

CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
OCTOBER 27, 2021

The Regular Meeting of the Board of Directors of the Crosspointe Village Homeowners Association was held on Wednesday, October 27, 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 6:31 p.m.

CALL TO  
ORDER

Directors Present: Marisa Patterson  
Logan Stover  
Jennifer Thomas  
Berna Valenzuela

Directors Absent: Jeff Jones

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

Others Present: Michael Capparelli  
Carlos Farfan – Pilot Painting  
Justin Koch – Ross Construction Management  
Melody Padilla Nguyen  
Amanda Om – PCW Contracting Services  
Mayela Ramirez, Phoenix Patrol  
Renter – 12671 Briarglen Loop #E  
Renter – 12680 Briarglen Loop #M  
Laura Riney  
Matthew Sandoval  
Sarah Solarez

It was announced the Board met in Executive Session following the Regular Meeting on September 22, 2021 to approve the August 25, 2021 Executive Session Minutes and discuss legal matters.

EXEC. SESS.  
ANNOUNCEMENT

A Motion was duly made, seconded, and unanimously carried to move agenda items X-K Maintenance Contract and VIII-A Project Manager Report before the scheduled Hearings.

AGENDA  
CHANGE

Amanda Om from PCW Contracting was present to answer the Board's questions regarding the proposed maintenance contract. After Ms. Om left the Meeting, the Directors requested that Cardinal provide a cost summary for the maintenance contract currently with OCBS for review at the next Meeting. Further discussion on the maintenance contract was tabled to the next Meeting.

PCW  
CONTRACTING  
SERVICES

Justin Koch of Ross Construction Management and Carlos Farfan of Pilot Painting were present to discuss and update the Board on the wood and paint project. After a lengthy discussion, the following Motions were made:

WOOD & PAINT  
PROJECT

A Motion was duly made, seconded, and unanimously carried to approve replacement of the trash enclosure doors per the matrix and to approve the mounting recommendations as follows: option two for trash enclosures #5, #7, #9 & #12 and option three for trash enclosures #1, #2, #6, & #8, at a total cost not to exceed \$8,525.00. The cost was to be charged to reserves.

WOOD & PAINT  
PROJECT  
CONTINUED

A Motion was duly made, seconded, and unanimously carried to approve the Townhome wood replacement matrix.

A Motion was duly made, seconded, and unanimously carried to approve the carport ceiling repair at a total cost of \$300.00. The cost was to be charged to reserves.

It was noted the resident of Unit L refused to allow Pilot Painting to paint the white trim and top cap on the deck. The Directors instructed Pilot Painting to paint the trim and top cap the same as all other trim and top caps. Cardinal was directed to obtain the full address for Unit L and advise the owner that the top cap and trim would be painted.

The Directors instructed Ross Construction Management to have the satellite dish and cable on Unit B removed.

A Motion was duly made, seconded, and unanimously carried to approve the holiday schedule for Pilot Painting as follows: November 25, 2021 and November 26, 2021 for Thanksgiving, December 24, 2021 and December 25, 2021 for Christmas, and December 31, 2021 and January 1, 2022 for New Year's Eve and New Year's Day.

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 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  
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 \$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  
CV1010495

The scheduled Hearing was held for the owner with account CV1010805 for a noise nuisance. The owner was not present. The renter was present. As no other reports had been received, a Motion was duly made, seconded, and unanimously carried to impose a one-time \$100.00 fine in accordance with the Association's Violation and Fine Policy. 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.

HEARING  
CV1010805

The scheduled Hearing was held for the owner with account CV1011049 for leaving a mess in the pool restroom and to deactivate the owner's key fob. The owner was not present. As no other reports had been received, a Motion was duly made, seconded, and unanimously carried to impose a one-time \$100.00 fine in accordance with the Association's Violation and Fine Policy and to deactivate the owner's key fob. 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.

HEARING  
CV1011049

The scheduled Hearing was held for the owner with account CV1011809 for utilizing the patio for storage. The owner was present. A Motion was duly made, seconded, and unanimously carried to close the violation, as the matter had been corrected. Cardinal was directed to notify the owner of the Board's decision.

HEARING  
CV1011809

The scheduled Hearing was held for the owner with account CV1012185 for failure to remove the chalk on the sidewalk. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation, as the matter had been corrected. Cardinal was directed to notify the owner of the Board's decision.

