

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 17, 2021

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Wednesday, November 17, 2021 at Cardinal Property Management, 825 N. Park Center Drive, #101 Santa Ana, CA 92705 and via teleconference, Meeting ID# 991-5288-7456. The President, Jennifer Thomas, called the Meeting to order at 6:35 p.m.

CALL TO
ORDER

Directors Present: Jeff Jones
Marisa Patterson
Logan Stover
Jennifer Thomas

Directors Absent: Berna Valenzuela

Representing Cardinal: April Dana, Account Manager
Theresa Hirschman, CMCA, AMS, PCAM
Senior Account Manager

Others Present: Alex Barragan
Kimberly Johnson
H. Lee
J. and A. Mi
Emily Nguyen
Jacqueline Nguyen
Mayela Ramirez, Phoenix Patrol
Laura Riney
Alex Gamboa Rivera
Matthew Sandoval
Kristina Walker

It was announced the Board met in Executive Session following the Regular Meeting on October 27, 2021 to approve the September 22, 2021 Executive Session Minutes and discuss legal matters.

EXEC. SESS.
ANNOUNCEMENT

The scheduled Hearing was held for the owner with account CV1010221 for failure to remove the potted plant from the common area. 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 directed to notify the owner of the Board's decision.

HEARING
CV1010221

The scheduled Hearing was held for the owner with account CV1010221 for failure to remove the trash in 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 directed to notify the owner of the Board's decision.

HEARING
CV1010221

The scheduled Hearing was held for the owner with account CV1010495 for failure to remove repair/replace the torn window screen. The owner was not present. As the violation had not been corrected and no response had been received, a Motion was duly made, seconded, and unanimously carried to impose a \$200.00 fine in accordance with the Association's Violation and Fine Policy and schedule another Hearing. Cardinal was directed to notify the owner of the Board's decision and schedule a Hearing for the next Meeting.

HEARING
CV1010495

The scheduled Hearing was held for the owner with account CV101198 for failure to remove the items stored in the patio area. 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 directed to notify the owner of the Board's decision.

HEARING
CV1011198

The scheduled Hearing was held for the owner with account CV1012188 for carport damage due to a leak from the unit. The owner was present. The Board requested the owner provide a copy of his receipt for purchase of a new water heater for Board review. As the Board had requested documentation from the owner, a Motion was duly made, seconded, and unanimously carried to table the matter. Cardinal was directed to notify the owner of the Board's decision and schedule another Hearing for the next Meeting.

HEARING
CV1012188

The scheduled Hearing was held for the owner with account CV1014043 for failure to trim trees in the patio area. The owner was not present. As the violation had not been corrected and no response had been received, a Motion was duly made, seconded, and unanimously carried to impose a \$100.00 fine in accordance with the Association's Violation and Fine Policy and schedule another Hearing. Cardinal was directed to notify the owner of the Board's decision and schedule a Hearing for the next Meeting.

HEARING
CV1014043

The scheduled Hearing was held for the owner with account CV1014073 for failure to remove the flag holder attached to the siding. The owner was present. As the violation had been corrected, a Motion was duly made, seconded, and unanimously carried to close the violation. Cardinal was directed to notify the owner of the Board's decision.

HEARING
CV1014073

The scheduled Hearing was held for the owner with account CV1014432 for a noise nuisance. The owner was not present. As there was no verification from the gate attendants, a Motion was duly made, seconded, and unanimously carried to not impose a fine at this time. It was noted another Hearing would be scheduled if another complaint was received. Cardinal was directed to notify the owner of the Board's decision. Additionally, Cardinal was directed to advise the complainant that if the noise nuisance occurred again to contact the gate attendant and invite them into their unit to verify the noise nuisance.

HEARING
CV1014432

The scheduled Hearing was held for the owner with account CV1014490 for failure to paint the screen door. 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 directed to notify the owner of the Board's decision.

HEARING
CV1014490

The scheduled Hearing was held for the owner with account CV1014605 for the incorrect decal placed on the Honda Odyssey. 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 directed to notify the owner of the Board's decision.

HEARING
CV1014605

The scheduled Hearing was held for the owner with account CV1022794 for failure to remove the charcoal barbeque in the patio area. 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 directed to notify the owner of the Board's decision.

HEARING
CV1022794

The scheduled Hearing was held for the owner with account CV102790 for failure to trim the plant material in the patio area. 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 directed to notify the owner of the Board's decision.

