

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
NOVEMBER 19, 2019

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Tuesday, November 19, 2019, at the Smoketree Clubhouse. Director Jennifer Thomas called the Meeting to order at 6:31 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: Tina Bell  
Brad Davidson – PCW Contracting Services  
George Gonzalez – Phoenix Patrol  
Mike Mastropietro - OSBC  
Mayela Ramirez – Phoenix Patrol  
Bhavna Ranchod

Director Thomas opened the Homeowner Forum.

H/O FORUM

The owner of 7701 Elmdale Way was present to discuss a courtesy letter she had received in regards to cleaning the exterior of her balcony. A Motion was duly made, seconded, and carried to approve the decision that no violation letters were to be mailed to owners to clean the exterior of their balconies. Director Patterson abstained.

7701 ELMDALE  
WAY

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

H/O FORUM  
CLOSED

Brad Davidson from PCW Contracting Services was present to discuss the Maintenance Contract proposal and answer any questions or concerns the Board had. Mr. Davidson advised the benefits of a maintenance contract would reduce costs and expedite service requests. Mr. Davidson also advised the Board that he would suggest they did a monthly walk through with a Board Member or Manager to identify community maintenance items to create an itemized list to complete over time. It was noted that PCW Contracting Services would be responsible for deciding if a journey man or an apprentice would be assigned to a specific job, which could impact the hourly cost. The Board advised that they would notify the vendor of their decision.

PCW  
MAINTENANCE  
CONTRACT  
DISCUSSION

Mike Mastropietro from OCBS, Inc. was present to discuss their Maintenance Contract and answer any questions or concerns that the Board had. Mr. Mastropietro stated that their maintenance contract would benefit the community, as they would have one technician assigned to oversee the entire community for the lifetime of the contract. Mr. Mastropietro advised that there would be emergency services available and would proactively create a maintenance item checklist to be completed over time. Mr. Mastropietro suggested to the Board that OCBS Inc., would be willing to alter the contract for a trial period to determine the actual amount of hours required for service needed. The Board advised that they would notify the vendor of the Boards decision.

OCBS  
MAINTENANCE  
CONTRACT  
DISCUSSION

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 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 next Meeting, at which another fine could be imposed.

HEARING  
#CV1011844  
EXPIRED TAGS

The scheduled Hearing was held for the owner with account #CV1010780 for overgrown plants in the patio. The owner was not present. A Motion was duly made, seconded, and unanimously carried close the violation as the matter had been resolved.

HEARING  
#CV1010780  
PATIO PLANTS

The scheduled Hearing was held for the owner with account #CV1014549 for a white dresser in the patio. The owner was not present but had contacted Cardinal to advise that it was a Rubbermaid storage shed and to request a 30 day extension to remove it. The Board advised that Rubbermaid storage containers were not permitted to be stored on the patios. A Motion was duly made, seconded, and unanimously carried approve the 30 day extension and schedule another Hearing for the next Meeting in January.

HEARING  
#CV1014549  
DRESSER IN  
PATIO

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 table the Hearing and schedule another Hearing for the next Meeting in January.

HEARING  
#CV1011575  
BROOM IN PATIO

The scheduled Hearing was held for the owner with account #CV1014580 for skateboarding in the community. The owner, the tenant, and the tenant's son were present. The tenant advised that she was made aware of the violation letter that the owner had received regarding her son and that she had confiscated his skateboard and spoke to him regarding the matter. The Board advised all parties present that it was a safety hazard and requested that he be more careful. A Motion was duly made, seconded, and

HEARING  
#CV1014580  
SKATEBOARD  
IN THE  
COMMUNITY

unanimously carried close the violation as the matter had been resolved.

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 next Meeting, at which another fine could be imposed.

HEARING  
#CV1014585  
DUMPSTER  
DIVING

The scheduled Hearing was held for the owner with account #CV1010295 for an anchor decoration on the Association's wall. The owner was not present. A Motion was duly made, seconded, and unanimously carried close the violation as the matter had been resolved.

HEARING  
#CV1010295  
ANCHOR DECOR

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 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. Director Thomas abstained.

HEARING  
#CV1014732  
LADDER IN  
CARPORT

The scheduled Hearing was held for the owner with account #CV1014619 for the dead leaves in the patio. The owner was not present. A Motion was duly made, seconded, and unanimously carried close the violation as the matter had been resolved.

