

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

APRIL 19, 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: Michael Beaver, President
 Javier Lopez, Vice President
 Shelli Sheppler, Secretary
 Jasmine Muolo, Treasurer
 Ryan Griffin, 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 **April 19, 2021 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 03/31/21
- Member Discipline: Trash Can Storage
- Minutes: Executive Session 02/22/21

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 February 22, 2021 General Session of the Board of Directors as written.

A motion was made, seconded, and unanimously carried to APPROVE the March 15, 2021 Notice of Annual Membership Meeting and Election First Adjournment to April 19, 2021 as written.

The Board reviewed the Minutes of the April 5, 2021 Reconvened Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

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 02/28/21 and 03/31/21 as presented, subject to audit/review at fiscal year-end by CPA.

Woodfield Community Association

General Session Minutes

April 19, 2021

Page 2 of 3

Optimum Professional Property Management Invoice

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

Draft Audit FYE 12/31/20

A motion was made, seconded, and unanimously carried to ACCEPT the draft audit and tax returns as presented for fiscal year-ended 12/31/20 prepared by Inouye, Shively, Klatt & McCorvey, CPA.

Reconvened Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Reconvened Annual Membership Meeting & Election held on April 05, 2021 to elect three (3) candidates to the Board of Directors as follows: Two (2) members with highest votes for a two (2) year term expiring 2023 and three (3) members with next highest votes for a one (1) year term expiring 2022, as Certified by the Inspector(s) of Election are as follows:

• Shelli Sheppler (incumbent)	55 Votes	ELECTED – 2 Year Term Expires 2023
• Michael Beaver (incumbent)	52 Votes	ELECTED – 2 Year Term Expires 2023
• Ryan Griffin (incumbent)	50 Votes	ELECTED – 1 Year Term Expires 2022
• Javier Lopez (incumbent)	50 Votes	ELECTED – 1 Year Term Expires 2022
• Jasmine Muolo (incumbent)	28 Votes	ELECTED – 1 Year Term Expires 2022

Architectural Committee

In accordance with Article VI.2 of the Association’s CC&Rs, there shall be three (3) members of the Architectural Committee. A motion was made, seconded, and unanimously carried to APPROVE appointment of the Board of Directors as the Architectural Committee to include Jasmine Muolo, Shelli Sheppler and Michael Beaver as Chair. Furthermore, Architectural Applications will be sent via email to all Committee members who will then schedule a meeting to review the application and return to management for processing.

O’Connell Landscape – Notice of Increase

The Board reviewed the Notice of Increase submitted by O’Connell Landscape dated 03/15/21 requesting an increase from \$9,407.65 to \$9,878.03 per month for landscape maintenance. A motion was made, seconded, and unanimously carried to APPROVE increasing O’Connell Landscape’s maintenance contract amount from \$9,407.65 to \$9,600.00 per month effective May 1, 2021.

O’Connell Landscape Proposal ~ Plant Installation – Community Wide

A motion was made, seconded, and unanimously carried to TABLE the proposal from O’Connell Landscape dated 04/05/21 to remove a Camphor tree at 2326 Teton and install plants community wide for \$1,364.13 until the May board meeting pending further review.

Horizon Lighting Proposal ~ Repair Damaged Light Pole #55 at 2436 Chinook

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Horizon Lighting dated 03/08/21 to remove the existing light pole and install a new ground vault and new light pole for \$1,342.55 to be paid from Reserve G/L #34800 (Lighting).

Fence Menders Proposal ~ Install New Lockbox and Guard at Multi- Courts Gate

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Fence Menders dated 03/08/21 to remove the existing lockbox and guard and install a 1 5/8” frame and weld in new lockbox and cover latch for \$1,160.00 to be paid from Reserve G/L #32100 (Fencing).

Woodfield Community Association

General Session Minutes

April 19, 2021

Page 3 of 3

Red Curbs – Community Wide

The Board reviewed email correspondence from Transportation Manager, Kyra Tai of the Public Works Department, City of Placentia regarding the curbs painted red within the community. Board members, Michael Beaver and Jasmine Muolo will reach out to City of Placentia Public Officials to discuss responsibility for the painting the curbs red community wide.

Fontaine Weatherproofing Proposals – Flat Roofs – Community Wide

The Board reviewed the roof maintenance report and recommendations submitted by Fontaine Weatherproofing following annual roof maintenance. Management was directed to contact Fontaine Weatherproofing to revise the report to separate the items that are Association responsibility and send violation letters to the owners for the items that are Owner responsibility.

COVID 19 Reopening

A motion was made, seconded, and unanimously carried to APPROVE allowing clubhouse rentals effective May 1, 2021 with the signing of a Release, Indemnity and Hold Harmless Agreement that the owner acknowledges and agrees that use of the facilities is at their own risk.

Community Events

The Board discussed annual community events. Board member, Shelli Shepler will contact the City of Placentia to obtain possible dates for the community wide garage sale. The community BBQ will be discussed next year.

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, May 17, 2021** at 6:30 p.m. Executive Session and 6:45 p.m. General Session at the Community Clubhouse (subject to change).

Adjourn General Session

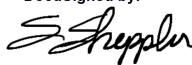
There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN at **8:21 p.m.**

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:

992B574F017E49A...

5/26/2021

Appointed Secretary

Dated