HEARING
CV102790

The scheduled Hearing was held for the owner with account CV1023674 for failure to remove the stored items in the patio area. The owner was present and advised all items would be removed the following day. The Board requested the owner provide pictures to Cardinal upon completion of the removal. A Motion was duly made, seconded, and unanimously carried to close the violation if the pictures from the owner were received. Cardinal was directed to advise the owner of the Board's decision.

HEARING
CV1023674

Director Thomas opened the Homeowner Forum.

H/O FORUM

The owner with account CV1021654 was present to discuss the recent break-in, and the owner was advised that the Association was not responsible for personal security. The owner reported that the second shift gate attendants were not calling owners/residents when visitors requested entry, suggested the Board consider a Community Safety Committee, inquired about Neighborhood Watch, and installation of additional lighting in her area. The Board advised they were collaborating with the police to set up the Neighborhood Watch, would meet with the owner so that she could show them what lighting she was suggesting, and Director Jones provided the owner his email address so that they could discuss the Neighborhood Watch further.

CV1021654

The owner with account CV1014614 reported that the gate attendants allowed a Lyft driver entry at 6:00 a.m. without calling first.

CV1014614

The owner with account CV1014397 was present to request a waiver of a fine. Cardinal was requested to include this on the next Meeting agenda.

CV1014397

The owner with account CV1014472 was the party that was broken into and thanked Ms. Hirschman for her assistance in getting approval for installation of cameras, suggested that the cameras at the entrance gate be upgraded, advised that she had requested additional patrols from the police department, and stated that the gate attendants needed to focus on who enters the community.

H/O FORUM
CONTINUED
CV1014472

The owner with account CV1012708 reported that they had the same issues with the gate attendants not calling before allowing entry to visitors.

CV1012708

The owner with account CV1024321 inquired on how to report a complaint. The Board advised the owner to use the Homeowner Portal to submit their complaint.

CV1024321

The owner with account CV1022790 was present, as she had a Hearing scheduled. The owner stated the violation was corrected. The Board advised the owner the Hearing had been held and requested the owner submit pictures of the corrected violation and a request for waiver of the fine that would be reviewed at the next Meeting.

CV1022790

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

H/O FORUM
CLOSED

Mayela Ramirez of Phoenix Patrol was present to provide the gate attendant report. The Directors discussed with Ms. Ramirez the reports received during the Homeowner Forum. Ms. Ramirez advised they had met with the gate attendants to address these issues and would meet again with them. Director Patterson reported that she had experienced the same issue with guests arriving without her knowledge. Ms. Ramirez also advised that the gate attendant that was parking in the fire lane behind the gate house had stopped parking there.

PHOENIX
PATROL

Cardinal was requested to send a broadcast email to all owners and residents advising that they needed to call the gate attendants and advise them when they had a guest, contractor, car service, food delivery, etc. arriving.

BROADCAST
EMAIL/GUESTS

There was no report from the Pool Committee.

POOL COMM.

The Directors reviewed the Landscape Committee Report. No action was required.

LAND. COMM.

There was no report from the Website Committee.

WEBSITE COMM.

There was no report from the Architectural Committee.

ARCH. COMM.

There was no report from the Maintenance Committee.

MAINT.COMM.

A Motion was duly made, seconded, and unanimously carried to approve the Minutes of the October 25, 2021 Regular Meeting, as presented.

APPROVAL OF
MINUTES

The Directors confirmed the monthly review of the Financial Statement. A Motion was duly made, seconded, and unanimously carried to accept the October 2021 Financial Statement as submitted, subject to audit.

FINANCIAL
REVIEW

The Directors reviewed the Aging Report. No action was required.

AGING REPORT

A Motion was duly made, seconded, and unanimously carried to accept the audit proposal from Inouye, Shively, Klatt, and McCorvey to perform the 2020-2021 Audit and prepare the tax returns, at a total cost of \$1,100.00. Cardinal was directed to advise Inouye, Shively, Klatt, and McCorvey of the Board's decision.

2020-2021
AUDIT &
TAX RETURN

The Directors reviewed the update from Ross Construction Management. A Motion was duly made, seconded, and unanimously carried to table the update to the January 2022 Meeting.

PROJECT
MANAGER

The Directors discussed the location of the address numbers for the town homes. A Motion was duly made, seconded, and unanimously carried to confirm that the address numbers on the town home units must be placed on the fascia and were to be black in color.