HEARING  
CV1012185

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 to report there was no leak. A Motion was duly made and seconded to not charge the owner, and close the violation. AS Directors Patterson and Valenzuela were opposed the Motion failed. A Motion was duly made and seconded to impose a fine and request the owner provide documentation that there was no leak and that the owner had replaced the water heater two years ago as stated. As Directors Thomas and Stover were opposed the Motion failed. Therefore, a Motion was duly made, seconded, and unanimously carried to table the Hearing to the next Meeting. Cardinal was directed to notify the owner of the Board's decision and schedule a Hearing for the next Meeting.

HEARING  
CV1012188

The scheduled Hearing was held for the owner with account CV1014043 for failure to trim the tree/plants. 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. 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  
CV1014073

The scheduled Hearing was held for the owner with account CV1014432 for a nuisance. The owner was present. The Directors reviewed the owner's written response. As no other reports had been received, a Motion was duly made, seconded, and unanimously carried to hold the violation in abeyance. 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.

HEARING  
CV1014432

The scheduled Hearing was held for the owner with account CV1014509 for failure to submit an architectural application for the front light fixture. The owner was not present. As the architectural application had been submitted, a Motion was duly made, seconded, and unanimously carried to close the violation, as the matter had been corrected. Cardinal was directed to notify the owner of the Board's decision.

HEARING  
CV1014509

The scheduled Hearing was held for the owner with account CV1014605 for the use of an incorrect decal. 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, schedule a Hearing for the next Meeting, and advise Phoenix Patrol to ticket and tow the vehicle in accordance with the Association's Parking Rules.

HEARING  
CV1014605

The scheduled Hearing was held for the owner with account CV1014680 for the unapproved light fixture. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation, as the matter had been corrected. Cardinal was directed to notify the owner of the Board's decision.

HEARING  
CV1014680

The scheduled Hearing was held for the owner with account CV1015040 for failure to clean up pet waste. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation, as the matter had been corrected. Cardinal was directed to notify the owner of the Board's decision.

HEARING  
CV1015040

The scheduled Hearing was held for the owner with account CV1019548 for a noise nuisance. The owner was not present. The renter was present. As no other reports had been received, a Motion was duly made, seconded, and unanimously carried to impose a one-time \$100.00 fine in accordance with the Association's Violation and Fine Policy. 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.

HEARING  
CV1019548

The scheduled Hearing was held for the owner with account CV1021976 for failure to remove the flag holder. The owner was not present. A Motion was duly made, seconded, and unanimously carried to close the violation, as the matter had been corrected. Cardinal was directed to notify the owner of the Board's decision.

HEARING  
CV1021976

The scheduled Hearing was held for the owner with account CV1022794 for failure to remove the charcoal barbecue. 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  
CV1022794

The scheduled Hearing was held for the owner with account CV1023674 for utilizing the patio for storage. 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  
CV1023674

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

H/O FORUM

Mayela Ramirez of Phoenix Patrol was present to provide the gate attendant report.

PHOENIX  
PATROL  
POOL COMM.

There was no report from the Pool Committee.

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

LAND. COMM.

A Motion was duly made, seconded, and unanimously carried to table proposal 7602 from Las Flores Landscape, Inc. to trim three Carrotwood trees at 12660 Briarglen Loop, Unit M. Cardinal was requested to obtain the following additional information from Las Flores: were these three trees a hazard, when were the trees last trimmed, and when was the next community tree trimming scheduled.

LAS FLORES  
LANDSCAPE  
TREE TIMMING  
PROPOSAL

A Motion was duly made, seconded, and unanimously carried to approve proposal 7613 from Las Flores Landscape, Inc. for the annual tree trimming, at a total cost of \$24,165.00. The cost was to be charged to operating.

ANNUAL  
TREE  
TRIMMING

There was no report provided by the Website Committee.

WEBSITE COMM.

There was no report provided by the Architectural Committee.

ARCH. COMM.

A Motion was duly made, seconded, and unanimously carried to ratify the Maintenance Committee's approval of the proposal from W.C. Friend to replace the access panel at a total cost of \$2,625.81. The cost was to be charged to reserves.

