

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

FEBRUARY 22, 2021

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: Javier Lopez, Vice President
 Shelli Sheppler, Secretary
 Ryan Griffin, Treasurer

Directors Absent: Michael Beaver, President
 Jasmine Muolo, Member at Large

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 **February 22, 2021 from 6:40 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 01/31/21, Delinquent Account Status Reports from Pamela Abbott Moore
- Member Discipline: Trash Can Storage
- Minutes: Executive Session 01/25/21

Call to Order General Session

Vice President and Presiding Chair, Javier Lopez 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 January 25, 2021 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(s) and reconciled bank statements for period(s) ending 01/31/21 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice

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

Reserve Study Proposal FY 01/01/22 to 12/31/22

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Foresight Financial Services dated 01/20/21 for an update reserve study for fiscal year FY 01/01/22 to 12/31/22 for \$725.00.

Woodfield Community Association

General Session Minutes

February 22, 2021

Page 2 of 3

Alliance CD Maturing 03/02/21

A motion was made, seconded, and unanimously carried to APPROVE rolling over the Certificate of Deposit at Alliance, Reserve Account G/L #15010 in the amount of \$133,111.88 plus interest maturing 03/02/21 for a term of twelve (12) months at the best available rate.

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as:

- APN #336-614-14 Acct #92216477

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 12/07/20 to install plants community wide for \$422.00 to be paid from Operating G/L #60200 (Landscape Extras).

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 01/04/21 to install plants community wide for \$244.50 to be paid from Operating G/L #60200 (Landscape Extras).

Roof Maintenance Proposals (4) – Community Wide

The Board reviewed four (4) proposals for roof maintenance and rain gutter cleaning. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 02/05/21 for roof maintenance and rain gutter cleaning community wide for \$14,875.00 to be paid from Operating G/L #74100 (Roof Repairs). Furthermore, Fontaine is requested to inspect and provide a proposal of the flat roofs community wide in need of repairs/replacement.

Pool Heat

A motion was made, seconded, and unanimously carried to APPROVE turning ON the pool heat 03/23/21 and turning OFF the pool heat 10/31/2021.

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, April 19, 2021** 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 **8:15 p.m.**

Woodfield Community Association

General Session Minutes

February 22, 2021


Page 3 of 3

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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4/26/2021

Appointed Secretary

Dated