

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 24, 2014

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Monday, November 24, 2014, at the Smoketree Clubhouse. President Gollin called the Meeting to order at 6:30 p.m.

CALL TO
ORDER

Directors Present: Jeff Gollin
Bill Harkness
Jubal Leierer
Marisa Patterson

Directors Absent: Richard Eagan

Representing Cardinal: Karen Holthe, CMCA, CCAM, AMS

Others Present: Jim Canini
Brad Constant
Jim Glenn
Christopher & Jennifer Kaesviharn
Scot Mariani
Mayela Ramirez, Phoenix Patrol
Kevin Squire, California Gate & Entry Systems
Lorena Tominez
Jennifer Thomas
Christina Vaca

It was noted an Executive Session was held following the October 22, 2014, Regular Meeting to approve the September 24, 2014 Executive Session Minutes and to review and discuss delinquency and legal matters.

EXECUTIVE
SESSION

Kevin Squire from California Gate & Entry Systems was present to discuss the process for the upcoming key fob transition. He informed the Board that a new upgraded, web-based system made by Kantech had been introduced to the market that he would substitute for the previously approved Door-King system at no increased cost to the Association. The Directors had no objections to this upgrade and requested the appropriate paperwork be submitted for the substitution. Mr. Squire was requested to provide the Board with a proposal for an option to include a 'door ajar' warning, and confirmed that the pedestrian gates would operate independently of the pool gates. Mr. Squire continued that the rollout of the new system would take approximately six weeks and that the distribution of the fobs would be conducted in January, with installation of the systems on the gates beginning during the end of January. A Motion was duly made, seconded, and unanimously carried to approve the distribution of one key fob per unit, and to make no change to the cost of a replacement key fob, which was currently \$75.00. The Directors confirmed that the first fob would be provided to each unit at no charge, and Cardinal was requested to forward a list of all units to the vendor to facilitate the pre-programming and packaging of the fob units for distribution. Cardinal was also requested to finalize the key fob request form and distribute an informational mailing to all owners notifying them of the upcoming key change

CALIFORNIA
GATE &
ENTRY
SYSTEMS
NEW KEY
FOB SYSTEM
INSTALLATION
AND KEY
ROLLOUT

and informing them that completed and signed forms would need to be presented in order to receive a fob.

Director Gollin opened the Homeowner Forum.

H/O FORUM

The owners of 7729 Eastbrook were present to dispute a violation previously received for excessive leaves in the patio area and inquire of the Board the process for violations. They were informed that the Board did not require photos to be taken of violations. Cardinal was requested to provide the Board with a photo prior to another violation letter being sent to the homeowner for excessive leaves in the patio. The owners also expressed concerns about the landscaping in their area. Cardinal was requested to issue a work order to Las Flores Landscape to ensure that the common area near the unit was also being maintained.

7729
EASTBROOK
VIOLATION
PROCESS

The owner of 7720-G Elmdale was present to inquire about the criteria for removing a tree from the common area. The owner was informed that trees were only removed by the Board if they were diseased, dying or damaging to structures. Cardinal was requested to issue a work order to Las Flores Landscape to inspect the pepper tree near the unit to determine if removal was recommended.

7720-G
ELMDALE
MESSY
TREE

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

H/O FORUM

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-0010-0494-02 for excessive vehicle violations. The owners were present to state the violation had been corrected. 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
#0010-0494-02
VEHICLE
VIOLATIONS

The scheduled Hearing was held for the owner of account #CV-0010-0198-04 for excessive leaves in the patio. The owner was not present. As 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
#0010-0198-04
LEAVES
IN PATIO

The scheduled Hearing was held for the owner of account #CV-0010-0252-02 for violations involving his tenants' behavior. The owner was present to apologize for his tenants and to state he would ask them to discontinue the violations. A Motion was duly made, seconded, and unanimously carried to impose a \$50.00 fine, in accordance with the Association's Violation & Fine Policy for the guests of his tenants jumping the Association's walls. A Motion was then duly made, seconded, and unanimously carried to impose a \$100.00

HEARING
#0010-0252-02
JUMPING
WALLS
NOISE
NUISANCE

fine for the noise nuisance by his tenant revving the motor of motorcycle while driving within the community. It was further noted that the patrol report reflected that in addition, the tenant had no license permitting him to drive the motorcycle. Cardinal was directed to advise the owner of the Hearing results and to remind him if the practice was observed again, another Hearing would be scheduled at which a fine could be imposed. The owner stated that he would have difficulty paying the fines in full and he was directed to put his request for a payment plan in writing for Board consideration.