MAINT.COMM.

A Motion was duly made, seconded, and unanimously carried to approve the Minutes of the September 22, 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 September 2021 Financial Statement as submitted, subject to audit.

FINANCIAL  
REVIEW

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

AGING REPORT

The Directors reviewed the proposals from A&D Fire and OCBS for carport fire sprinkler covers. A Motion was duly made, seconded, and unanimously carried to table the proposals to the February 2022 Meeting.

CARPORT FIRE  
SPRINKLER  
COVER  
PROPOSALS

The Directors reviewed the proposed Dispute Resolution Policy and the owners' comments that had been submitted. A Motion was duly made, seconded, and unanimously carried to adopt the Dispute Resolution Policy as prepared. Cardinal was directed to obtain a final copy of the policy from the Association's attorney and advise the membership the policy had been adopted and was effective immediately.

DISPUTE  
RESOLUTION  
POLICY  
APPROVED

The attic termite inspection discussion was tabled to the January 2022 Meeting.

ATTIC TERMITE  
INSPECTIONS

The Directors reviewed the proposals from The Bee Man for wasp nest removal on ten buildings and throughout the community. A Motion was duly made, seconded, and unanimously carried to table the proposals to the next Meeting. Cardinal was requested to provide the Board with a list of the ten building addresses for review at the next Meeting.

THE BEE MAN  
PROPOSALS

The Directors reviewed the proposal from PCW Contracting Services. A Motion was duly made, seconded, and unanimously carried to approve the proposal from PCW Contracting Services to replace the guardrail post and resurface the entry deck at 12654 Scottsdale Unit H, at a cost of \$3,060.00. The cost was to be charged to reserves. Cardinal was directed to advise PCW Contracting Services and the unit owner of the Board's decision.

PCW  
12654 SCOTTSDALE UNIT H  
POST & DECK

The Directors reviewed the proposals from OCBS, Concrete Hazard Solutions and PCW Contracting Services for sidewalk repairs at 12640 Briarglen Loop Unit H. A Motion was duly made, seconded, and unanimously carried to approve the proposal from PCW Contracting Services to repair the sidewalk at 12640 Briarglen Loop Unit H, at a cost of \$1,585.00. The cost was to be charged to operating. Cardinal was directed to advise all bidders and the unit owner of the Board's decision.

PCW  
12640 BRIARGLEN LOOP  
UNIT H  
SIDEWALK

The Directors reviewed the proposals from Concrete Hazard Solutions and PCW Contracting Services for sidewalk replacement at 7770 Youngdale. A Motion was duly made, seconded, and unanimously carried to approve the proposal from PCW Contracting Services to replace the sidewalk at 7770 Youngdale, at a cost of \$1,980.00. The cost was to be charged to operating. Cardinal was directed to advise all bidders and the unit owner of the Board's decision.

PCW  
7770  
YOUNGDALE  
SIDEWALK

The Directors reviewed the proposals from Concrete Hazard Solutions and PCW Contracting Services to remove and replace concrete entry steps at 12680 Briarglen Loop Unit A. A Motion was duly made, seconded, and unanimously carried to approve the proposal from PCW Contracting Services to remove and replace concrete entry steps at 12680 Briarglen Loop Unit A, at a cost of \$1,745.00. The cost was to be charged to operating. Cardinal was directed to advise all bidders and the unit owner of the Board's decision.

PCW  
12680 BRIAR-  
GLEN LOOP  
UNIT A  
CONCRETE  
STEPS

The Directors reviewed and tabled the proposals from OCBS for deck coating at 12620 Briarglen Loop Unit B and 12651 Briarglen Loop Unit D to the next Meeting. Cardinal was directed to request proposals from PCW Contracting Services.

12620/12651  
BRIARGLEN  
DECKS -TABLED

Review of the proposal from PCW Contracting Services to repair the planter top cap on the short pony walls throughout the community was tabled to the next Meeting, as additional proposals were pending.

TOP CAPS  
PONY WALLS

The discussion in regard to the address numbers for the townhomes was tabled. It was noted that the two inch or three inch black vinyl unit letters for the condominiums to be placed on the porch light were approved.

ADDRESS  
NUMBERS &  
UNIT LETTERS

A Motion was duly made, seconded, and unanimously carried to deny the proposal from Trees of Light for installation of a Holiday Display.

