

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

JANUARY 23, 2017

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted on 01/19/17 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[®])

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 23, 2017 from 6:30 p.m. to 7:00 p.m. for the following items:

- Delinquencies: A/R Aging Report 12/31/16, Delinquent Status Reports from Pamela Abbott Moore and Interim Payment Notification
- Legal: Mailbox Replacement Petition
- Hearing: Suspension of Privileges, Parking and Trash Can Storage
- Minutes: Executive Session 11/21/16

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 7:15 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:

- Drainage Issues
- Door Locks
- Mailbox Installation
- Painting Project – Quality Checks
- Soil Erosion
- Towing Company on Patrol One Signs

Architectural Committee

Architectural Committee was present, however no report was given. Report will only be given when architectural applications are in process.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the November 21, 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 11/30/16 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 12/31/16 as presented, subject to audit/review at fiscal year-end by CPA.

A motion was made, seconded and unanimously carried to transfer funds from Mutual of Omaha Money Market Reserve Account G/L #1036 in the total amount of \$100,000.00 to Pacific Western Bank Money Market Reserve Account G/L #1520.

Optimum Professional Property Management Invoice

The Board reviewed the December and January invoices for Management. No action required.

CalFirst Bank CD Maturing 01/26/17

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 \$127,492.28 plus interest maturing 01/26/17 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.

Community Painting Project Update

Management provided an update on the paint project. 1st Street Painting is currently 3 weeks behind schedule due to inclement weather. Management was directed to inform 1st Street Painting to not install the old no bicycles/no skateboarding signs on the lamp posts throughout the community.

O'Connell Landscape Proposal – Plant Carolina Cherry Trees/Lantana – Kraemer Slope/Entry

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 12/30/16 to plant Carolina Cherry trees and Lantana along the slope on Kraemer and the center island at the entrance for \$4,034.00 to be paid from Reserves G/L #3185 (Landscape Replacement Project).

O'Connell Landscape Proposal – Removal of Dead Palm Tree – Kraemer Blvd

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 10/18/16 to removal of dead palm tree on Kraemer Blvd for \$1,500.00 to be paid from Reserves G/L #3185 (Landscape Replacement Project).

O'Connell Landscape Proposal – 2016 Tree Trimming

A motion was made, seconded and unanimously carried to APPROVE the proposal from O'Connell Landscape dated 11/15/16 to trim the trees community wide for \$6,070.00 to be paid from Operating G/L #7232 (Tree Service).

JCI Property Maintenance Proposal – Privacy Screening – Slope along Kraemer

A motion was made, seconded and unanimously carried to DENY the proposal from JCI Property Maintenance dated 12/05/16 in the amount of \$4,395.00 since the Board decided to plant Carolina Cherry trees and Lantana along the slope.

Fontaine Weatherproofing – Roof Repairs – 200 Chinook Circle

A motion was made, seconded and unanimously carried to APPROVE the proposal from Fontaine Weatherproofing dated 01/10/17 to repair the roof of 200 Chinook Circle in the amount of \$2,550.00 to be paid from Operating G/L #7655 (Roof Repairs).

Furthermore, the Board APPROVED to call the homeowner to a hearing for a reimbursement assessment for 50% of the cost of the repairs in the amount of \$1,275.00 since the homeowner's contractor damaged the integrity of the roof during the fascia wood replacement.

Owner Request: Permanent Vehicle Safe List – 200 Chinook Circle (Aicard)

A motion was made, seconded and carried to APPROVE the request of Lori Aicard, owner of 200 Chinook Circle, dated 01/01/17 to permanently safe-list her vehicle since the Association does not have handicap parking.

OPPOSED: Beaver

Patrol One Post Orders & Towing Reimbursement Request – 200 Chinook Circle

The Board reviewed the post orders provided to Patrol One and the request of Lori Aicard owner of 200 Chinook Circle dated 01/21/17 for reimbursement for towed vehicles belonging to her daughter and son in law. A motion was made, seconded and unanimously carried to APPROVE the request of Lori Aicard, owner of 200 Chinook Circle, dated 01/21/17 for reimbursement from the Association in the amount of \$480.00 due to the change in post orders for resident's ability to park in the clubhouse parking lot the night before street sweeping without safe listing their vehicle and the homeowner's claim that two (2) prior citations were not received from Patrol One.

Owner Request: Replace Wood Pergola at Entryway – 206 Chinook Circle

The Board reviewed correspondence from Shelli Shepler, owner of 206 Chinook Circle, requesting the Association replace the two (2) columns at her entryway. The Board directed Management to obtain proposals to replace the columns as is and also structurally sound enough to support a roof.

Owner Request: Wood Repairs – 219 Chinook Circle

A motion was made, seconded and unanimously carried to APPROVE the request of Neema Fannyan, owner of 219 Chinook Circle, dated 11/03/16 for 50% of the reimbursement request from the Association for the wood replacement repairs at 219 Chinook Circle (Fannyan) in the amount of \$180.00 since it was determined the wood replacement is homeowner responsibility and owner submitted proof of payment made to vendor for this repair.

Board Member Reimbursement: Lighting and Wiring – Golden and Kraemer

A motion was made, seconded and unanimously carried to APPROVE the request from Board Member, Ryan Griffin, for reimbursement from the Association for lighting and wiring supplies for corner of Golden and Kraemer in the amount of \$655.78 to be paid from Operating G/L #7545 (Lighting Supplies).

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 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 as presented.

Berding / Weil Legislative Update

The Board reviewed the 2016/2017 Legislative Update provided by Berding / Weil. No action required.

Change February Board Meeting Date due to Presidents Day

A motion was made, seconded and unanimously carried to APPROVE changing the board meeting date to Wednesday, February 22, 2017 due to the regular board meeting date falling on Presidents Day.

Annual Certified Manager Disclosure

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

- Morgan Winegar 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), 230 Commerce, Suite 250, Irvine, CA 92602.
- 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 2017

- Replace light fixtures community wide
- Mailbox replacement
- Tennis courts renovation

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, 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 9:25 p.m.

SECRETARY'S CERTIFICATE

I, Stelli Shegler, 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

3/20/17
Dated