours. The proposed cost to add another full time attendant was almost \$44,000.00 annually. Upon discussion, a Motion was duly made, seconded and unanimously carried to deny the proposal as it was cost prohibitive at this time.

PHOENIX
PROPOSAL
ADDITIONAL
GATE
ATTENDANT

The Directors discussed other community safety options and reviewed the proposals from Peak Lighting to enhance lighting in a number of areas. A Motion was duly made, seconded and unanimously carried to approve the proposals from Peak Lighting to improve the flood lighting at the south gate guard shack at a cost of \$673.01, to replace old landscape flood lights at four locations at a cost of \$835.29, and to reinstall light poles where they had previously existed at three locations at a cost of \$2,421.75, all to be charged to reserves. Cardinal was requested to notify the vendor of the Board's decisions.

INCREASED
SAFETY
LIGHTING
APPROVED

There was discussion on other safety measures that could be taken to enhance community security. It was noted that the Neighborhood Watch effort that had been attempted during the year had been unsuccessful as there had not been sufficient volunteers to orchestrate the project. Cardinal was requested to obtain three separate estimates for security improvements: a better quality camera at the south gate, a basic perimeter security system, and an all-encompassing security recommendation to include the perimeter as well as coverage of the carports.

ENHANCEMENT
OF SAFETY

There was no representative from the Landscape Committee present. Cardinal was requested to contact Las Flores Landscape to inquire when they would be reseeding.

LAS FLORES
LANDSCAPE

There was no report from the Pool Committee. Cardinal was requested to mail Director Gollin a key to the pool equipment room.

POOL
COMMITTEE

There was no action required regarding the Website Committee or Architectural Committees.

WEBSITE/ARC
COMMITTEES

A Motion was duly made, seconded and unanimously carried to ratify the proposals which had been previously approved by the Maintenance Committee, which was the sidewalk power washing project conducted by Ben's Asphalt at a cost of \$575.00, and the north pool pump motor replacement conducted by Aquatrends at a cost of \$813.29, both to be charged to reserves. Cardinal was requested to forward the signed proposals to each vendor for their records. It was reported that Ben's Asphalt had not completed two of the items on the final punch list, and Cardinal was requested to contact the vendor to ensure the two items were completed as promised.

MAINT.
COMMITTEE

A Motion was duly made, seconded and unanimously carried to approve the Minutes of the October 23, 2013 Regular Meeting, as written.

APPROVAL
OF REG MIN.

A Motion was duly made, seconded and unanimously carried to accept the October 2013 Financial Statement, subject to audit. Cardinal was requested to provide a G/L report of account #6085 for review at the next Meeting.

FINANCIAL
REVIEW

The Directors reviewed the delinquency report. A Motion was duly made, seconded and unanimously carried to approve the lien authorizations on accounts CV-0010-0389-03/APN #937-67-394, and CV-0010-0216-01/APN #937-67-290. The Directors considered the request made by the owner of account #CV-0010-0274-04 who had been present to request a payment plan on the delinquent account. A Motion was duly made, seconded and unanimously carried to approve a payment plan for the owner to pay off the delinquent balance in the amount of \$135.00 per month, which included a \$25.00 per month payment plan monitoring fee, and to approve the lien authorization on account CV-0010-0274-04/APN #937-67-498, with the instructions to Cardinal to hold off on recording the lien unless the payment plan was defaulted.

DELIN. REPORT
LIEN
RESOLUTIONS
PAYMENT PLAN

The Directors reviewed the proposals from Skylight Specialties, Antis Roofing and Royal Roofing to replace the second skylight at 7720 Elmdale, Unit D. The owner of the unit was present to report that he was not certain the skylight needed replacement. The Directors suggested he watch the skylight and report to the Board if there was any need to replace the skylight in the future. Cardinal was requested to inform the vendors that the skylight would not be replaced at this time.

7720-D
ELMDALE
SKYLIGHT

The Directors reviewed the proposal from Farmers Insurance to renew the Association's insurance coverage. A Motion was duly made, seconded and unanimously carried to approve the renewal proposal from Farmers, and to decline the terrorism coverage and include the change of increasing the annual deductible from \$5,000.00 to \$10,000.00, which would result in an annual premium savings of \$6,794.00. Cardinal was requested to notify the insurance agency of the Board's

INSURANCE
POLICIES
RENEWED

decisions.