TREES OF  
LIGHT

The Directors discussed the key fob system. Cardinal was requested to research the warranties on the access panels and provide dates when the panels had been replaced in the last three years.

KEY FOB  
SYSTEM

A Motion was duly made, seconded, and unanimously carried to deny the proposal from Granite Solutions.

GRANITE  
SOLUTIONS

The Directors discussed the street sweeping of the community. April Dana from Cardinal advised that proposals for this service had been requested.

STREET  
SWEEPING

A Motion was duly made, seconded, and unanimously carried to change the November Meeting from November 24, 2021 to November 17, 2021 due to Thanksgiving and to not hold a December Meeting due to the Christmas holiday.

NOVEMBER &  
DECEMBER  
MEETINGS

The Directors reviewed the violation response from the owner with account CV1019786. No action was required.

HO CORRES.  
CV1019786

The Directors reviewed the correspondence from the owner with account CV1014302 regarding their screen door. No action was required.

HO CORRES.  
CV1014302

The Directors reviewed the correspondence from the owner with account CV102937 requesting the waiver of fines. A Motion was duly made, seconded, and unanimously carried to deny the owner's fine request, as the fines had been imposed in accordance with the Association's Violation and Fine Policy.

HO CORRES.  
CV102937

The Directors reviewed the request from the owner with account CV1014447 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 \$40.00. Cardinal was directed to process the reimbursement for payment and advise the unit owner of the Board's decision.

HO CORRES.  
CV1014447

The Directors reviewed the request from the owner with account CV1010237 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 \$113.29. Cardinal was directed to process the reimbursement for payment and advise the unit owner of the Board's decision.

HO CORRES  
CV1010237

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 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 \$40.00. Cardinal was directed to process the reimbursement for payment and advise the unit owner of the Board's decision.

HO CORRES.  
CV1012808

The Directors reviewed the request from the owner with account CV1022794 for reimbursement of the excess water usage due to a mainline water leak. Cardinal was directed to advise the owner their request had been tabled as the owner needed to provide the amount of the reimbursement that they were requesting.

HO CORRES.  
CV1022794

The Directors reviewed the correspondence from the owner with account CV1014770 requesting a ban on the use of gas blowers. Cardinal was directed to advise the owner the Board had reviewed their correspondence regarding use of gas blowers and to thank the owner for voicing their concerns.

HO CORRES.  
CV1014770

The Directors reviewed the correspondence from the owner with account CV1014125 requesting the waiver of a fine. A Motion was duly made, seconded, and unanimously carried to deny the owner's fine request, as the fine had been imposed in accordance with the Association's Violation and Fine Policy.

HO CORRES.  
CV1014125

The Directors reviewed the correspondence from the owner with account CV1014465 requesting that flag holders be allowed. A Motion was duly made, seconded, and unanimously carried to not allow flag holders. Cardinal was directed to advise the owner of the Board's decision and to thank the owner for their correspondence.

HO CORRES.  
CV1014465



The Directors reviewed the architectural application submitted by the owner with account CV1014509. A Motion was duly made, seconded, and unanimously carried to forward the architectural application to the Architectural Committee.

HO CORRES.  
CV1014509

The Directors reviewed the correspondence from the owner with account CV1015011 requesting the Board consider a Scooter Rule. Cardinal was directed to advise the owner the Board had reviewed their correspondence and advise that the owner could draft and submit a proposed rule for Board consideration. Cardinal was also directed to thank the owner for their correspondence.

HO CORRES.  
CV1015011

The Directors reviewed the correspondence from the owner with account CV1014261 requesting reimbursement for bills and damaged glasses related to a trip and fall. Cardinal was directed to request additional information from the owner regarding the visits to the doctor. It was noted that a release of liability would be needed.

HO CORRES.  
CV1014261

The Directors reviewed the correspondence from the owner with account CV1014302 regarding their black screen door. This item was tabled to the next Meeting.

HO CORRES  
CV1014302

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

WO/SI  
REPORTS

There being no further business, the Meeting was adjourned at 8:14 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**

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 October 27, 2021, as approved by the Board Members in attendance of the Meeting.

SECRETARY  
CERTIFICATION

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

\_\_\_\_\_  
Date