

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

OCTOBER 21, 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 October 21, 2019 from 6:30 p.m. to 6:50 p.m. for the following items:

- Delinquencies: A/R Aging Report 09/30/19, Attorney Status Reports
- Member Discipline: Property Maintenance (2)
- Minutes: Executive Session 09/16/19

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 September 16, 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 09/30/19 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice

The Board reviewed the October 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 APPROVE the 'draft' reserve study onsite by Foresight Financial Services dated 08/02/19 for fiscal year 01/01/20 to 12/31/20 with monthly recommended funding to reserves of \$14,837.50 with reserves funded at 60% in 2019 and projected funding at 81% in five (5) years.

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 APPROVE proposed budget #1 prepared 08/26/19 as presented for fiscal year 01/01/20 to 12/31/20 with an increase in assessments of \$7.00 (3%) from \$275.00 to \$282.00 per unit per month and monthly funding to reserves of \$14,837.50, which is the amount recommended of \$14,837.50 in the onsite reserve study by Foresight Financial Services dated 08/02/19 with reserves funded at 60% at beginning of new fiscal year and 81% in five (5) years.

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/20 to 12/31/20 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the reserve study onsite by Foresight Financial Services dated 08/02/19 for fiscal year 01/01/20 to 12/31/20 with monthly recommended funding to reserves of \$14,837.50 with reserves funded at 60% in 2019 and projected funding at 81% in five (5) years.

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.

Furthermore, the Board ADOPTED the Reserve Funding Plan by Foresight Financial Services for fiscal year 01/01/20 to 12/31/20 with reserve funded at 81% in five (5) years based on the approved reserve funding amount of \$14,837.50 per month.

Audit/Tax Return Proposals FYE 12/31/19

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, CPAs dated 08/12/19 to conduct an audit of the Association's financial records and prepare tax returns for fiscal year-ending 12/31/19 for \$925.00.

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as:

- APN #336-615-03 / 00111

O'Connell Landscape Proposal – Tree Trimming – Community Wide

A motion was made, seconded and unanimously carried to DENY the proposal from O'Connell Landscape dated 08/30/19 to trim trees community wide for \$10,135.00 since the Board determined tree trimming was not necessary at this time.

CPR Construction Proposal – Curb Replacement – 2437 to 2455 Chinook

A motion was made, seconded and unanimously carried to TABLE the proposal from CPR Construction dated 10/07/19 to replace the curb and driveways from 2437 to 2455 Chinook due to poor drainage for \$12,737.00 until Management obtains a soil and drainage assessment from engineering geologist, Robert Ruff.

Sonitrol Proposal – New Key Cards – Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposal from Sonitrol dated 10/02/19 to replace HID Prox Cards (clamshell style) for HID Key Fobs for the community amenities for \$1,636.25 to be paid from Reserve G/L #3300 (Contingency).

Patrol One – Notice of Increase

A motion was made, seconded and unanimously carried to APPROVE the patrol contract with Patrol One to increase the current billing rate from \$11.55 per inspection to \$11.92 per inspection effective 01/03/2020.

Buck-A-Door Pledge – CAI Community Legislative Action Committee (CLAC)

The Board reviewed correspondence from Community Associations Institute (CAI) for a community pledge requesting a donation of \$1.00 per door to help with public education and advocacy for homeowners and community associations. A motion was made, seconded and carried to APPROVE making a donation to Community Associations Institute for Community Legislative Action Committee (CLAC), “A Buck a Door” program for \$1.00 per door, which is equal to \$163.00 to be paid from Operating G/L #8499 (Miscellaneous Administration).

Abstain: Griffin

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded and unanimously carried to APPROVE review of the following items not previously identified on the Agenda as they require immediate action and the Board advised the membership of such:

1. Floor and Décor Proposal – New Flooring for Clubhouse – Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the proposal from Floor and Décor for the purchase of Cortado Oak Rigid Core Flooring and Sentinel Moisture Barrier for \$4,112.39 to be paid from Reserve G/L #3164 (Clubhouse). Furthermore, Management was directed to cut the check and bring to the November board meeting as Board Member, Ryan Griffin will purchase the flooring from Floor and Décor.

2. Board Member Reimbursement Request – Purchase of Chairs – Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Jasmine Muolo, for reimbursement from the Association for the purchase of Lifetime Folding Chairs in the amount of \$543.70 to be paid from Reserves G/L #3164 (Clubhouse).

3. Board Member Reimbursement Request – Clubhouse Furniture - Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Shelli Sheppler, for reimbursement from the Association for the purchase of Lifetime 6’ Utility Tables in the amount of \$630.73 to be paid from Reserves G/L #3164 (Clubhouse).

4. Board Member Reimbursement Request – Clubhouse Furniture - Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Shelli Sheppler, for reimbursement from the Association for the purchase of three (3) Levi Shale leather sofas for the community clubhouse in the amount of \$1,973.13 to be paid from Reserves G/L #3164 (Clubhouse).

5. Board Member Reimbursement Request – Purchase of Chairs – Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Michael Beaver, for reimbursement from the Association for the purchase of Lifetime Folding Chairs in the amount of \$543.70 to be paid from Reserves G/L #3164 (Clubhouse).

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, November 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 8:30 p.m.

SECRETARY'S CERTIFICATE

I, Snelli 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:

Snelli Suppler
Appointed Secretary

11/18/2019
Dated