

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

NOVEMBER 16, 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 **November 16, 2020 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 10/31/20, Delinquent Account Status Reports from Pamela Abbott Moore
- Legal: Tree Trimming
- Minutes: Executive Session 10/19/20

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 October 19, 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 10/31/20 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 \$50,000.00 to National Coop Bank 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 invoice for Management. No action required.

O’Connell Landscape Proposal ~ Tree Removal at 2350 Teton

A motion was made, seconded and unanimously carried to APPROVE the proposal from O’Connell Landscape dated 08/03/20 to remove a Sycamore tree at 2350 Teton due to a large branch broken off during heavy winds for \$2,350.00 to be paid from Reserves G/L #34500 (Landscape).

Owner Request – Association Pay for Damages – 2350 Teton

Owner did not submit for reimbursement. No action required.

January 2021 Meeting Date

A motion was made, seconded and unanimously carried to APPROVE the January 2021 Meeting of the Board of Directors to be held on Monday, January 25, 2021 at 6:30 via Webex teleconference (Location Subject to Change).

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, January 25, 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 **7:15 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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2/1/2021

Appointed Secretary

Dated