

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

APRIL 18, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted on 04/14/16 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
 Shellie Sheppler, Secretary
 Ryan Griffin, Member at Large

Directors Absent: Lori Aicard, Vice President
 Jim Norton, Treasurer

Others Present: Morgan Winegar, Senior CCAM[®], Optimum Professional Property Mgmt. (ACMF[®])
 Jeff Weber, CCAM[®], Optimum Professional Property Management (ACMF[®])
 See Sign In Sheet

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 18, 2016 from 6:30 p.m. to 7:00 p.m. for the following items:

- Delinquencies: A/R Aging and A/R Reconciliation Reports 03/31/16 and Delinquent Status Reports from Pamela Abbott Moore, One (14) Settlement Offer
- Legal: Mailbox Replacement Ballot
- Hearing: Suspension of Privileges
- Minutes: Executive Session 03/21/16

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:

- Parking in the Cul de Sac Fire Lanes

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 March 21, 2016 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Notice of the March 21, 2016 Annual Membership Meeting and Election adjourned to April 18, 2016 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 03/31/16 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice – April

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

Annual Roof Maintenance

A motion was made, seconded and unanimously carried to TABLE the proposal for community roof maintenance until the May board meeting pending Management obtaining two (2) additional proposals.

Paint Proposals and Paint Specifications (3)

A motion was made, seconded and unanimously carried to TABLE the three (3) proposals for community painting until the May board meeting pending the Board interviewing the prospective paint companies at the May board meeting.

O'Connell Landscape Proposal –Tree Removals and Installation at Appalachian Circle

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from O'Connell Landscape dated 04/04/16 to remove Sycamore, Ficus and Koelreuteria trees and install and stake four (4) Tristania trees at Appalachian Circle for \$4,331.60 to be paid from Reserves G/L #3186 (Landscape Upgrade Project).

O'Connell Landscape Proposal – Install Four (4) Camphor Trees Next to Pool Area

A motion was made, seconded and unanimously carried to APPROVE the revised proposal from O'Connell Landscape dated 04/04/16 to install four (4) Camphor trees next to the pool area for \$1,000.00 to be paid from Reserves G/L #3186 (Landscape Upgrade Project).

OCBS Proposal – Stucco Repairs at Entry 225 Chinook Circle (Bell)

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from OCBS dated 02/01/16 to repair the stucco at entry of 225 Chinook Circle (Bell) for \$1,050.00 since the stucco repairs at the entry are the homeowner's responsibility according to the Association's CC&Rs.

ITEMS NEEDING IMMEDIATE ACTION

Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded and unanimously carried to APPROVE review of the following items not previously identified on the Agenda as they require immediate action and the Board advised the membership of such:

1. **O'Connell Landscape Proposals**

A motion was made, seconded and unanimously carried to APPROVE the following proposals from O'Connell Landscape totaling \$44,432.57 to be paid from Reserves G/L #3186 (Landscape Upgrade Project):

- Dated 04/04/16 to plant two (2) Tristania trees at 2478 Bove for \$711.65
- Dated 04/12/16 to replant slope along wall of Kraemer for \$35,313.25
- Dated 04/18/16 to install drip irrigation for the replanting of the slope along wall of Kraemer for \$2,965.02
- Dated 09/10/15 to plant Tristania tree at 2350 Teton and replanting of triangle planters for \$911.15
- Dated 09/10/15 to replant triangle planters on Allegheny for \$452.50
- Dated 09/10/15 to replant planter at 2430 Chinook for \$1,557.75
- Dated 09/10/15 to replant planters at 2370 Chinook for \$289.25

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- Dated 09/10/15 to replant planters at 300 Chinook for 1,099.00
- Dated 09/01/15 to replant planters by the community pool for \$1,133.00

2. Aquatic Balance Proposal – Install New Pool Pump

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatic Balance dated 04/08/16 to install a new pool pump for \$8,258.56 to be paid from Reserves G/L #3140 (Pool/Spa).

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 8:00 p.m.

The next meeting of the Board of Directors is scheduled for Monday, May 16, 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 8:00 p.m. to hold the Adjourned Annual Membership Meeting and Election.

SECRETARY'S CERTIFICATE

I, Shelli Sweeper, 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:


Appointed Secretary

5/16/16
Dated

**WOODFIELD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 18, 2016
MEMBER SIGN IN SHEET**

**IF YOU ARE NOT A MEMBER OF THE ASSOCIATION (HOMEOWNER)
YOU MUST OPENLY IDENTIFY YOURSELF TO THE BOARD OF
DIRECTORS UPON ARRIVAL TO THE MEETING.**

The Board of Directors welcomes your comments. Comments will be limited to 3 minutes per homeowner and each will be timed accordingly. Please remember that this is your time to be heard by the Board. If a decision is needed regarding your issue, you are requested to put it in writing to be placed on the next Agenda for consideration. Also, please address your comments to the Board as a whole, as comments to individual members are not permitted. Keep your comments brief, to the point, and do not repeat prior comments so that everyone can be heard. In the interest of time, if several people wish to address the same issue, the Board will request those with the same concern to appoint ONE person to speak collectively on their behalf.

Civil Code §1363.05 (f) / Board Meeting Agendas

Effective January 1, 2008 requires an agenda for each regular board meeting be published to homeowners no less than 4 days prior to the scheduled meeting. The agenda may be distributed via regular mail, by newsletter, included in a billing statement or be posted in a prominent common area location. The bill *does not* prohibit homeowners from speaking about issues during homeowner forum that are not on the agenda; however, the board is limited to comments and actions regarding these issues. Items that homeowners bring up during a meeting that are not on the agenda will be included on the following month's agenda for board discussion.

The following are *exceptions* to Civil Code §1363.05 (f):

- Emergencies
- Items discussed on the previous month's agenda (cannot exceed 30 days)
- Brief comments or statements by the board to management in response to homeowner issues that are not on the agenda
- Brief instructions or administrative tasks to manager or staff regarding a future meeting's agenda item

Name (Please Print)	Property Address	Issue
Joan Fulk	2461 Allegheny	Party
Steve & Heidi Dore	2472 Bow	parking