The scheduled Hearing was held for the owner of account #CV-0010-0166-02 for failure to maintain the carport. The owner was not present. As 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
#0010-0166-02
CARPORT
MAINTENANCE

The scheduled Hearing was held for the owner of account #CV-0010-0340-02 to assess the cost of damages caused by a washing machine leak. The owner was not present. As the plumbing invoice was the only cost paid to date, a Motion was duly made, seconded, and unanimously carried to assess the cost of the plumbing service call to the owner in the amount of \$175.00. It was noted that the owner had already submitted payment for the service call, and that the cost of any carport repairs had not yet been identified. Cardinal was requested to thank the owner for forwarding payment for the plumbing cost, and to notify them if further repairs were needed in the carport.

HEARING
#0010-0340-02
ASSESS
LEAK DAMAGE
COSTS

The scheduled Hearing was held for the owner of account #CV-0010-0210-03 to assess the cost of damages caused by an air conditioning unit leak. The owner was present to dispute the cost of the plumbing service call, citing that had she known she would be charged the cost, she would not have authorized the after-hours visit. Upon discussion, a Motion was duly made, seconded, and unanimously carried to assess the cost of the plumbing service call to the owner in the amount of \$295.00. The Directors reviewed a proposal for the remediation necessary in the downstairs unit, as the leak had been occurring for an indeterminate amount of time. As only one proposal had been received, the homeowner was invited to contact other vendors to obtain competitive prices to forward to the Board for review and approval. Jennifer Thomas provided the owner with contact information for an approved vendor and Cardinal was requested to obtain at least two more proposals for the required work. After further discussion, the Directors requested that Cardinal provide the homeowner with a redacted copy of the scope of work provided by the first bidder.

HEARING
#0010-0210-03
ASSESS
LEAK DAMAGE
COSTS

The scheduled Hearing was held for the owner of account #CV-0010-0428-01 to assess the cost of a plumbing service call at the unit. A Motion was duly made, seconded, and unanimously carried to not assess any costs to the homeowner, as it was not determined to be a leak from a homeowner maintained item. Cardinal was requested to inform the owner of the Hearing results.

HEARING
#0010-0428-01
ASSESS
PLUMB. COST

The scheduled Hearing was held for the owner of account #CV-0010-0345-02 to assess the cost of a plumbing service call due to a toilet leak. The owner was not present. A Motion was duly made, seconded, and unanimously carried to assess the cost of the plumbing service call to the owner in the amount of \$95.00.

HEARING
#0010-0345-02
ASSESS
PLUMB. COST

The scheduled Hearing was held for the owner of account #CV-0010-0464-03 for failure to keep their pet on a leash in the common area. The owner was not present but had submitted correspondence disputing the violation. 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 to remind them if the practice was observed again, another Hearing would be scheduled at which a fine could be imposed.

HEARING
#0010-0464-03
PET OFF
LEASH IN
COMMON AREA

Mayela Ramirez from Phoenix Patrol was present to discuss patrol matters. Ms. Ramirez was requested to ensure that all reports of any harassment of the gate attendants by homeowners were to be submitted as incident reports, that no music headphones were to be worn by the staff while on duty, and that all reports needed to be accurate and detailed to avoid unnecessary vendor service calls.

PHOENIX
PATROL
REPORT

Jim Glenn and Jennifer Thomas of the Landscape Committee were present to discuss landscaping matters. The Directors reviewed the proposal from Las Flores Landscape which included the final phase of re-planting. A Motion was duly made, seconded, and unanimously carried to approve proposal #5819 from Las Flores Landscape per the landscape walk conducted on November 18, 2014 to complete the community re-planting project at a cost of \$11,225.50. Cardinal was requested to notify the vendor of the Board's decision and to forward a copy of the proposal to Jennifer Thomas and Brenda Moyer. Cardinal was also requested to provide the Directors with a GL summary report for landscape extras for the 2013-2014 fiscal year.

LANDSCAPE
COMMITTEE

There was no Pool Committee report. The Directors reviewed a proposal to repair the pump seals at both the center pool and the center spa. A Motion was duly made, seconded, and unanimously carried to approve proposal #47134 to repair the pump seal leaks at the center pool and spa and replace the impellers, seal plates and diffusers only if necessary, at a total cost not to exceed \$846.58. Cardinal was requested to notify the vendor of the Board's decisions.