TOWN HOME
ADDRESS
NUMBERS

The Directors discussed the key fob system. April Dana reported that in the last three years two access panels had been replaced, there was a total of six access panels, and one panel was currently going out. Cardinal was requested to obtain a proposal from a different company to evaluate the key fob system and provide a report.

KEY FOB
SYSTEM

The Directors reviewed the proposal from PCW Contracting Services, the contract with OCBS, and a spreadsheet provided by Cardinal of the OCBS maintenance agreement cost to date. A Motion was duly made and seconded to approve the maintenance agreement from PCW Contracting Services. The Motion failed as there were two in favor and two opposed. A Motion was duly made, seconded, and unanimously carried to give OCBS a thirty-day notice terminating the current maintenance contract, to not have a maintenance service contract, and to use PCW Contracting Services as the preferred vendor for maintenance on an as needed basis.

PCW
CONTRACTING
SERVICES/OCBS
MAINTENANCE
AGREEMENT

The Directors reviewed the proposals from OCBS and PCW Contracting Services for deck coating and balcony repairs at 12651 Briarglen Loop Unit D. A Motion was duly made, seconded, and unanimously carried to approve the proposal from PCW Contracting Services at a cost of \$3,065.00. The cost was to be charged to reserves. Cardinal was directed to advise OCBS, PCW Contracting Services, and the unit owner of the Board's decision.

PCW
12651 BRIAR-
GLEN LOOP
UNIT D
BALCONY &
DECK

A Motion was duly made, seconded, and unanimously carried to table the street sweeping proposal and new service agreement from Sun Sweeping to the January 2022 Meeting.

STREET
SWEEPING

A Motion was duly made, seconded, and unanimously carried to table the document scanning proposal to the January 2022 Meeting.

DOCUMENT
SCANNING

The Directors reviewed the proposals from Alera Group, LaBarre/Oksnee Insurance, and Segal Insurance for the Association's insurance renewal. A Motion was duly made, seconded, and unanimously carried to approve the proposal from Alera Group at a total annual premium of \$78,127.00 for the Association's property and liability, Directors and Officers, fidelity bond, umbrella, and workers' compensation policies, effective December 9, 2021 to December 9, 2022. Cardinal was directed to advise all bidders of the Board's decision.

ASSOCIATION
INSURANCE
RENEWAL

The Directors discussed the City of Stanton's decision to install diagonal parking on Village Center Drive. Director Jones agreed to draft a letter to the City regarding their opposition and reasons for the opposition to the City of Stanton for Board review.

CITY OF
STANTON
VILLAGE CENTER
DRIVE/
DISTRICTING

The Directors reviewed the information provided by the City of Stanton regarding redistricting. Cardinal was requested to send a letter to the City of Stanton advising that the Association did not want to be split into two different districts.

Additionally, a Motion was duly made, seconded, and unanimously carried to approve having Cardinal send a broadcast email to the membership advising of the City of Stanton's plan to split the Association into two different districts and request that owners send a letter to the City of Stanton opposing their plan.

BROADCAST
EMAIL
DISTRICTING

The Directors discussed the south gate entrance. Cardinal was requested to obtain proposals for installation of a gate arm/bar at each entrance that closed after each vehicle. The proposal was to be itemized indicating the cost for each entrance.

PROPOSAL
REQUESTS
GAR ARM/BAR

It was noted that the 2022 Annual Meeting would be held on April 27, 2022. A Motion was duly made, seconded, and unanimously carried to set the record date as March 28, 2022.

ANNUAL MTG./
RECORD DATE

Cardinal was directed to contact the owner, Corrine Byrne, who served as Inspector of Election for the 2021 Annual Meeting and inquire if she would serve again for the 2022 Annual Meeting.

2022 INSP.
OF ELECTION

The Directors reviewed the correspondence from the owner with account CV1021899. It was noted that the owner had been advised that the Association was not responsible for personal security. No further action was required.

HO CORRES.
CV1021899

The Directors reviewed the correspondence from the owner with account CV1014397 regarding the cameras at the entrance gates. Cardinal was directed to advise the owner that proposals would be requested for upgraded cameras.

HO CORRES.
CV1014397

Cardinal was directed to request proposals for upgraded cameras at the entrance gates.

