

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

APRIL 15, 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 Shepler, 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 April 15, 2019 from 6:35 p.m. to 6:45 p.m. for the following items:

- Delinquencies: A/R Aging Report 03/31/19, Attorney Status Reports, Interim Payment, Payment Plan Request
- Minutes: Executive Session 02/25/19

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 6:45 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:

- Earthquake Insurance
- Landscaping
- Window Tinting

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 25, 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 02/28/19 and 03/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

Transfer Funds in Excess of the FDIC Limit

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 \$100,000.00 to Alliance Bank to be deposited in a thirteen (13) month Certificate of Deposit at the best available rate.

Optimum Professional Property Management Invoice

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

Draft Audit FYE 12/31/18

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/18 prepared by Inouye, Shively & Klatt, CPA.

Reconvened Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Reconvened Annual Membership Meeting & Election held on April 15, 2019 to elect two (2) directors for a two (2) year term expiring 2021 and one (1) director for a one (1) year term expiring 2020, as Certified by the Inspector(s) of Election are as follows:

- | | | |
|-------------------------------|----------|------------------------------------|
| • Shelli Sheppler (incumbent) | 57 Votes | ELECTED – 2 Year Term Expires 2021 |
| • Ryan Griffin (incumbent) | 48 Votes | ELECTED – 2 Year Term Expires 2021 |
| • Javier Lopez (incumbent) | 39 Votes | ELECTED – 1 Year Term Expires 2020 |

24 HRC Invoice #30800 – Water Extraction at 2370 Chinook Dr

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #30800 from 24 HRC dated 11/27/18 for emergency response services to mitigate further loss to property at 2370 Chinook Dr for \$1,395.04 to be paid from Reserves G/L #3300 (Contingency).

Superior Abatement Invoice #OC1914-0 – Asbestos Removal at 2370 Chinook Dr

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #OC1914-0 from Superior Abatement dated 04/10/19 for removal and disposal of asbestos containing material at 2370 Chinook Dr for \$1,091.08 to be paid from Reserves G/L #3300 (Contingency).

Greater Pacific Roofing – Roof Repairs at 2325 Huron Cir

A motion was made, seconded and unanimously carried to APPROVE the proposal from Great Pacific Roofing dated 02/26/19 for roof repairs and parapet wall repairs at 2325 Huron Cir for \$1,990.00 to be paid from Operating G/L #7655 (Roof Repairs).

O’Connell Landscape Proposal – Plant Installation – Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposal from O’Connell Landscape dated 04/04/19 to install plants community wide for \$1,431.00 to be paid from Reserve G/L #3185 (Landscape Upgrade).

Concrete Hazard Solutions Proposal – Rolling Curb and Gutter Replacement – 2437 Chinook Dr

A motion was made, seconded and carried to APPROVE the proposal from Concrete Hazard Solutions Proposal dated 04/04/19 to replace the rolling curb and gutter at 2437 Chinook Dr for \$1,500.00 to be paid from Reserve G/L #3300 (Contingency).

ABSTAIN: Lopez

Notice of Increase – O’Connell Landscape

The Board reviewed the notice of a 5% increase in the monthly fee for landscape maintenance submitted by O’Connell Landscape. A motion was made, seconded and unanimously carried to APPROVE the increase submitted by O’Connell Landscape Date 08/07/19 for the monthly fee from \$8,533.02 to \$8,959.67 effective immediately.

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, May 20, 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 8:25 p.m.

SECRETARY'S CERTIFICATE

I, Shelli Steppeler, 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

Dated 5/20/19

