

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

JUNE 29, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted on 06/23/16 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 Shepler, 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 June 29, 2016 from 6:45 p.m. to 7:15 p.m. for the following items:

- Delinquencies: A/R Aging and A/R Reconciliation Reports 05/31/16, Delinquent Status Reports from Pamela Abbott Moore, Interim Payment and Payment Plan Request
- Legal: Mailbox Replacement Petition
- Hearing: Suspension of Privileges, Trash Can Storage, Parking and Garage Door Replacement
- Minutes: Executive Session 05/16/16

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 7:15 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:

- Landscaping
- Irrigation Concerns
- Parking and Towing
- Pest Concerns (Bees)

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 May 16, 2016 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 05/31/16 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice – June 2016

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

NCB CD Maturing 07/29/16

A motion was made, seconded and unanimously carried to APPROVE withdrawing the funds in the Certificate of Deposit at NCB, Reserve Account G/L #1526 in the amount of \$113,824.84 plus interest maturing 07/29/16 and depositing the funds into the association's money market account with Mutual of Omaha Bank, Reserve Account G/L #1036.

CalFirst Bank CD Maturing 07/26/16

A motion was made, seconded and unanimously carried to APPROVE rolling over the Certificate of Deposit at CalFirst Bank, Reserve Account G/L #1528 in the amount of \$126,347.29 plus interest maturing 07/26/16 for a term of 6 months at the best available rate.

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

A motion was made, seconded and unanimously carried to APPROVE the draft reserve study onsite by Foresight Financial Services, Inc dated May 31, 2016 for fiscal year 01/01/17 to 12/31/17 recommending funding to reserves of \$16,109.07 per month with reserves funded at 52% in 2016 and projected funding at 83% in five (5) years.

Annual Roof Maintenance Proposals

The Board reviewed four (4) proposals annual roof maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 03/22/16 to complete community-wide roof maintenance for \$13,000.00 to be paid from Reserves G/L #3130 (Roofs).

Scott English Plumbing Inc Proposal ~ Water Heater Replacement for Pool Area

A motion was made, seconded and unanimously carried to APPROVE the proposal from Scott English Plumbing, Inc. dated 06/09/16 to replace the pool area water heater with a Noritz tankless hot water heating system on the outside of the pool equipment room for \$3,850.00 to be paid from Reserves G/L #3140 (Pool/Spa).

Tennis Court Re-Surfacing Proposal & Recommendations

A motion was made, seconded and unanimously carried to TABLE the proposal from Taylor Tennis Courts, Inc. dated 05/18/16 to re-surface the tennis courts and convert a tennis court into a multi-use court until the July board meeting pending the Board meeting the vendor at the July landscape walk.

Board Member Request for Reimbursement – Renew Web Hosting

A motion was made, seconded and carried to APPROVE the request for reimbursement from Board Member, Shelli Shepler to renew the web hosting with Bluehost, Inc. Web Hosting Solutions for \$287.76 to be paid from Operating G/L #8499 (Misc. Administration).

O'Connell Landscape Proposal – Removal/Installation of Plant Material at the Corner of Golden and Kraemer

A motion was made, seconded and unanimously carried to TABLE the proposal from O'Connell Landscape dated 05/02/16 to renovate the corner of Golden and Kraemer until the July board meeting pending a revision of the proposal to remove the trenching and conduit to add lights to the corner and O'Connell to provide a rendering of the renovation to the corner.

O'Connell Landscape Proposal – Plant Installation of Triangle at 307 Chinook

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 06/14/16 to renovate the triangle at 307 Chinook for \$2,276.75 to be paid from Reserves G/L #3185 (Landscape Upgrade Project).

O'Connell Landscape Proposal – Plant Installation of Triangle at 324 Chinook

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 06/14/16 to renovate the triangle at 324 Chinook for \$1,034.25 to be paid from Reserves G/L #3185 (Landscape Upgrade Project).

O'Connell Landscape Proposal – Turf Removal & Plant Installation at Corner of Bow Circle and Blue Ridge Dr

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 05/16/16 to remove the turf and install plants at the corner of Bow Circle and Blue Ridge Dr for \$1,496.53 to be paid from Reserves G/L #3185 (Landscape Upgrade Project).

O'Connell Landscape Proposal – Tree Installation at Appalachian Cir

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 06/15/16 install three (3) Tristania trees at Appalachian Circle for \$1,279.95 to be paid from Reserves G/L #3185 (Landscape Upgrade Project).

O'Connell Landscape Proposal – Tennis Court Landscape Renovation

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 04/26/16 to renovate the landscape around the tennis courts for \$10,066.75 to be paid from Reserves G/L #3185 (Landscape Upgrade Project).

Clubhouse/Pool Bathroom Renovation Proposals

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

Board Meeting Date Change

A motion was made, seconded and unanimously carried to APPROVE changing the July 2016 board meeting date from Monday, July 18, 2016 to Wednesday, July 20, 2016.

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 Wednesday, July 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 9:15 p.m.

SECRETARY'S CERTIFICATE

I, Shelli Snopler, 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 Snopler
Appointed Secretary

7/20/16
Dated

**WOODFIELD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 29, 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
Bonnie Kirsch	2313 Huron Cr.	painting
KAREN Dickey	218 Allegheny CR	weeds & painting
ESTER RAMIREZ	230 Chinoak	POST
Joan Tullin	2460 Allegheny	
Gene Christensen	2306 Huron	Traffic Signal & Landscaping
Emilyn Thompson	251 Chinoak	-
CHRIS PINOIA	330 CHINOAK DR	BEES