

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

**SEPTEMBER 16, 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  
                                  Ryan Griffin, Treasurer  
                                  Jasmine Muolo, Member at Large

Directors Absent:       Shelli Sheppler, Secretary

Others Present:         Jeff Weber, CMCA<sup>®</sup>, 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 September 16, 2019 from 6:40 p.m. to 7:00 p.m. for the following items:

- Delinquencies: A/R Aging Report 08/31/19, Attorney Status Reports
- Member Discipline: Property Maintenance
- Minutes: Executive Session 08/19/19

**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 7:00 p.m.

**Appointment of Secretary Pro Tem**

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board Member, Ryan Griffin, as Secretary pro tem for the September 16, 2019 General Session.

**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 August 19, 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 08/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

**Optimum Professional Property Management Invoice**

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

**'Draft' Reserve Study FY 01/01/20 to 12/31/20**

A motion was made, seconded and unanimously carried to TABLE approving the 'draft' reserve study onsite by Foresight Financial Services until the October board meeting pending updates to of the 'draft' reserve study.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/20 to 12/31/20**

A motion was made, seconded and unanimously carried to TABLE the budget for fiscal year 01/01/20 to 12/31/20 until the October board meeting pending further review. The Board was advised that the budget must be approved no later than 11/01/19 in order to meet the mailing deadline per California Civil Code or a \$250.00 preparation rush fee will be charged.

**Insurance Renewal Quote & Proposals (2)**

The Board reviewed the renewal policy quote from Conrey Insurance and a proposals from LaBarre Oksnee Insurance and Roy Palacios Insurance for insurance coverage renewing 10/15/19. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Conrey Insurance dated xx/xx/xx to include property coverage with a policy limit of \$39,988,000.00 and deductible of \$5,000.00, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$15 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$32,359.00 subject to rate changes to be paid from Operating.

**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 09/13/19 to install plants and trees community wide for \$1,617.50 to be paid from Reserve G/L #3185 (Landscape Upgrade).

**O'Connell Landscape Proposal – Tree Trimming – Community Wide**

A motion was made, seconded and unanimously carried to TABLE the proposal from O'Connell Landscape dated 08/30/19 to trim trees community wide for \$10,135.00 until October board meeting pending inspection of the trees on the October landscape walk.

**Aquatic Balance Proposal – Spa Heater Replacement – Community Pool**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatic Balance dated 08/20/19 to replace the spa heater with a new Raypak 267,000 BTU ASME Low Nox commercial heater for \$3,799.49.00 to be paid from Reserve G/L #3140 (Pool/Spa).

**Jay Anderson Cabinets – Installation of New Cabinets in Community Clubhouse**

A motion was made, seconded and unanimously carried to APPROVE the proposal from Jay Anderson Cabinets to installation new cabinets in community clubhouse for \$7,266.00 to be paid from Reserve G/L #3164 (Clubhouse).

**RMG Construction – Demolition, Drywall and Electrical Services – Community Clubhouse**

A motion was made, seconded and unanimously carried to APPROVE the proposal from RMG Construction to demo the existing cabinets, relocate and install plumbing, install new electrical, drywall services, paint and install new granite counter tops in community clubhouse not to exceed \$2,000.00 to be paid from Reserve G/L #3164 (Clubhouse).

**Rodent Pest Technology Proposal – Pest and Rodent Control – Community Wide**

A motion was made, seconded and unanimously carried to DENY the proposal from Rodent Pest Technology dated 08/22/19 to add the community pest control services to the current rodent control services for \$247.00 monthly as the Board is satisfied with the current vendor.

**Optimum Professional Property Management Inc Notification – Software Upgrade and Banking Relationship**

The Board reviewed the notification from Optimum explaining new partnerships with Pacific Premier Bank and Vantaca Software. No action required at this time.

**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 3<sup>rd</sup> Monday in March at 8:00 p.m.

The next meeting of the Board of Directors is scheduled for Monday, October 21, 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 8:30 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:

Shelli Suppler  
Appointed Secretary

10 / 21 / 19  
Dated