HEARING  
#CV1014619  
LEAVES IN PATIO

George Gonzlez of Phoenix Patrol was present to discuss patrol issues. Mr. Gonzalez reported that there had been a recent incident that had occurred regarding a misunderstanding between two residents that involved the guard shack. Mr. Gonzalez stated that one of the residents had been verbally abusive and threatening to his guard shack staff which he stated was unacceptable and was not the first time. The Board requested that Cardinal research if a letter could be sent to homeowners for harassing patrol staff and additionally be fined if necessary.

PATROL REPORT

Director Kaesviharn gave a general report and advised there was a broken chair at the main pool.

POOL  
COMMITTEE

Director Thomas gave a general report on the landscape throughout the community. Director Thomas advised that a dead pine tree located on the left side of the main gate, had been removed. A Motion was duly made, seconded, and unanimously carried to approve Cardinal to provide two key fobs with large identifiers to the guard shack for Las Flores Landscape employees to use and return when done.

LANDSCAPE  
COMMITTEE

A Motion was duly made, seconded, and unanimously carried to approve the Landscape Committee Chair to authorize the removal of any dead trees in the community.

TREE REMOVAL  
AUTHORIZATION

The Directors reviewed a proposal from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve all the items on Las Flores Landscape's landscape walk proposal, at a cost of \$547.50.

LANDSCAPE  
WALK PROPOSAL

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

WEBSITE  
COMMITTEE  
ARCHITECTURAL  
COMMITTEE  
MAINTENANCE  
COMMITTEE  
APPROVAL OF  
MINUTES

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

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

A Motion was duly made, seconded, and unanimously carried to approve the October 23, 2019 Regular Meeting Minutes, as submitted.

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

FINANCIAL  
REVIEW

The Directors discussed the handrail installation requested by the owner of 12671 G Briarglen Loop. Cardinal advised that the vendor had met with the owner and would be submitting a proposal. Cardinal was directed to forward the proposal to the Maintenance Committee when it was received.

12671-G  
BRIARGLEN /  
HANDRAIL  
INSTALL.

The Directors reviewed proposals from OCBS Inc. and PCW Contracting Services for a monthly maintenance contract. A Motion was duly made, seconded, and unanimously carried to approve a one-time per month two month trial from OCBS Inc. with the stipulation that a revised proposal would be submitted for review from Mr. Mastropietro. Cardinal was directed to add the matter to the January 2020 Agenda and notify the vendors of the Board's decision.

MONTHLY MAINT.  
CONTRACT  
PROPOSALS

The Directors reviewed proposal #22479 from OCBS Inc. for the painting of 43 mailbox posts and bases. A Motion was duly made, seconded, and unanimously carried to deny the proposal.

MAILBOX POST &  
BASE PAINT.  
PROPOSAL

The Directors reviewed proposal #107302 from PCW Contracting Services for a utility door replacement at 7704 Lansdale Circle. A Motion was duly made, seconded, and unanimously carried to deny the proposal as it would be replaced next year.

7704 LANSDALE /  
UTILITY DOOR

The Directors reviewed proposal #22476 from OCBS Inc. to remove the wood backing on the no parking sign. A Motion was duly made, seconded, and unanimously carried to approve proposal #22476 from OCBS Inc., at a cost of \$380.00.

OCBS / NO  
PARKING SIGN  
WOOD BACKER

The Directors reviewed proposals from OCBS Inc., PCW Contracting Services, and Peak Lighting & Electrical. A Motion was duly made, seconded, and unanimously carried to approve proposal #22480 from OCBC Inc. to replace wooden walk way lights in seven locations, at a cost of \$3,650.00, to be charged to reserves.

WOOD WALK  
WAY LIGHTS

The Directors reviewed proposals from Accurate Termite and Pest Control. A Motion was duly made, seconded, and unanimously carried to approve proposal #50292 at 7712 Rockybrook for termite damage repairs, at a cost of \$1,794.00, proposal #50577 at 7778 Ramsdale for termite damage repairs, at a cost of \$1,311.00, proposal #50423 at 12640 E Briarglen to inspect wood framing, at a cost of \$325.00, proposal #50324 at 12680 J Briarglen for dryrot repairs, at a cost of \$552.00, and proposal #50585 at 12705 Northbrook for termite damage repairs, at a cost of \$2,347.00.

