

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

JANUARY 25, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted on 01/20/16 at the clubhouse bulletin board for the General Session of the Board of Directors of Woodfield Community Association held on the above date at the onsite community clubhouse, Placentia, California.

Roll Call

A quorum of the Board (Five Directors per Bylaws) was established with the following Directors in attendance:

Directors Present: Michael Beaver, President
 Lori Aicard, Vice President
 Shelli Shepler, Secretary
 Jim Norton, Treasurer
 Ryan Griffin, Member at Large

Directors Absent: None

Others Present: Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
 Jeff Weber, Associate Manager, Optimum Professional Property Mgmt. (ACMF[®])

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, 2016 from 6:34 p.m. to 7:00 p.m. for the following items:

- Delinquencies: A/R Aging and A/R Reconciliation Reports 12/31/15 and Delinquent Status Reports from Pamela Abbott Moore
- Legal: Mailbox Replacement
- Non-Compliance: Trash Can Storage, Property Maintenance and Suspension of Privileges
- Minutes: Executive Session 11/16/15

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 7:00 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:

- Property Maintenance - Lighting
- Budget

Architectural Committee

Architectural Committee was not present, therefore no report was given. Report will only be given when action is taken.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the November 16, 2015 General Session of the Board of Directors as written.

Treasurer's Report / Financials

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 11/30/15 as presented, subject to audit/review at fiscal year-end by CPA.

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 12/31/15 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice – January

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

Debit Card Option for Social & Community Events

The Board discussed debit card petty cash accounts and approval for expenditures up to \$500.00 to avoid delays in reimbursement for social and community events and requested Management obtain additional information to present to the Board at the February meeting.

Reserve Study Proposals FY 01/01/17 to 12/31/17

The Board reviewed three (3) proposals for an onsite reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Foresight Financial Services dated 01/13/16 for an onsite reserve study for fiscal year 01/01/17 to 12/31/17 for \$1,235.00. The Board requested Foresight Financial Services meet with Board Members while conducting the onsite inspection.

Owner Request: Concrete Patio Replacement Reimbursement – 2306 Huron Circle (Christianson)

A motion was made, seconded and unanimously carried to APPROVE the request of Gene Christianson owner of 2306 Huron Circle dated 11/10/15 for reimbursement from the Association for concrete patio replacement since the concrete was lifting due to tree roots from an adjacent Association maintained tree in the amount of \$735.00 to be paid from Reserve G/L #3300 (Contingency).

Fontaine Weatherproofing Proposal – Roof Repairs – 2473 Arrow Circle

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 01/19/16 to repair the roof at 2473 Arrow Circle for \$2,100.00 to be paid from Reserves G/L #3130 (Roofs).

Board Member Request for Reimbursement – Vendor Holiday Gift

A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from Board Member, Michael Beaver, for O'Connell Landscape's onsite employee in the amount of \$40.00 to be paid from Operating G/L #8499 (Misc. Administration).

Pool Patio Furniture

The Board reviewed catalogs of pool patio furniture and requested Management to contact the pool patio furniture vendor to provide sample furniture in aluminum, strap and cross strap furniture styles for the February board meeting.

Proposed Community Events

A motion was made, seconded and unanimously carried to APPROVE holding the community garage sale on June 4, 2016.

Clubhouse/Pool Bathroom Renovation Proposals

The Board reviewed two (2) clubhouse/pool bathroom renovation proposals. A motion was made, seconded and unanimously carried to TABLE the clubhouse/pool bathroom renovation proposals until the February board meeting pending Management obtaining additional proposals.

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 with changes to the key fee, trash day and street sweeping dates.

Change February Board Meeting Date Due to President’s Day Holiday

A motion was made, seconded and unanimously carried to APPROVE changing the February 15, 2016 board meeting date to February 22, 2016 due to President’s Day holiday.

Annual Certified Manager Disclosure

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

- Morgan Winegar Taylor has met the requirements and qualifies as a certified common interest development manager.
- Certification was received from the California Association of Community Managers, Inc. (CACM) in 2012, my certification is current and is in good standing. CACM’s telephone number is (949) 916-2226 and is located at 23461 South Pointe Drive, Suite 200, Laguna Hills, CA 92653.
- The location of my principal office is Optimum Professional Property Management, Inc. (ACMF), 17731 Irvine Boulevard, Suite 212, Tustin, CA 92780.
- I do not hold an active Real Estate License.
- The fidelity insurance of the management firm does cover the operating and reserve funds of your association.

Establish Goals for 2016

A motion was made, seconded and unanimously carried to APPROVE the following goals for 2016:

- Resurface tennis court to an all-purpose court
- Mailbox Replacement
- Restroom Renovations
- Community Painting
- New Clubhouse Lighting

Next Meeting

The next meeting of the Board of Directors is scheduled for Monday, February 22, 2016 at 6:30 p.m. Executive Session and 7:00 p.m. General Session at the community clubhouse, Placentia, California.

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 8:30 p.m.

SECRETARY’S CERTIFICATE

I, Shelli Shepler, 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:

Shelli Shepler
Appointed Secretary

2/22/2016
Dated