

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

**AUGUST 17, 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 **August 17, 2020 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 07/31/20, Delinquent account status reports from Pamela Abbott Moore
- Legal: Tree Encroachment from Neighboring Commercial Property
- Minutes: Executive Session 07/20/20

**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 July 20, 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 07/31/20 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.

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**Optimum Professional Property Management Invoice**

The Board reviewed the August invoice for Management. No action required.

**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.

**Approve Budget & Reserve Study FY 01/01/21 to 12/31/21**

A motion was made, seconded and unanimously carried to TABLE approving the Budget & Reserve Study FY 01/01/21 to 12/31/21 until the September board meeting pending completion of the proposed budget.

**Insurance Renewal**

The Board discussed the upcoming insurance renewal and advised Management to obtain an additional proposal for insurance for the Board's consideration.

**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 07/14/20 to trim 141 common area trees throughout the community for \$15,043.00 to be paid from Operating G/L #61100 (Tree Trimming).

**O'Connell Landscape Proposal ~ Tree Removal at 313 Chinook**

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 08/03/20 to remove a dying tree at 313 Chinook for \$1,875.00 to be paid from Reserves G/L #34500 (Landscape).

**Board Member Reimbursement Request – Printing for New Emergency Pool Rules - 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 printing cost of the emergency pool rules community wide in the amount of \$22.63 to be paid from Operating G/L #82800 (Misc. Admin).

**New Business**

A motion was made, seconded and unanimously carried to APPROVE the installation of an irrigation controller to be provided by Site One Landscape Supply at no cost to the association for three months as part of a pilot program to determine the savings to the association for water usage. Furthermore the Board is aware that Board member, Ryan Griffin is an employee of Site One Landscape Supply.

**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 3<sup>rd</sup> Monday in March at 6:30 p.m.

The next meeting of the Board of Directors is scheduled for **Monday, September 21, 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 Shepler

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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\_\_\_\_\_  
Appointed Secretary

\_\_\_\_\_  
Dated