

WOODBIDGE PARK ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING MINUTES
January 26, 2017

I. CALL TO ORDER

The Board meeting was called to order by President Betty Hutton at 6:30 PM. Meeting held at Woodbridge Park Clubhouse.

II. ROLL CALL

Present: President Betty Hutton, Vice President Debbie Daniel and Secretary Merilee Gunn. Absent was: Treasurer Jennifer Foster.

Also present Lupe Aguilera, Association Manager of Spectrum Property Services, also acting as Recording Secretary.

III. HOMEOWNER FORUM

1. Jeffery Beller (1632 Parakeet Court) parking concerns/questions & discussed website with Board.
2. Dennis Sparks (7157 Wren Court) –reported drain at the bottom on hillside by spa not draining and needs to be cleared. Reported 7147 Wren Court painted the garage door the wrong color.
3. Robert Ventura (1504 Thrasher Court) no concerns
4. William Delgado (1532 Thrasher Court) submitted his architectural modification request form for removal of wall inside his unit.

IV. APPROVAL OF AGENDA/ADDITIONS

Prohibited unless there is an emergency issues/s
No action required

V. 2017 CALENDAR

Board reviewed calendar. Garage Sale was added for April 29th

VI. MINUTES

Betty Hutton made a motion to approve the October 27, 2016 Board minutes. The motion was seconded by Merilee Gunn and carried unanimously.

Debbie Daniel made a motion to approve December 7, 2016 minutes. Minutes approved. Betty Hutton and Merilee Gunn abstained as they were not present at the meeting.

VI. TREASURER'S REPORT

Ending period of November 2016

	OPERATING		RESERVES		Total Cash & Investments	
Beginning Balance	\$	317,690.26	\$	1,180,680.98	\$	1,498,371.24
Cash Receipts	\$	69,080.90	\$	0.00	\$	69,080.90
Cash Disbursements	-\$	67,816.97	-\$	5,229.00	-\$	67,816.97
Other (Transfer/Misc. Income)	\$	1,686.95	\$	24,783.02	\$	23,096.07
Interest/Dividends	\$	52.40	\$	275.15	-\$	327.55

Balance	\$	<u>317,319.64</u>	\$	1,205,739.15	\$	<u>1,523,058.79</u>
Reserve Liabilities			-\$	<u>1,205,739.15</u>		
Due To (From) Operating			-\$	<u>0.00</u>		

Ending period of December 2016

	OPERATING		RESERVES		Total Cash & Investments	
Beginning Balance	\$	317,319.64	\$	1,205,739.15	\$	1,523,058.79
Cash Receipts	\$	71,336.62	\$	0.00	\$	71,336.62
Cash Disbursements	-\$	72,459.78	-\$	0.00	-\$	72,459.78
Other (Transfer/Misc. Income)	\$	0.00	\$	24,783.02	\$	24,783.02
Interest/Dividends	\$	54.14	\$	1,910.61	-\$	1,964.75
Balance	\$	<u>316,250.62</u>	\$	<u>1,232,432.78</u>	\$	<u>1,548,683.40</u>
Reserve Liabilities			-\$	<u>1,232,432.78</u>		
Due To (From) Operating			-\$	<u>0.00</u>		

Betty Hutton gave Treasurer's report on behalf of Jennifer Foster, who was absent. All bank reconciliations for operating and reserve accounts as provided to Jennifer Foster by Spectrum Property Services, in accordance with, Section Civ. Code §5500 California Civil Code for November & December are in order. Betty Hutton made a motion to approve the November & December 2016 financials the motion was seconded by Debbie Daniel and carried unanimously.

- A. **DELINQUENCIES**- Board reviewed report. Betty Hutton asked management to send a post card to those homeowners with \$5.00 balance and remind them there was increase.
- B. Preliens: None
- C. Lien- When a lien is recorded with the County, it will encumber the property in the event it goes to sale or the owner attempts to refinance, etc- Debbie Daniel made a motion to approve to lien Parcel #136-0-140-035 & 136-0-150-275 and to deactivate the pool card. The motion seconded by Merilee Gunn and carried unanimously.
- D. CD Rate-None
- E. Reserve Expenditures-None

VIII. COMMITTEE REPORTS

- A. Gutter/Downspouts
 - 1. R&S Construction is scheduled to check all the downspout drains that belong to Association.
- B. Architectural
 - 1. 1546 Towhee Court Defer to Executive Session
 - 2. 7015 Flicker Court request to install windows. Deferred to Executive Session
 - 3. 1608 Parrot Court request to install satellite dish was approved per association specification.
- C. Landscape (Diana)
 - 1. All irrigation and planting have been completed.

