

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

OCTOBER 19, 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
 Ryan Griffin, Treasurer
 Jasmine Muolo, Member at Large

Directors Absent: Javier Lopez, Vice President

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 **October 19, 2020 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 09/30/20, Delinquent Account Status Reports from Pamela Abbott Moore
- Minutes: Executive Session 09/21/20

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 September 21, 2020 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the October 06, 2020 Special 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 09/30/20 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice

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

Woodfield Community Association

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Audit/Tax Return Proposals FYE 12/31/19

The Board reviewed four (4) proposals for an audit and tax preparation at fiscal year-end. A motion was made, seconded and unanimously carried to APPROVE the proposal from Inouye, Shively & Klatt, CPAs dated 09/21/20 to conduct an audit of the Association’s financial records and prepare tax returns for fiscal year-ending 12/31/20 for \$950.00.

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

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposals from Novatek to install cameras at Pool Area, Clubhouse and Multi-Courts pending further review in the New Year.

Proposed Surveillance Camera Policy – Community Wide

After having given twenty-eight (28) day notice and consideration of comments made by the Membership, a motion was made, seconded and unanimously carried to ADOPT the Surveillance Camera Policy previously posted to the Membership on 09/22/20 effective 10/19/20.

New Business

No new business was discussed.

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, November 16, 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 **8:00 p.m.**

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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2/19/2021

Appointed Secretary

Dated