

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

JANUARY 28, 2019

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 at the onsite community clubhouse, Placentia, California.

Roll Call

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

Directors Present: Michael Beaver, President
 Javier Lopez, Vice President
 Shelli Sheppler, Secretary
 Ryan Griffin, Treasurer
 Jasmine Muolo, Member at Large

Directors Absent: None

Others Present: Jeff Weber, CMCA[®], 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 January 28, 2019 from 6:30 p.m. to 6:45 p.m. for the following items:

- Delinquencies: A/R Aging Report 12/31/18, Attorney Status Reports
- Minutes: Executive Session 11/19/18

Call to Order General Session

President and Presiding Chair, Michael Beaver, called the General Session of the Board of Directors to order following Executive Session at 6:45 p.m.

Homeowner Open Forum

In accordance with State Statute, the homeowners present were given an opportunity to address the Board of Directors. No items were presented.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the November 19, 2018 General Session of the Board of Directors as written.

Treasurer's Report / Financials

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 11/30/18 as presented, subject to audit/review at fiscal year-end by CPA.

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 12/31/18 as presented, subject to audit/review at fiscal year-end by CPA.

Furthermore, a motion was made, seconded and unanimously carried to transfer funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the total amount of \$50,000.00 to NCB to be deposited in a twelve (12) month Certificate of Deposit at the best available rate.

Optimum Professional Property Management Invoice

The Board reviewed the January 2019 invoice for Management. No action required.

Alliance Bank CD Maturing 03/02/19

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Alliance Bank, Reserve Account G/L #1529 in the amount of \$130,494.41 plus interest maturing 03/02/19 for a term of twelve (12) months at the best available rate.

February 2019 Meeting Date

A motion was made, seconded and unanimously carried to APPROVE the February 2019 Meeting of the Board of Directors to be held on Monday, February 25, 2019 at 6:30 at the Community Clubhouse.

CPR Construction Invoice #24213 – Damaged Block Wall – Community Entrance

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #24213 from CPR Construction dated 01/08/19 to repair the damaged block wall due to the vehicle accident at the community entrance for \$6,577.00 to be paid from Reserves G/L #3300 (Contingency).

24 HRC Invoice #30800 – Emergency Response Service - 2370 Chinook Dr

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from 24 HRC dated 11/27/18 for emergency response services at 2370 Chinook Dr for \$1,395.04 as the repairs are homeowner responsibility.

Greater Pacific Roofing Proposal – Roof Leak – 242 Allegheny Way

A motion was made, seconded and unanimously carried to APPROVE the proposal from Greater Pacific Roofing dated 01/22/19 to repair the roof leak at 242 Allegheny Way for \$3,975.00 to be paid from G/L #3300 (Contingency).

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 \$103.00 to be paid from Operating G/L 8495 (Operating Contingency).

New Homeowner Welcome Package (Escrow)

A motion was made, seconded and unanimously carried to TABLE the “New Homeowner Welcome Package” prepared by Management that is distributed to new homeowners through escrow until Management updates the welcome letter with a correction to contact the Placentia Police Department, add the full website address for the location of the clubhouse rental form, the trash pick-up day following a Thursday Holiday and adding the safelist and parking rules.

Annual Certified Manager Disclosure

The following information is provided in accordance with California Business and Professions Code §11502:

- Jeff Weber has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from Community Associations Institute, Inc. (CAI) on 03/01/16; my certification is current and is in good standing. CAI’s telephone number is (714) 479-1022 and is located at 1971 E 4th Street, Suite 280, Santa Ana, CA 92705-3917.
- The location of my principal office is Optimum Professional Property Management, Inc. (ACMF), 230 Commerce, Suite 250, Irvine, CA 92602.
- I do hold an active Real Estate License.
- The fidelity insurance of the management firm does cover the operating and reserve funds of your association.

Establish Goals for 2019

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The Board established the following goals for 2019:

- Complete Clubhouse Renovation with Cabinet, TV and Refrigerator
- Garage Sale to be held on June 1st
- Community BBQ to held on July 27th

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 8:00 p.m.

The next meeting of the Board of Directors is scheduled for Monday, February 25, 2019 at 6:30 p.m. Executive Session and 7:00 p.m. General Session at the community clubhouse, Placentia, California.

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 7:38 p.m.

SECRETARY'S CERTIFICATE

I, Shelli Suppler, 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:


Appointed Secretary

2/25/19
Dated