The Directors reviewed the correspondence regarding the tree and vehicle incident from the insurance agency. No action was required.

INSURANCE
REVIEW

The Directors reviewed the correspondence from Peak Lighting regarding the discount provisions of the annual service contract. There were no objections to the clarifications from Peak Lighting and the Board agreed that the discount would only apply to the monthly contracted service and not to special services. Cardinal was requested to inform Peak Lighting that the Board apologized for any confusion and to thank them for their continued good service.

PEAK
LIGHTING
CONTRACT
CLARIFICATION

The Directors discussed the trash dumpsters and the increasing incidents of unauthorized dumping of large items by anonymous residents in the dumpster areas, usually under cover of darkness. It was noted that two residents had been identified when dumping items; one removed the items and disposed of them properly, the other had been fined \$147.50, the cost of removal. Suggestions were made to reduce the incidents. A Motion was duly made, seconded and unanimously carried to create new signage for each dumpster area, indicating large item disposal options on the signage. Director Leierer volunteered to orchestrate the wording of the new signage. Cardinal was requested to forward the local disposal contact information to Mr. Leierer for inclusion on the signs. It was additionally suggested that every time a moving van entered the community, the residence information be documented on a log, and the driver be given a "courtesy flyer" at the guard shack that contained the rules about dumping trash in the community. Cardinal was requested to draft a sample flyer for the Board's review at the next Meeting. Cardinal was requested to issue a work order to remove the graffiti on the door at dumpster area four.

TRASH
DUMPSTER
LARGE ITEM
DUMPING

The Directors reviewed the proposal for renewed termite control in the community. Cardinal was requested to obtain proposals for annual termite service within the community for review at the January Meeting.

TERMITE
PROPOSALS

The Directors reviewed the proposals to install electronic locks at all three pool areas. Cardinal was requested to follow up with Automated Access Systems and request they provide additional details on the proposed system, including the correct amount of pool gates and bathroom doors, and to request of all vendors to include if the community's entrance pedestrian doors could be tied to the system and if so, could they be independently programmed. Cardinal was also requested to invite a representative from California Gate to attend the February Board Meeting to discuss the proposed system further.

ELECTRONIC
KEY LOCKS/
GATES

The Directors reviewed the correspondence from the owner of account #CV-0010-0395-02, requesting waiver of a late fee. A Motion was duly made, seconded and unanimously carried to approve the waiver of the \$10.00 late fee.

H/O CORRES.
#0010-0395-02
LATE FEE

The Directors reviewed the correspondence from the owner of account #CV-

H/O CORRES.

0010-0279-04, requesting waiver of a late fee. A Motion was duly made, seconded and unanimously carried to approve the waiver of the \$10.00 late fee.

#0010-0279-04
LATE FEE

The Directors reviewed the correspondence from the owner of account #CV-0010-0374-03, requesting an extension of time until January to correct a window screen violation. A Motion was duly made, seconded and unanimously carried to approve the extension. Cardinal was requested to hold the violation and call the owner to a Hearing in February if the correction was not completed by February 1, 2014.

H/O CORRES.
#0010-0374-03
VIOLATION
CORRECTION
EXTENSION

The Directors reviewed the correspondence from the owner of 7720 Riverdale #G, requesting a final reimbursement for boarding of pets during a repair. A Motion was duly made, seconded and unanimously carried to approve the request, in the amount of \$220.00, to be charged to operating, as a goodwill gesture due to the numerous contractor issues which resulted in an unusually extended repair period.

H/O CORRES.
7720
RIVERDALE
REIMBURSED

The Directors reviewed the correspondence from the owner of 12671 Briarglen Loop, Unit G, requesting the Association inform residents via newsletter that a coyote had been sighted within the community. Cardinal was requested to inform the owner that the information had been posted on the website and that this type of information was regularly posted on the community website to alert the residents.

H/O CORRES.
12671-G
BRIARGLEN

There being no further business, the Meeting was adjourned to Executive Session at 8:20 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 November 25, 2013 as approved by the Board Members in attendance of the Meeting.

Marisa Patterson, Secretary

Date