

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

SEPTEMBER 19, 2016

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted on 09/15/16 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, CMCA[®], 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 September 19, 2016 from 6:30 p.m. to 7:00 p.m. for the following items:

- Delinquencies: A/R Aging Report 08/31/16, Delinquent Status Reports from Pamela Abbott Moore and Interim Payment Notification
- Legal: Mailbox Replacement Petition, Homeowner Correspondence
- Hearing: Suspension of Privileges and Trash Can Storage
- Minutes: Executive Session 08/17/16

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:

- Paint Colors
- Mailboxes
- Towing
- Irrigation

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 August 17, 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 08/31/16 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice – September 2016

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

Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/17 to 12/31/17

The Board reviewed proposed budget #1 prepared 09/19/16 for fiscal year 01/01/17 to 12/31/17 with assessments remaining at \$250.00 per unit per month and monthly funding to reserves in the amount of \$16,109.07 per the reserve study onsite by Foresight Financial Services dated 05/31/16 with reserves funded at 52% at beginning of new fiscal year and 83% in five (5) years. A motion was made, seconded and unanimously carried to TABLE the budget for fiscal year 01/01/17 to 12/31/17 until the October board meeting pending further review. The Board was advised that the budget must be approved no later than 11/01/16 in order to meet the mailing deadline per California Civil Code or a \$250.00 preparation rush fee will be charged.

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 01/01/17 to 12/31/17 to repair any major common area components or to fund the reserves.

Furthermore, the Board TABLED the reserve study onsite by Foresight Financial Services dated 05/31/16 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.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board TABLED the Reserve Funding Plan by Foresight Financial Services for fiscal year 01/01/17 to 12/31/17 with reserves funded at 83% in five (5) years based on the approved reserve funding amount of \$16,109.07 per month.

Insurance Renewal Quote & Proposal

The Board reviewed the renewal policy quote from Berg Insurance and a proposal from LaBarre/Oksnee for insurance coverage renewing 10/15/16. A motion was made, seconded and unanimously carried to APPROVE the renewal quote from Berg Insurance dated 09/06/16 to include property coverage with a policy limit of \$31,376,400.00 and deductible of \$5,000.00, liability coverage with a policy limit of \$2 million, umbrella coverage with a policy limit of \$15 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$31,138.00 subject to rate changes to be paid from Operating.

Concrete Hazard Solutions Proposal – Metal Drainage Channels

A motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 09/12/16 to remove and replace the metal drainage channels for \$2,700.00 to be paid from Operating G/L #76145 (Common Area Repairs).

Concrete Hazard Solutions Proposal – Concrete Sidewalk Replacement

A motion was made, seconded and unanimously carried to TABLE the proposal from Concrete Hazard Solutions dated 09/12/16 to replace the sidewalk corners to elevate the severely sunken curbs to prevent trip hazards at corners of Chinook and Blue Ridge for \$9,850.00 to the October board meeting pending Management contacts the City of Placentia to determine if the City will replace the corners at no cost to the association.

Fast Signs Proposal – Street Signs Replacement – Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fast Signs dated 09/07/16 to replace and install the street signs community wide for \$3,307.14 to be paid from Operating G/L #7614 (Common Area Repairs).

O’Connell Landscape Proposal – Pocket Planters – Community Wide

A motion was made, seconded and unanimously carried to APPROVE the proposal from O’Connell Landscape dated 08/19/16 to remove and replace the plant material in the pocket planters community wide for \$7,452.50 to be paid from Reserves G/L #3185 (Landscape Upgrades).

OCBS Proposal – Concrete Repairs – 213 Chinook Dr

A motion was made, seconded and unanimously carried to TABLE INDEFINITELY the proposal from OCBS dated 07/29/16 for concrete repairs at 213 Chinook for \$10,818.00 since the driveway and patio are homeowner responsibility and the cause of the damage has not been determined to be Association responsibility.

Horizon Lighting Proposals (3) – Community-wide Lighting Fixture Replacement

A motion was made, seconded and unanimously carried to TABLE the three (3) proposals from Horizon Lighting dated 07/14/16 for community-wide lighting fixture replacement to the October board meeting pending Management obtaining sample lighting fixtures from Horizon Lighting.

Buck-A-Door Pledge – CAI Community Legislative Action Committee (CLAC)

The Board reviewed correspondence from Community Associations Institute (CAI) for a community pledge requesting a donation of \$1.00 per door to help with public education and advocacy for homeowners and community associations. A motion was made, seconded and unanimously carried to APPROVE making a donation to Community Associations Institute for Community Legislative Action Committee (CLAC), “A Buck a Door” program for \$1.00 per door, which is equal to \$163.00 to be paid from Operating G/L #8499 (Miscellaneous Administration).

Board Member Request for Reimbursement – Woodfield Community BBQ

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Shelli Shepler, for reimbursement from the Association for supplies for Woodfield community BBQ for \$54.24 to be paid from Operating G/L #8499 (Misc. Administration).

Community Paint Project

The Board discussed the community wide paint project. A motion was made, seconded and unanimously carried to APPROVE the painting of the community start on 10/10/16 and a notice is to be posted on every garage as each building is scheduled to be painted. Furthermore, Management was directed to have units 248 and 254 Gallery Way painted the two different color schemes to showcase the new paint colors and allow a more visual enhancement for the Board to decide on the community color scheme.

Community Website

The Board discussed administration of the Woodfield Community Association website. Board Secretary, Shelli Shepler will continue to update the website as needed.

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. Aquatic Balance Proposal – Replace Spa Skimmer – Community Pool

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatic Balance dated 09/19/16 to replace the cracked and leaking spa skimmer at the community pool for \$1,650.00 to be paid from Reserves G/L #3140 (Pool/Spa).

2. Aquatic Balance Proposal – Replace Underground Copper Suction and Return Lines – Community Pool

A motion was made, seconded and unanimously carried to APPROVE the proposal from Aquatic Balance dated 09/19/16 to replace underground copper suction and return lines at the community pool for \$1,650.00 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, October 17, 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 9:30 p.m.

SECRETARY'S CERTIFICATE

I, Shelli Stappeler, 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 Stappeler
Appointed Secretary

Dated 10/17/2016

**WOODFIELD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 19, 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
KAREW Dickey	218 Allegheny Ck	Paint etc
Bonnie Kisch	2313 Huron	mailboxes
Lami Singer	288 Chincote Dr.	overspray from graffiti
Math & Jeanine Gatica	2448 Allegheny Wp	pet 2388 & 2382 garage
Sharon Jackson	2436 Allegheny Way	fencing
Wm Tull	2400 Allegheny	
Gene Christensen	2306 Huron	Grass
Evelyn Shoppard	26 Chincote	
William McClain	Teton ²³⁰⁴	New Costs

Katy Squires

Teri Lyles

Chris Schaller

Leg Cheep

Ron White

Paolo Rinzi

2337 Teton Cr termite Repair

2331 Teton Cr towing, tennis courts

2319 Teton Cir

2313 Teton Cir

2473 Bow Circle Stucco

260 Teton Mail Boxes