

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

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

- Delinquencies: A/R Aging 06/30/20, Delinquent account status reports from Pamela Abbott Moore
- Minutes: Executive Session 06/15/20

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 May 18, 2020 General Session of the Board of Directors as written.

Treasurer's Reports / Financials

A motion was made, seconded and unanimously carried to ACCEPT the financial statement and reconciled bank statements for period(s) ending 06/30/20 as presented, subject to audit/review at fiscal year-end by CPA.

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 \$75,000.00 to Banc of CA 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 July invoice for Management. No action required.

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Reserve Study FY 01/01/2021 to 12/31/2021

A motion was made, seconded and unanimously carried to APPROVE the reserve study update by Foresight Financial dated 05/13/20 for fiscal year 01/01/2021 to 12/31/2021 recommending funding to reserves of \$21,000.00 per month with reserves funded at 66% in 2020 and projected funding at 83% in five (5) years.

CID Insurance Programs Proposal - Master Fidelity Coverage

A motion was made, seconded and unanimously carried to APPROVE the renewal policy quote from CID Insurance Programs dated 07/08/20 for Master Fidelity Coverage renewing 08/30/20 with a policy limit of \$950,000.00 and a deductible of \$5,000.00 for a total annual policy premium of \$919.00 to be paid from Operating G/L #81500 (Fidelity Coverage).

Horizon Lighting Invoice #197229 – Replace Damaged Pagoda and Wiring at 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 damaged pagoda and wiring at 310 Chinook for \$1,195.50 to be paid from Reserves G/L #34800 (Lighting).

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 07/06/20 to install plants community wide for \$575.02 to be paid from Reserves G/L #34500 (Landscape).

Professional Craftsmen Proposal – Replace the Damage Front Concrete Post at 2466 Arrow Cir

A motion was made, seconded and unanimously carried to DENY the proposal from Professional Craftsmen dated 06/22/20 to replace the damage front concrete post at 2466 Arrow Cir for \$1,985.00 since the concrete post is homeowner responsibility.

New Business

No new business was presented.

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, August 17, 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 **8:10 p.m.**

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SECRETARY'S CERTIFICATE

shelli sheppler

I, _____, 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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8/26/2020

Appointed Secretary

Dated