CAMERA
PROPOSAL
REQUESTS

The Directors reviewed the request from the property manager for the owners with accounts CV1011409 and CV1011132 for reimbursement of excess water usage due to main line leaks. A Motion was duly made, seconded, and unanimously carried to table this matter to the January 2022 Meeting. Cardinal was directed to advise the owners of the Board's decision.

HO CORRES.
CV1011409/
CV1011132

The Directors reviewed the request from the owner with account CV1014261 for reimbursement of the excess water usage and excess gas usage due to a mainline water leak. A Motion was duly made, seconded, and unanimously carried to approve reimbursement for the excess water usage in the amount of \$97.18. A Motion was duly made, seconded, and unanimously carried to table the request for reimbursement of excess gas usage for further research. Cardinal was directed to process the reimbursement for payment and advise the unit owner of the Board's decision. Cardinal was also directed to verify the owner's statement regarding the excess gas usage with the Association's plumber and include this matter on the January 2022 agenda.

HO CORRES.
CV1014261

The Directors reviewed the correspondence from the owner with account CV1014302 regarding a violation letter they had received for their screen door that was installed without an architectural application. A Motion was duly made, seconded, and carried to follow the violation process and advise the owner an after the fact architectural application needed to be submitted. Director Thomas was opposed. Cardinal was directed to advise the unit owner of the Board's decision.

HO CORRES
CV1014302

The Directors reviewed the request from the owner with account CV1010786 for reimbursement of the excess water usage due to a mainline water leak. A Motion was duly made, seconded, and unanimously carried to approve reimbursement in the amount of \$150.00. Cardinal was directed to process the reimbursement for payment and advise the unit owner of the Board's decision.

HO CORRES.
CV1010786

The Directors reviewed the request from the owner with account CV1012808 for a fine waiver. As the architectural application had been submitted, a Motion was duly made, seconded, and unanimously carried to approve the owner's request for a fine waiver in the amount of \$100.00. Cardinal was directed to process the waiver and advise the unit owner of the Board's decision.

HO CORRES.
CV1012808

The Directors reviewed the correspondence from the owner with account CV1014974 regarding a neighbor smoking complaint. Cardinal was directed to advise the owner the Board had reviewed their correspondence, to thank the owner for reporting this, and to advise the owner that the Board would monitor the situation.

HO CORRES.
CV1014974

The Directors reviewed the correspondence from the owner with account CV1014974 regarding a neighbor's dog complaint. Cardinal was directed to advise the owner the Board had reviewed their correspondence, to thank the owner for reporting this, and to advise the owner that the Board would monitor the situation.

HO CORRES.
CV1014974

The Directors reviewed the proposed rule regarding scooters and a proposed rule regarding bicycles submitted by the owner with account CV1015011. A Motion was duly made, seconded, and unanimously carried to deny the owner's request for the proposed rules. Cardinal was directed to advise the owner of the Board's decision.

HO CORRES.
CV1015011

The Directors reviewed the violation response received from the owner with account CV1019786. Cardinal was directed to advise the owner the Board thanked the owner for their comments.

HO CORRES.
CV1019786

The Directors reviewed the correspondence from the owner with account CV1021335 requesting the waiver of fees and for a payment extension. A Motion was duly made, seconded, and unanimously carried to approve waiver of interest and late charges if the owner's account was paid in full by December 31, 2021. Cardinal was directed to advise the owner of the Board's decision.

HO CORRES.
CV1021335

The Directors reviewed the request from the owner with account CV1022794 for reimbursement of the excess water usage due to a mainline water leak. A Motion was duly made, seconded, and unanimously carried to approve reimbursement in the amount of \$110.00. Cardinal was directed to process the reimbursement for payment and advise the unit owner of the Board's decision.

HO CORRES.
CV1022794

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

WO/SI
REPORTS

A Motion was duly made, seconded, and unanimously carried to give April Dana and Theresa Hirschman a holiday gift in the amount of \$150.00 each.

HOLIDAY GIFTS

There being no further business, the Meeting was adjourned at 8:12 p.m. to the Executive Session.

ADJOURN TO
EXEC. SESS.

Submitted by: Theresa Hirschman, CMCA, AMS, PCAM, Senior Account Manager

SUBMITTED

ATTEST:

ATTEST

Jennifer Thomas, President

Date

SECRETARY CERTIFICATION

**SECRETARY
CERTIFICATION**

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 17, 2021, as approved by the Board Members in attendance of the Meeting.

Marisa Patterson, Secretary

Date