

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

APRIL 20, 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 **via Webex teleconference**.

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 **April 20, 2020 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 03/31/20, Delinquent account status reports from Pamela Abbott Moore
- Hearings-1: Wood Repairs
- Minutes: Executive Session 02/24/20

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. The following items were presented:

- None

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the February 24, 2020 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the March 16, 2020 Notice of Annual Membership Meeting and Election First Adjournment to April 13, 2020 as written.

A motion was made, seconded and unanimously carried to APPROVE the April 13, 2020 Notice of Annual Membership Meeting and Election Second Adjournment to April 20, 2020 as written.

Treasurer's Reports / Financials

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 02/29/20 and 03/31/20 as presented, subject to audit/review at fiscal year-end by CPA.

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Transfer Funds in Excess of the FDIC Limit

A motion was made, seconded and unanimously carried to transfer funds from Pacific Premier Bank Money Market Reserve Account G/L #14100 in the amount of \$50,000.00 to Opus Bank to be deposited in a twelve (12) month Certificate of Deposit at the best available rate.

Optimum Professional Property Management Invoice

The Board reviewed the March and April 2020 invoices for Management. No action required.

Bank of California CD Maturing 05/29/2020

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at Bank of California, Reserve Account G/L #15015 in the amount of \$131,581.34 plus interest maturing 05/29/2020 for a term of eighteen (18) months at the best available rate.

Draft Audit FYE 12/31/19

A motion was made, seconded and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/19 prepared by Inouye, Shively & Klatt, CPA.

2020 Annual Membership Meeting & Election – No Further Attempts

The Board discussed attempts to reach quorum for the 2020 Annual Membership Meeting & Election to elect three (3) directors for staggered terms as follows: two (2) candidates with highest votes for two (2) year term expiring 2022 and one (1) candidate with next highest votes for one (1) year term expiring 2021 originally scheduled for March 16, 2020 and adjourned due to lack of quorum to April 13, 2020 and April 20, 2020, the inability to obtain enough ballots for quorum, the likelihood that quorum will not be achieved, and the cost of each reconvened annual meeting. Therefore, a motion was made, seconded and unanimously carried to APPROVE ceasing future election attempts for the 2020 election of directors. The three (3) directors whose terms were expiring in 2020 include Mr. Michael Beaver, Mr. Javier Lopez, and Mrs. Jasmine Muolo will serve as holdover directors until the 2021 election at which time five (5) directors will be elected for staggered terms as follows: Three (3) candidates with highest votes for two (2) year term expiring 2023 and two (2) candidates with next highest votes for one (1) year term expiring for 2022 for 2020 election not held due to no quorum.

Architectural Committee

In accordance with Article VI.2 of the Association's CC&Rs, there shall be three (3) members of the Architectural Committee. A motion was made, seconded and unanimously carried to APPROVE appointment of the Board of Directors as the Architectural Committee to include Jasmine Muolo, Shelli Sheppler and Michael Beaver as Chair. Furthermore, Architectural Applications will be sent via email to all Committee members who will then schedule a meeting to review the application and return to management for processing.

Flood Pro Proposal ~ Remediation Services at 242 Gallery Way

A motion was made, seconded and unanimously carried to APPROVE the proposal from Flood Pro dated 02/19/20 for remediation services at 242 Gallery Way for \$4,984.27 to be paid from Reserves G/L #36220 (Remediation).

Flood Pro Proposal ~ Remediation Services at 300 Gallery Way

A motion was made, seconded and unanimously carried to APPROVE the proposal from Flood Pro dated 02/10/20 for additional remediation services at 300 Gallery Way for \$6,692.47 to be paid from Reserves G/L #36220 (Remediation).

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O’Connell Proposal – March Landscape Walk

A motion was made, seconded and unanimously carried to TABLE the proposal from O’Connell Landscape dated 03/02/20 for plant installation community wide for \$1,272.00 until the May board meeting pending further review on a future landscape walk.

O’Connell Proposal – Tree Removal at 212 Chinook Dr

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from O’Connell Landscape dated 03/02/20 to remove a tree at 212 Chinook Dr for \$650.00 since it was determined to be homeowner responsibility.

Aquatic Balance Proposal – Pool and Spa Maintenance – Community Pool

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatic Maintenance dated 12/13/19 for pool and spa maintenance services for \$893.93 to be paid from Operating G/L #55400 (Equipment Repairs).

Petra Geosciences Proposal – Geotechnical Evaluation – Gutter Area on Chinook

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from Petra Geosciences dated 03/10/20 for geotechnical evaluation of the gutter area on Chinook.

RMG Construction Proposal –Painting and Closet Repairs – Community Clubhouse

A motion was made, seconded and unanimously carried to APPROVE the proposal from RMG Construction to paint the clubhouse and renovate the storage closet to accommodate the tables and chairs for community clubhouse not to exceed \$1,700.00 to be paid from Reserve 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 6:30 p.m.

The next meeting of the Board of Directors is scheduled for **Monday, May 18, 2020** at 6:30 p.m. Executive Session and 7:00 p.m. General Session via Webex teleconference (subject to change).

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 **7:54 p.m.**

SECRETARY’S CERTIFICATE

I, Shelli Sheppler, 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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6/1/2020

Appointed Secretary

Dated