POOL
COMMITTEE

There were no reports from the Website or Architectural Committees.

COMMITTEES

The Directors reviewed the proposal to replace the north pool chlorinator that had been approved by Maintenance Committee. A Motion was duly made, seconded, and unanimously carried to ratify the approval of proposal #47467 from Aquatrends to replace the seized chlorinator at the north pool at a total cost of \$558.88. 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 unanimously carried to approve the Minutes of the October 22, 2014, Regular Meeting as presented.

APPROVAL OF
MINUTES

The Directors reviewed the October 2014 Financials. A Motion was duly made, seconded, and unanimously carried to accept the Financials as prepared, subject to audit.

FINANCIAL
REVIEW

The Directors reviewed the current aging report. No action was required.

AGING RPT.

The Directors discussed the matter regarding the private fire hydrant located on the greenbelt near the gazebo. As the proposals to maintain the fire hydrant had not been received, the matter was tabled to the January agenda. Cardinal was requested to send a reminder to the selected vendors to obtain the required proposals and/or select alternative vendors from which to obtain quotes for the required service.

PRIVATE FIRE
HYDRANT
MAINTENANCE

Insurance matters were reviewed. A Motion was duly made, seconded, and unanimously carried to ratify the approval of the \$25.00 premium increase of the fidelity bond insurance and renew the policy for another year. A Motion was then made to approve the renewal of the master insurance policies as presented by the Association's agent from Farmers Insurance to include the property and liability package at an annual premium of \$57,023.00, the directors and officers liability policy at a total annual premium of \$5,464.00, the umbrella liability policy at a total annual premium of \$4,400.00, the workers compensation policy, at a total annual premium of \$524.00, and to reject the terrorism coverage at a total annual premium of \$843.00. It was noted that the total net increase of premiums was \$80.00 per year. Cardinal was requested to notify the vendors of the Board's decisions.

INSURANCE
RENEWALS
2014-2015

The Directors reviewed a proposal from Vinco Construction for twelve separate repairs within the Association as listed on the proposal #CV 12789 dated November 13, 2014. A Motion was duly made, seconded, and unanimously carried to approve the proposal as listed at the total cost of \$2,550.00. Cardinal was requested to inform the vendor and the affected owners of the Board's decision.

VINCO
PROPOSAL
REPAIRS

The matter of converting the lighting fixtures to LED fixtures was tabled to the January Meeting. Cardinal was requested to specify to the bidding vendors that at this time the priority was to convert only the biggest streetlights.

LED LIGHTING

The Directors reviewed the correspondence from the owner of account #CV-0010-0435-03 requesting the waiver of charges previously assessed on his account, totaling \$349.15. A Motion was duly made, seconded, and unanimously carried to deny the request. Cardinal was requested to notify the owner of the Board's decision.

H/O CORRES.
#0010-0435-03
NO CHARGES
WAIVED

The Directors reviewed the correspondence regarding an ongoing maintenance issue with several units at 7730 Briarglen. No action was required.

7730 BGL
MAINT. ISSUE

As the owners of account #CV-0010-0200-05 were present during Homeowner Forum to address their issues regarding a closed violation, no action was required.

H/O CORRES.
CLOSED VIO.

As no correspondence had been received for reimbursement for excess water usage due to a leak from the owner of account #CV-0010-0181-04, no action was required.

#0010-0181-04
REIMBURSMT.

The Directors reviewed holiday matters for the community. It was noted that the Directors would not meet in December to allow more time with family and friends, with the next Meeting scheduled for January 28, 2015. Cardinal was instructed to mail the checks

HOLIDAY
MATTERS

needing Director signatures, along with a postage-paid envelope, to Director Patterson for signatures, and she would orchestrate a second signature and return to Cardinal. A Motion was duly made, seconded, and unanimously carried to award a holiday bonus in the amount of \$100.00 to Karen Holthe for her service to the community in 2014. A Motion was duly made, seconded, and unanimously carried to authorize Director Gollin to spend up to \$300.00 to orchestrate the holiday lighting for the guard shacks.

There being no further business, the Meeting was adjourned at 8:04 p.m. to the Executive Session to review delinquent accounts and discuss legal matters.

Submitted by: Karen Holthe, Senior Account Manager

ADJOURN TO
EXECUTIVE

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 24, 2014, as approved by the Board Members in attendance of the Meeting.

Marisa Patterson, Secretary

Date