ACCURATE  
TERMITE  
PROPOSALS

The Directors reviewed proposal #22569 from OCBS Inc. for site wide private deck inspections. A Motion was duly made, seconded, and unanimously carried to table the proposal to the January 2020 Meeting.

OCBS / DECK  
INSPECTIONS

The Directors reviewed proposal #107589 from PCW Contracting Services. A Motion was duly made, seconded, and unanimously carried to approve proposal #107589 on PCW Contracting Services for drywall repairs at carport #58, at a cost of \$1,220.00.

PCW / CARPORT  
#58 DRYWALL  
REPAIRS

The Directors reviewed proposals for a community project manager from Ross Construction Management and The Davis Company. A Motion was duly made, seconded, and unanimously carried to table the proposals to the January 2020 Meeting. Cardinal was directed to invite both vendors to the January 2020 Meeting, one at 7:00 p.m. and the other at 7:30 p.m. to answer any questions or concerns the Board had.

PROJECT  
MANAGER  
PROPOSALS

The Directors reviewed the annual calendar draft provided by Cardinal. No action was required.

ANNUAL  
CALENDER

The Directors reviewed a proposal from Segal Insurance Agency, Inc. for the insurance renewal. A Motion was duly made, seconded, and unanimously carried to approve the proposal for the insurance renewal, at a cost of \$74,978.64.

INSURANCE  
RENEWAL  
PROPOSAL

The Directors reviewed the Farmers Insurance Statement. No action was required.

FARMERS  
INSURANCE

The Directors reviewed a notice from the City of Stanton regarding Organic Waste Recycling. Cardinal was directed to make copies of the notice and laminate them to post on the trash bins.

ORGANIC WASTE  
NOTICE

The Directors reviewed correspondence from the owner of account #CV1014195 requesting a late fee waiver. A Motion was duly made, seconded, and unanimously carried to deny the owner's request.

H/O CORRES.  
#CV1014195  
WAIVER REQUEST

The Directors reviewed correspondence from the owner of account #CV1014770 regarding a neighbor's barking dog. Cardinal was directed to send the owner of account #CV1019962 a courtesy letter regarding the matter.

H/O CORRES.  
#CV1014770  
NOISE NUISANCE

The Directors reviewed correspondence from the owner of account #CV1014808 regarding construction concerns. Cardinal was directed to advise the owner to contact the City regarding his concerns and advise him that brochures were previously posted at the bulletin board prior to construction.

H/O CORRES.  
#CV1014808  
CONSTRUCTION  
CONCERNS

The Directors reviewed correspondence from the owner of account #CV1012635 expressing their frustration regarding neighbors who smoked. Cardinal was directed to advise the owner that the previous smoking rule proposed did not pass and residents were permitted to smoke in the community.

H/O CORES.  
#CV1012635  
SMOKING  
NEIGHBORS

The Directors discussed the previously proposed rule regarding smoking in the community. The Directors advised that there were too many logistical challenges and advised that if a homeowner wanted to draft and submit a proposed rule that would be fair to all residents, that they would review it and make a decision when that time came.

SMOKING RULE  
DISCUSSION

The Directors reviewed the work order report. No action was required.

WORK ORDER  
REPORT

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

SITE INSPECTION  
REPORTS

The Directors discussed wood repair requests. Cardinal was directed to notify Customer Care to exclusively use Accurate Termite and Pest Control.

WOOD REPAIR  
DISCUSSION

A Motion was duly made, seconded, and unanimously carried to add a proposal from OCBS Inc. for roof cleaning to the Agenda. Another Motion was duly made, seconded, and unanimously carried to table the proposal to the January 2020 Meeting and request a revised bid.

OCBS / ROOF  
CLEANING  
PROPOSAL

A Motion was duly made, seconded, and unanimously carried to approve a \$200.00 bonus for the Cardinal staff.

STAFF BONUS

There being no further business, the Meeting was adjourned at 8:15 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 November 19, 2019, as approved by the Board Members in attendance of the Meeting.

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

\_\_\_\_\_  
Date

DRAFT