

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

FEBRUARY 25, 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: Javier Lopez, Vice President
 Shelli Sheppler, Secretary
 Ryan Griffin, Treasurer
 Jasmine Muolo, Member at Large

Directors Absent: Michael Beaver, President

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 February 25, 2019 from 6:38 p.m. to 6:50 p.m. for the following items:

- Delinquencies: A/R Aging Report 01/31/19, Attorney Status Reports, Interim Payment
- Minutes: Executive Session 01/28/19

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 6:50 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 January 28, 2019 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 01/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

Reserve Study Proposals FY 01/01/20 to 12/31/20

A motion was made, seconded and unanimously carried to APPROVE the proposal from Foresight Financial Services dated 02/01/19 for an onsite reserve study for fiscal year 01/01/20 to 12/31/20 for \$1,275.00.

Draft Audit FYE 12/31/18

The Board reviewed four (4) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Inouye, Shively & Klatt dated 07/25/18 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/18 for \$900.00.

Ben's Asphalt Proposal – Asphalt Repairs – Parking Lot

A motion was made, seconded and unanimously carried to APPROVE the proposal from Ben's Asphalt dated 02/22/19 to remove and replace 1,200 sq ft of asphalt in the community clubhouse parking lot for \$6,495.00 to be paid from G/L #3300 (Contingency).

Roof Maintenance Proposals (3)

The Board reviewed three (3) proposals for roof maintenance community wide. A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 02/15/19 for roof maintenance and gutter cleaning for \$13,890.00 to be paid from Operating G/L #7655 (Roof Repairs).

Notice of Increase – Aquatic Balance

The Board reviewed the notice of increase for pool maintenance services. A motion was made, seconded and unanimously carried to ACCEPT an increase of 5% from Aquatic Balance dated January 31, 2019 to maintain the current high level of pool maintenance services effective March 1, 2019. This is the first increase in rates from Aquatic Balance in more than 10 years.

Notice of Increase – O'Connell Landscape

The Board reviewed the notice of increase for landscape maintenance. A motion was made, seconded and unanimously carried to TABLE approving the monthly increase submitted by O'Connell Landscape until the March board meeting pending further review. Furthermore, Management was directed to have Ken McKinley attend the March board meeting to discuss the increase.

O'Connell Landscape Proposal – Tree Removal – 2337 Teton

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 02/13/19 to remove the Podocarpus tree next to 2337 Teton for \$850.00 to be paid from G/L #3185 (Landscape Upgrade).

New Homeowner Welcome Package (Escrow)

A motion was made, seconded and unanimously carried to APPROVE the "New Homeowner Welcome Package" prepared by Management that is distributed to new homeowners through escrow as presented.

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, March 18, 2019 at 6:30 p.m. Executive Session and 7:00 p.m. General Session at the community clubhouse, Placentia, California.

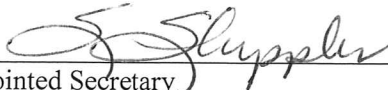
Adjourn General Session

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, _____, 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

4/15/19

Dated