

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

NOVEMBER 18, 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
 Jasmine Muolo, Member at Large

Directors Absent: Michael Beaver, President
 Ryan Griffin, Treasurer

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 November 18, 2019 from 6:30 p.m. to 6:45 p.m. for the following items:

- Delinquencies: A/R Aging Report 10/31/19, Attorney Status Reports
- Member Discipline: Property Maintenance (3)
- Minutes: Executive Session 10/21/19

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. No items were presented.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 21, 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 10/31/19 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice

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

Inspectors of Election - Annual Membership Meeting & Election

A motion was made, seconded and unanimously carried to APPROVE appointment of Joanie Fillion of 2460 Allegheny to act as the Inspector of Election and certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on March 16, 2020 at 8:00 p.m. with registration at 7:45 p.m. at the community clubhouse. Furthermore, Optimum Professional Property Management, Inc. is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

O'Connell Landscape Proposal – Tree Trimming – Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 08/30/19 to trim trees community wide for \$10,479.00 to be paid from Operating G/L #7232 (Tree Service).

Prepare New Election Rules – SB 323

A motion was made, seconded and unanimously carried to APPROVE the preparation of new Election Rules by the Association's legal counsel, Whitney | Petchul, to comply with SB 323 that becomes effective January 1, 2020 to be posted upon completion for the twenty-eight (28) day review and comment period prior to adoption.

Proposed Clubhouse Rules

A motion was made, seconded and unanimously carried to APPROVE the proposed new Clubhouse Rules prepared by the Association's legal counsel, Whitney | Petchul, to be posted for the twenty-eight (28) day review and comment period prior to adoption scheduled for 01/27/20.

January 2020 Meeting Date

A motion was made, seconded and unanimously carried to APPROVE the January 2020 Meeting of the Board of Directors to be held on Monday, January 27, 2020 at 6:30 at the Community Clubhouse.

New Business

New business was not discussed. No action required.

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. O'Connell Landscape Invoice – Tree Removals – Community Wide

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #0545948-IN from 1. O'Connell Landscape dated 10/31/19 to remove broken trees and restake trees due to high winds community wide for \$1,975.00 to be paid from Operating G/L #7232 (Tree Service).

2. RMG Construction Proposal – Countertops – Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the proposal from RMG Construction to purchase and install new granite counter tops in community clubhouse in the amount \$2,212.19 to be paid from Reserve G/L #3164 (Clubhouse) to be paid upon completion

3. Horizon Lighting Invoice #197229 – Damaged Pagoda – Between 254 Allegheny and 310 Chinook

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #197229 from Horizon Lighting dated 10/03/19 to replace the damaged pagoda, install a new perma-post and ground vault and trenched and installed new conduit and wire to restore power to the pagoda for \$1,195.50 to be paid from Operating G/L #7614 (Common Area Repairs).

4. Board Member Reimbursement Request – Step Stool - Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Shelli Shepler, for reimbursement from the Association for the purchase a step stool for the community clubhouse in the amount of \$42.39 to be paid from Reserves G/L #3164 (Clubhouse).

5. Board Member Reimbursement Request – O’Connell Landscape On site 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 for the O’Connell Landscape onsite employee for \$100.00 to be paid from Operating G/L #8495 (Operating Contingency).

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 6:30 p.m.

The next meeting of the Board of Directors is scheduled for Monday, January 27, 2020 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 Shepler, 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 Shepler
Appointed Secretary

1 / 27 / 20
Dated