

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

MAY 16, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted on 05/11/16 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
 Javier Lopez, Vice President
 Shelli Sheppler, Secretary
 Ryan Griffin, Treasurer
 Will Love, Member at Large

Directors Absent: None

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 7:30 p.m. for the following items:

- Delinquencies: A/R Aging and A/R Reconciliation Reports 04/30/16 and Delinquent Status Reports from Pamela Abbott Moore
- Legal: Mailbox Replacement Ballot
- Hearing: Suspension of Privileges, General Appearance
- Minutes: Executive Session 04/18/16

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 7:30 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:

- Roof Maintenance
- Mailbox Replacement

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 April 18, 2016 General Session of the Board of Directors as written.

The Board reviewed the Minutes of the April 18, 2016 Reconvened Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

A motion was made, seconded and unanimously carried to TABLE the Minutes of the April 18, 2016 Organizational Meeting of the Board of Directors to the June 2016 board meeting pending spelling corrections.

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 04/30/16 as presented, subject to audit/review at fiscal year-end by CPA.

A motion was made, seconded and unanimously carried to TRANSFER funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the total amount of \$150,000.00 to Mutual of Omaha Money Market Reserve Account G/L #1036.

Optimum Professional Property Management Invoice – May

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

AAB CD Maturing 06/03/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at AAB, Reserve Account G/L #1065 in the amount of \$100,074.82 plus interest maturing 06/03/16 for a term of 6 months at the best available rate.

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 #O922-00025-1.

In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to DENY recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O922-00046-1 since the account is paid in full.

Reconvened Annual Membership Meeting & Election Tabulated Results

The tabulated results of the Reconvened Annual Membership Meeting & Election held on April 18, 2016 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 2018 and one (1) member for a one (1) year term expiring 2017, as Certified by the Inspector(s) of Election are as follows:

- | | | |
|------------------------------|----------|------------------------------------|
| • Michael Beaver (incumbent) | 51 Votes | ELECTED – 2 Year Term Expires 2018 |
| • Javier Lopez | 51 Votes | ELECTED – 2 Year Term Expires 2018 |
| • Lori Aicard (incumbent) | 40 Votes | ELECTED – 1 Year Term Expires 2017 |
| • Will Love | 19 Votes | |

Director Resignation – Lori Aicard

The Board reviewed and acknowledged the resignation letter from Board Vice President, Lori Aicard, dated 04/18/16 resigning from the Board of Directors effective 04/18/16.

Appointment of Director

A motion was made, seconded and unanimously carried to APPROVE the appointment of Will Love, resident of 2400 Chinook Dr, to the Board of Directors effective immediately to fill the vacancy created by the resignation of Lori Aicard on 04/18/16. Furthermore, Will Love will serve as Member at Large.

Board Liaison

A motion was made, seconded and unanimously carried to APPROVE the appointment of Board President, Michael Beaver, to act as the Board Liaison to Optimum Professional Property Management in accordance with the Management Agreement.

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 Ryan Griffin, Javier Lopez and Michael Beaver as Chair. Furthermore, Architectural Applications will be sent to Michael Beaver who will then schedule a meeting with the Architectural Committee to review the application and return to Management for processing.

Annual Roof Maintenance

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

Paint Proposals and Paint Specifications (3)

The Board reviewed three (3) proposals to paint community wide. A motion was made, seconded and unanimously carried to APPROVE the proposal from 1st Street Painting dated 05/16/16 to paint the exterior of the buildings within the community pursuant to the Dunn Edwards Paint Specifications dated 03/28/16 for \$192,335.00 to be paid from Reserves G/L #3120 (Painting).

O'Connell Landscape Proposal –Community Wide Garage Planter Renovation

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 08/13/15 to renovate the garage planters community wide for \$10,350.08 to be paid from Reserves G/L #3186 (Landscape Upgrade Project).

Fence Pros Proposal – Install Wrought Iron Fence and Double Gate at Pool Equipment

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fence Pros dated 05/05/16 to install wrought iron fence and double gate at pool equipment for \$1,350.00 to be paid from Reserves G/L #3176 (Fencing).

Scott English Plumbing Proposal – Cover for Storm Drain at 2400 Chinook Dr

A motion was made, seconded and unanimously carried to APPROVE the proposal from Scott English Plumbing dated 05/11/16 to install a cover for the storm drain at 2400 Chinook Dr for \$650.00 to be paid from Operating G/L #7614 (Common Area Repairs).

Clubhouse/Pool Bathroom Renovation Proposals

A motion was made, seconded and unanimously carried to TABLE the proposals for clubhouse/pool bathroom renovations to the June board meeting pending Management obtaining an additional proposal.

Board Member Request for Reimbursement – Pizza for Delivery & Set Up

A motion was made, seconded and carried to APPROVE the request for reimbursement from Board Member, Michael Beaver for the purchase of pizza during the delivery and set up of the pool furniture on 04/18/16 in the amount of \$20.51 to be paid from Operating G/L #8499 (Misc. Administration).

ABSTAIN: Beaver

Board Member Request for Reimbursement ~ Supplies for Community Garage Sale

A motion was made, seconded and carried to APPROVE the request of Board member Shelli Shepler for reimbursement from the Association for supplies purchased for community garage sale in the amount of \$19.36 to be paid from Operating G/L 8499 (Miscellaneous Administration).

ABSTAIN: Shepler

Patrol One - Additional Patrol Inspections

A motion was made, seconded and unanimously carried to APPROVE increasing the nightly patrol inspections to include one (1) additional patrol where an officer will check the bathrooms and close the pool Sunday through Thursday between 9:00 PM and 9:30 PM, Friday and Saturday between 10:00 PM and 10:30 PM to be effective immediately.

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. Exterior Inspection for Drywood Termites and Fungus/Dryrot Proposals (2)

The Board reviewed two (2) proposals for an exterior inspection for drywood termites and fungus/dryrot damage to structure community wide. A motion was made, seconded and unanimously carried to APPROVE the proposal from Rodent Pest Technologies, Inc. dated 05/16/16 for an exterior inspection for drywood termites and fungus/dryrot damage community wide for \$4,075.00 to be paid from Reserves G/L #3300 (Contingency).

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, June 20, 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 9:27 p.m.

SECRETARY'S CERTIFICATE

I, Shelli Shappler, 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

Dated 6/29/16

