

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

FEBRUARY 24, 2020

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
 Jasmine Muolo, Member at Large

Directors Absent: 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 **February 24, 2020 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging Report 01/31/20, Attorney Status Reports
- Member Discipline: Property Maintenance
- Minutes: Executive Session 01/27/20

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 January 27, 2020 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 01/31/20 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice

The Board reviewed the February 2020 invoices for Management. No action required.

Woodfield Community Association

General Session Minutes

February 24, 2020

Page 2 of 3

Alliance CD Maturing 03/02/2020

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Alliance, Reserve Account G/L #15010 in the amount of \$131,763.74 plus interest maturing 03/02/2020 for a term of twelve (12) months at the best available rate.

Greater Pacific Roofing Invoice #5034 – Roof Repairs at 242 Allegheny Cir and 200 Appalachian Cir

A motion was made, seconded and unanimously carried to APPROVE payment of invoice #5034 from Greater Pacific Roofing dated 02/20/2020 for roof repairs at 242 Allegheny Cir and 200 Appalachian Cir for \$1,970.00 to be paid from Reserve G/L #36300 (Roofs).

Roof Repair Proposals (3) – Roof Repairs at 300 Chinook Dr

The Board reviewed three (3) proposals for roof replacement at 300 Chinook Dr. A motion was made, seconded and unanimously carried to APPROVE the proposal from Jim Murray Roofing dated 02/21/2020 for roof replacement at 300 Chinook Dr for \$5,301.00 to be paid from Reserve G/L #36300 (Roofs).

Pool Heat

A motion was made, seconded and unanimously carried to APPROVE turning ON the pool heat 04/01/2020 and turning OFF the pool heat 10/31/2020.

New Business

A motion was made, seconded and unanimously carried to APPROVE the community garage sale to be held on May 16, 2020 and the community BBQ to be held on July 25, 2020. No action required at this time.

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. Board Member Reimbursement Request – Broom and Dust Pan Supplies - 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 Broom and Dust Pan Supplies for the community clubhouse in the amount of \$20.65 to be paid from Operating G/L #82400 (Operating Contingency).

2. Concrete Sidewalk Replacement Proposals (2) at 207 Appalachian

The Board reviewed two (2) proposals for concrete sidewalk replacement at 207 Appalachian. A motion was made, seconded and unanimously carried to APPROVE the proposal from CPR Construction dated 02/22/2020 for concrete sidewalk replacement at 207 Appalachian for \$786.00 to be paid from Reserve G/L #37200 (Sidewalks).

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, April 20, 2020** at 6:30 p.m. Executive Session and 7:00 p.m. General Session at the Community Clubhouse, Placentia, California.

Woodfield Community Association

General Session Minutes

February 24, 2020

Page 3 of 3

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 7:45 p.m.

SECRETARY'S CERTIFICATE

I, Shellie 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:

DocuSigned by:

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Appointed Secretary

6/3/2020

Dated