

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

SEPTEMBER 21, 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
 Shelli Sheppler, Secretary
 Jasmine Muolo, Member at Large

Directors Absent: Javier Lopez, Vice 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 **September 21, 2020 from 6:40 p.m. to 6:55 p.m.** for the following items:

- Delinquencies: A/R Aging 08/30/20, Delinquent Account Status Reports from Pamela Abbott Moore
- Minutes: Executive Session 08/17/20

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 6:55 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 August 17, 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 08/30/20 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice

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

Woodfield Community Association

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Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/21 to 12/31/21

A motion was made, seconded and unanimously carried to APPROVE proposed budget #1 prepared 08/25/20 as presented for fiscal year 01/01/21 to 12/31/21 with assessments remaining at \$282.00 per unit per month and monthly funding to reserves in the amount of \$14,700.74, which is the amount recommended of \$14,700.74 in the **update** reserve study by Foresight Financial Services dated 05/13/20 with reserves funded at 66%.

NOTE: The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/21 to 12/31/21 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the **update** reserve study by Foresight Financial Services dated 05/13/20 for fiscal year 01/01/21 to 12/31/21 with monthly recommended funding to reserves of \$14,700.74 with reserves funded at 66% in 2020 and projected funding at 83% in five (5) years.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board ADOPTED the Reserve Funding Plan presented by Foresight Financial Services that shows reserves funded at 66% in 2020 and 83% in five (5) years based on the approved reserve funding amount of \$14,700.74 per month for fiscal year 01/01/21 to 12/31/21.

Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from Conrey Insurance and a proposal from Roy Palacios Insurance for insurance coverage renewing 09/30/20. A motion was made, seconded and unanimously carried to TABLE the renewal policy quote from Conrey Insurance and a proposal from Roy Palacios Insurance for insurance coverage renewing 09/30/20 pending further review.

Novatek Proposals (2) – Cameras at Pool Area, Clubhouse and Multi-Courts

A motion was made, seconded and unanimously carried to TABLE the proposals from Novatek to install cameras at Pool Area, Clubhouse and Multi-Courts until the October board meeting pending further review.

Proposed Surveillance Camera Policy – Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposed Surveillance Camera Policy prepared by the Association's legal counsel, Kris Geiger, with Whitney|Petchul to be posted to the Membership for the twenty-eight (28) day review and comment period prior to adoption scheduled for 10/19/20.

Optimum Janitorial Proposal – Paint Hazard Strip on Steps - Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposal from Optimum Janitorial dated 09/14/20 to paint white safety strip on the steps throughout the community for \$895.00 to be paid from Operating G/L #70600 (Common Area Maintenance).

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, October 19, 2020** at 6:30 p.m. Executive Session and 7:00 p.m. General Session via Webex teleconference (subject to change).

