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

MAY 15, 2017

Notice of Meeting
In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at least four (4) days prior to the meeting 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:	Jeff Weber, CMCA®, Optimum Professional Property Management (ACMF®) Morgan Winegar, Senior CCAM®, Optimum Professional Property Mgmt. (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 May 15, 2017 from 6:30 p.m. to 7:00 p.m. for the following items:

- Delinquencies: A/R Aging Report 04/30/17, Attorney Status Reports
- Legal: Mailbox Replacement Update
- Hearing: Suspension of Privileges, General Maintenance
- Minutes: Executive Session 04/17/17

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. No items were presented.

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 April 17, 2017 General Session of the Board of Directors as written.

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the April 17, 2017 Organizational Meeting of the Board of Directors as written.

The Board reviewed the Minutes of the April 17, 2017 Reconvened Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

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 04/30/17 as presented, subject to audit/review at fiscal year-end by CPA.

Optimum Professional Property Management Invoice
The Board reviewed the May invoice for Management. No action required.

Patrol One – Parking Rules/Post Orders/Safelist – Guest Speaker –Mike Bancroft
The Board discussed the parking rules, current post orders and safe list by address program with Mike Bancroft from Patrol One. A motion was made, seconded and unanimously carried to TABLE approval of the safe list by address program until the June board meeting pending review of the parking rules.

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 Javier Lopez, Shelli Sheppler and Michael Beaver as Chair. Furthermore, Architectural Applications will be sent via email to the all Committee members who will then schedule a meeting to review the application and return to management for processing.

24 Hour Restoration Proposal – Abatement – 206 Chinook
A motion was made, seconded and unanimously carried to APPROVE the proposal from 24 Hour Restoration dated 03/31/17 for abatement services at 206 Chinook Cir for $3,948.25 to be paid from Reserves G/L #3300 (Contingency).

Fontaine Weatherproofing Invoice – Roof Leak Repairs – 2473 Arrow Cir
A motion was made, seconded and unanimously carried to APPROVE payment of invoice #36127MD from Fontaine Weatherproofing dated 03/17/17 to repair roof leak at 2473 Arrow Cir for $1,895.00 to be paid from Operating G/L #7655 (Roof Repairs).

Fontaine Weatherproofing Invoice – Roof Leak Repairs – Clubhouse
A motion was made, seconded and unanimously carried to APPROVE payment of invoice #36521MD from Fontaine Weatherproofing dated 04/12/17 to repair roof leak at clubhouse for $1,980.00 to be paid from Operating G/L #7655 (Roof Repairs).

Fontaine Weatherproofing Invoice – Roof Leak Repairs – 206 Chinook Cir
A motion was made, seconded and unanimously carried to APPROVE payment of invoice #36641MD from Fontaine Weatherproofing dated 04/21/17 to repair roof leaks at 206 Chinook Cir for $4,148.00 to be paid from Operating G/L #7655 (Roof Repairs).

Fontaine Weatherproofing Invoice – Roof Leak Repairs – 2331 Teton Cir
A motion was made, seconded and unanimously carried to APPROVE payment of invoice #36518MD from Fontaine Weatherproofing dated 04/12/17 to repair roof leak at 2331 Teton Cir for $2,985.00 to be paid from Operating G/L #7655 (Roof Repairs).

Benchmark Website Maintenance Agreement Renewal Proposal
A motion was made, seconded and unanimously carried to APPROVE the renewal agreement from Benchmark Website Maintenance dated 04/20/17 to maintain the Association's website for $125.00 to be paid from Operating G/L #8495 (Contingency). Furthermore, there is no change in the monthly maintenance fee.

Perimeter Wall Repair Proposals (3) – Near Front Entrance
The Board reviewed three (3) proposals to repair the perimeter block wall. A motion was made, seconded and unanimously carried to APPROVE the proposal from OCBS Inc. dated 03/09/17 to repair the Association's perimeter block wall near the front entrance due to a car accident for $8,206.00 to be paid from Reserves G/L #3176 (Fencing).

Janitorial Service Proposals (3)
The board reviewed three (3) proposals for routine janitorial service. A motion was made, seconded and unanimously carried to APPROVE the proposal from Optimum Professional Property Management's janitorial division dated 05/10/17 for routine janitorial service winter session one (1) time per week for $225.00 per month and summer session two (2) times per week for $375.00 as of July 1, 2017. Furthermore, the contract with West One Janitorial will be terminated as of the last day of June 2017.

Concrete Hazard Solutions Proposal ~ Crack Repair – Upper Pool Deck
A motion was made, seconded and unanimously carried to APPROVE the proposal from Concrete Hazard Solutions dated 05/10/17 to grind and repair the concrete crack on the upper pool deck for $890.00 to be paid from Operating G/L #7614 (Common Area Repairs).

Community Wide Lighting Fixture Replacement Proposals
A motion was made, seconded and unanimously carried to TABLE the three (3) proposals from Horizon Lighting dated 07/14/16 to replace light fixtures community-wide to the June board meeting pending Board Member, Ryan Griffin, contacting lighting vendors for additional sample lighting fixtures.

Board Member Request for Reimbursement – Table Replacement - Clubhouse
A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from Board Member, Shelli Sheppler, for the purchase of a new table for the clubhouse for $43.09 to be paid from Operating G/L #8495 (Operating Contingency).

Board Member Request for Reimbursement – Flyers – Community Event
A motion was made, seconded and unanimously carried to APPROVE the request for reimbursement from Board Member, Shelli Sheppler, for the purchase of flyers for the community garage sale and bbq for $51.41 to be paid from Operating G/L #8495 (Operating Contingency).

Board Meeting Date for June 2017
The Board discussed the board meeting date for June 2017. There will not be a change in the board meeting date scheduled on June 19, 2017. No action required.

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 19, 2017 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 8:30 p.m.

SECRETARY'S CERTIFICATE

I, Shelli Shepler, 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:

S Shepler
Appointed Secretary

6/19/17
Dated

WOODFIELD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 15, 2017

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
Heidi Done	2422 Bow	Insurance