

MINUTES
GENERAL SESSION
BOARD OF DIRECTORS MEETING
WOODFIELD COMMUNITY ASSOCIATION
A California Nonprofit Corporation

NOVEMBER 15, 2021

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the clubhouse bulletin board at least four (4) days prior to the General Session of the Board of Directors of Woodfield Community Association held on the above date **via Zoom**.

Roll Call

A quorum of the Board (Five Directors per Bylaws) was established with the following Directors in attendance:

Directors Present: Javier Lopez, Vice President
 Shelli Sheppler, Secretary
 Jasmine Muolo, Treasurer

Directors Absent: Michael Beaver, President
 Ryan Griffin, Member at Large

Others Present: Maggie Rahm, CMCA®, Director of Community Management, Optimum Professional Property Management, Inc.

Executive Session Disclosure

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on **November 15, 2021 from 6:41 p.m. to 7:01 p.m.** for the following items:

- Delinquencies: A/R Aging 09/30/21
- Legal: Sifi Easement Contract and Information
- Hearings: None
- Minutes: Executive Session 10/18/21

Call to Order General Session

Vice President and Presiding Chair, **Javier Lopez** called the General Session of the Board of Directors to order **following Executive Session at 7:02 p.m.**

Homeowner Open Forum

In accordance with State Statute, the homeowners present were given an opportunity to address the Board of Directors. The following items were presented:

- Termites in the Community
- Fence/Patio - Wood

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the October 12, 2021 amended General Session of the Board of Director.

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the October 18, 2021 General Session of the Board of Directors as written.

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Treasurer's Reports / Financials

A motion was made, seconded, and unanimously carried to ACCEPT the financial statement(s) and reconciled bank statements for period(s) ending 09/31/21 as presented, subject to audit/review at fiscal year-end by CPA. Furthermore, the Board directed Management to investigate the water bills as they have been extremely high.

Optimum Professional Property Management Invoice

The Board reviewed the October invoice for Management. No action required.

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/22 to 12/31/23

The Board reviewed proposed budget #1 prepared 08/27/21 for fiscal year 01/01/22 to 12/31/23 with an increase in assessments of \$10.00 (3.55%) from \$282.00 to \$292.00 per unit/home per month and monthly funding to reserves of \$14,614.42 per the reserve study **update** by Foresight Financial Services dated 05/10/21 with reserves funded at 71% at beginning of new fiscal year and 82% in five (5) years. A motion was made, seconded, and unanimously carried to APPROVE a budget revised by the Board of Directors for fiscal year 01/01/22 to 12/31/22 with assessments increasing to \$295.00 per unit/home per month and monthly funding to reserves of \$15,103.36 which is more than the amount recommended of \$14,614.42 in the reserve study **update** by Reserve Data Analysis dated 05/10/21.

NOTE: The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/22 to 12/31/22 to repair any major common area components or to fund the reserves.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

CD Maturity

A motion was made, seconded, and unanimously carried APPROVE withdrawing funds in the Certificate of Deposit at Banc of Ca Reserve Account GL #15015 in the amount of \$133,770.63 plus interest maturing November 29, 2021 and depositing the funds in a new Certificate of Deposit at Alliance Association Bank for a two (2) year term at the best available rate.

Furthermore, Management will send signature cards to Board Member Shelli Sheppler to circulate amongst the Board for signatures.

Merrill Lynch Investment Account

The Board reviewed the Merrill Lynch Investment Account and asked Management to look into signature cards that were signed and sent back.

Aquatic Balance Proposal

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Aquatic Balance, Inc. dated 11/8/21 for preventative maintenance and supplies to the community pool and spa for \$949.93 to be paid from Operating G/L #55300 (Pool/Spa: Supplies).

Gas Easement Discussion

The Gas Company was present to discuss the need for an easement to replace gas pipes throughout the community. Management was directed to obtain additional information via email from the gas company and present it to the Board at their January meeting.

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Change January Meeting Date Due to MLK Day Holiday

The Board discussed changing the dates for the next couple of meetings in observance of MLK Day in January of 2022. Both January and February meetings dates have been moved to January 24th, 2022 and February 28th, 2022 since both the normal January and February meeting dates land on holidays.

Landscape

No action required.

New Business

Board Member Reimbursement – On site Landscape Employee Bonus

A motion was made, seconded, and unanimously carried to APPROVE the request for reimbursement from Board Member, Michael Beaver, for the purchase of a gift card for the onsite landscape employee for \$100.00 to be paid from Operating G/L 8495 (Operating Contingency).

Patrol Company

The Board instructed Management to request proposals for patrol companies to be reviewed at the next meeting if possible.

Adopt Rules & Regulations

After having given twenty-eight (28) day notice and consideration of comments made by the Membership, a motion was made, seconded, and unanimously carried to ADOPT the BBQ rules previously posted to the Membership on 10/15/21 effective this date.

Next Meeting

NOTE: Board of Directors meetings are held monthly except no meeting is held in December. The Annual Membership Meeting and Election is held on the 3rd Monday in March at 6:30 p.m.

The next meeting of the Board of Directors is scheduled for **Monday, January 24th, 2022** at 6:30 p.m. Executive Session and 6:45 p.m. General Session at the Community Clubhouse (subject to change).

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **8:37 p.m.**

SECRETARY’S CERTIFICATE

shelli sheppler

I, _____, Secretary of Woodfield Community Association appointed and certified does hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date as approved by the Board of Directors of Woodfield Community Association.

ATTEST:

DocuSigned by:
Shellie Sheppler

4/26/2022

Appointed Secretary

Dated