

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

JANUARY 25, 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
 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 **January 25, 2021 from 6:30 p.m. to 6:45 p.m.** for the following items:

- Delinquencies: A/R Aging 12/31/20, Delinquent Account Status Reports from Pamela Abbott Moore
- Legal: Tree Issue
- Minutes: Executive Session 11/16/20

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 November 16, 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(s) and reconciled bank statements for period(s) ending 11/30/20 and 12/31/20 as presented, subject to audit/review at fiscal year-end by CPA.

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:

- Account #92216477

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Optimum Professional Property Management Invoice

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

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 12/07/20 to install plants community wide until the February board meeting pending further review.

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 01/04/21 to install plants community wide until the February board meeting pending further review.

CPR Construction Proposal ~ Replace Concrete at 2313 Huron

A motion was made, seconded, and unanimously carried to APPROVE the proposal from CPR Construction dated 12/08/20 to replace the concrete step entry landing at 2313 Huron for \$1,378.00 to be paid from Reserves G/L #37200 (Sidewalks).

Owner Request – Association Pay for Damages – 2350 Teton

A motion was made, seconded, and unanimously carried to APPROVE the request of Tim Tillman owner of 2350 Teton dated 12/03/20 for reimbursement from the Association for the damage caused by a large tree branch felled during strong winds at 2350 Teton (Tillman) in the amount of \$975.00 to be paid from Reserves G/L #38950 (Contingency) as a Business Judgement Rule. Furthermore, the Board elected to not make this a precedent since it was determined an act of God.

New Homeowner Welcome Package (Escrow)

A motion was made, seconded, and unanimously carried to APPROVE the "New Homeowner Welcome Package" prepared by Management that is distributed to new homeowners through escrow as presented.

February 2021 Meeting Date

A motion was made, seconded, and unanimously carried to APPROVE the February 2021 Meeting of the Board of Directors to be held on Monday, February 22, 2021 at 6:30 via Webex teleconference (Location Subject to Change).

Board Member Reimbursement – On site Landscape Employee Bonus

A motion was made, seconded, and unanimously carried to APPROVE the request for reimbursement from Board Member, Michael Beaver, for the purchase of a gift card for the onsite landscape employee for \$100.00 to be paid from Operating G/L 8495 (Operating Contingency).

Annual Certified Manager Disclosure

The following information is provided in accordance with California Business and Professions Code §11502:

- Jeff Weber has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from Community Associations Institute, Inc. (CAI) on 03/01/16; my certification is current and is in good standing. CAI's telephone number is (714) 479-1022 and is located at 1971 E 4th Street, Suite 280, Santa Ana, CA 92705-3917.
- The location of my principal office is Optimum Professional Property Management, Inc., 230 Commerce, Suite 250, Irvine, CA 92602.
- I do hold an active Real Estate Brokers License.
- The fidelity insurance of the management firm does not cover the operating and reserve funds of your association.

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Establish Goals

The following goals were established by the Board for 2021:

- Flat Roof Repair/Replacement
- Irrigation Controllers Replacement
- Lighting Assessment

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, February 22, 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.**

SECRETARY'S CERTIFICATE

Shellie 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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Appointed Secretary

3/12/2021

Dated