- D. Tree trimming –Nothing to report
- E. Newsletter
Betty Hutton will be working on a newsletter.
- F. RV Lot (Al Medina)
There are a couple of spaces available.
- G. Pool (Dennis Sparks)
 - 1. The proposals for plastering/Decking & wrought iron have been tabled. Holly from Ventura County Environmental Health will be meeting Manager/Merilee Gunn & Debbie Daniel on Friday January 27, 2017. If needed there will be a special meeting.
- H. Social

IX. MANAGER'S REPORT

- A. Repair & Maintenance log attached for Board to review.
- B. Termites
 - 1. BPC reported 6921 Gull Court, 7003 Flicker Court, 1608 & 1640 Parakeet Court, 1626 Parrot Court, 1510, 1522 & 1532 Tern Court, 7141 Wren Court & 7115 Owl Court have not scheduled their termite inspections.
 - 2. BPC termite report for 1580 Bittern Court unit is in Escrow.
 - 3. Correspondence from BPC regarding 10% increase. Previous pricing \$900.00 per month and New pricing \$1,188.00 per month.
- C. Pest Control
 - 1. Cragoe Pest Control reports are attached with invoices.
- D. Janitorial no reports
- E. Oaks Security, Inc. –Betty Hutton and Manager are emailed reports.
- F. Clubhouse
 - 1. Calendar –no rentals
 - 2. Computer telephone/internet service
Board is requesting cost on 911 phone line and internet services.
- G. Violations
 - 1. 19066-Betty Hutton made a motion to remove 2nd violation with \$100.00 fine for non-compliance with termite inspection as they scheduled their inspection. The motion was seconded by Debbie Daniel and carried unanimously.
 - 2. 19053 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine for non-compliance with termite inspection and send a 3rd violation with fine. The motion was seconded by Betty Hutton and carried unanimously.
 - 3. 19182 Debbie Daniel made a motion to remove 2nd violation with \$100.00 fine for non-compliance with termite inspection as they scheduled their inspection. The motion was seconded by Betty Hutton and carried unanimously.
 - 3. 19100 Betty Hutton made a motion to remove 2nd violation with \$100.00 fine for

non-compliance with termite inspection as they scheduled their inspection. The motion was seconded by Merilee Gunn and carried unanimously.

4. 19088 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine for non-compliance with termite inspection and send a 3rd violation with a \$100.00 fine. The motion was seconded by Merilee Gunn and carried unanimously.
5. 19083 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine for non-compliance with termite inspection and send a 3rd violation with \$100.00 fine. The motion was seconded by Betty Hutton and carried unanimously.
6. 19198 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine. for non-compliance with termite inspection and send a 3rd violation with \$100.00 fine. The motion was seconded by Merilee Gunn and carried unanimously.
7. 19178 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine for non-compliance with termite inspection and send a 3rd violation with \$100.00 fine. The motion was seconded by Merilee Gunn and carried unanimously.
8. 19043 Debbie Daniel made a motion to remove 2nd violation with \$100.00 fine for non-compliance with termite inspection as they have scheduled their inspection. The motion was seconded by Merilee Gunn and carried unanimously.
10. 19058 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine for non-compliance with termite inspection and send a 3rd violation with \$100.00 fine. The motion was seconded by Betty Hutton and carried unanimously.
11. 19013 Debbie Daniel made a motion to remove 2nd violation with \$100.00 fine for non-compliance with termite inspection as they have scheduled their inspection. The motion was seconded by Merilee Gunn and carried unanimously.
12. 19007 Debbie Daniel made a motion to uphold 2nd violation with \$100.00 fine for non-compliance with termite inspection and send a 3rd violation with \$100.00fine. The motion was seconded by Betty Hutton and carried unanimously.
13. 19195 Debbie Daniel made a motion to remove the 1st violation with \$50.00 fine for garage door repair/replacement as repairs were made. The motion was seconded by Merilee Gunn and carried unanimously.

G. Violation Appeals –None

H. Violation Hearing Verdicts

1. Correspondence sent to individual homeowners regarding their specific violation verdict hearing. FYI

I. Correspondence –FYI

1. 1612 Parakeet Court paid work order for painting garage door.

J. Security Cornwall Board receives reports by email.

K. Copy of changes in ownership #19009 & #19179.

X. OLD BUSINESS

A. Website to be listed under committees on future agendas.

B. Amend By Laws & CC&R's

The counting of the ballots will be opened in March if enough are received. Ballots to be sent to new homeowners if not on file from previous owners.

C. Clubhouse Beams

1. ASR Construction was awarded the contract
2. Architect Baker Engineering still waiting for City Permits.

D. BPR, Inc will be doing the sidewalk shaving on January 30th.

XI. NEW BUSINESS

- A. There is an open Board Position due to Board member selling unit.
- B. Correspondence from homeowner who is expressing interest in serving on the Board. Debbie Daniel made a motion to nominate Robert Ventura to serve on the Board for the remaining term of 1 year. (April 2018) for prior Board member. The motion was Merilee Gunn seconded the motion and carried unanimously
- C. Copy of State Farm Insurance final premium audit refund premium of \$517.00.
- D. CLAC New laws and Article
- E. Correspondence from concerned homeowner regarding parking issues.
- F. The following items were addressed in the Executive Session of December 7, 2016:
Approval of Minutes dated October 27, 2016 & December 28, 2016, Delinquencies, Violations & Contract and Legal.

XII. ADJOURNMENT

The meeting was adjourned at 8:22 PM