

**WOODBIDGE PARK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 24, 2019 6:30PM-
WOODBIDGE PARK CLUBHOUSE**

MINUTES

I. CALL TO ORDER

President Robert Ventura called the meeting to order at 6:30pm.

II. ROLL CALL

President Robert Ventura, Treasurer Jeff Beller, Secretary Kathleen Shaffer, and members at large Norma Rominger and Dan Busch attended. Lupe Aguilera, association manager from Spectrum Property Services also attended.

III. HOMEOWNERS FORUM

I. Bill Garner- 1530 Towhee Ct. Bill gave thanks to the board for the budget work, especially that the monthly fee did not rise. He expressed concern that there was not an October garage sale. He is also concerned about workers that were on his roof and wondered if they did any damage. They were working on the siding of the adjacent condo in February 2018. He questioned who is responsible if there are rats in his attic. He is very concerned about poor communication with Spectrum. He states he writes emails and comes to the office and gets no response.

IV. APPROVAL OF AGENDA

Additions to the agenda as posted are generally prohibited unless there is an emergency issue.

A new agenda was required. The agenda that was posted had incorrect financial information, with the December financials posted as a copy of the November financials instead of new information. Lupe passed out new agendas to the board but these also contained a mistake in the December financials, which was noticed by Treasurer Jeff Beller. Jeff noted that the Line *Due to (from) Operating* should total -0- in the Reserves column, rather than \$1,200,000.00. Board approved the agenda with the correction of the correct financial information for December 2018.

V. APPROVAL OF MINUTES

Motion to approve the minutes from November 29, seconded and passed.

VI. 2019 CALENDAR - board requests that calendar is corrected for accuracy- no walkthrough in January, walkthrough scheduled for 2/5/19, social committee event held on 1/18/19, social committee event scheduled for 2/24/19

VII. TREASURER'S REPORT- Ending month of November 2018

| | OPERATING | | RESERVES | | Total Cash & Investments | |
|-------------------------------|-----------|-------------------|----------|---------------------|--------------------------|---------------------|
| Beginning Balance | \$ | 449,403.45 | \$ | 1,273,224.29 | \$ | 1,722,627.74 |
| Cash Receipts | \$ | 71,385.80 | \$ | 0.00 | \$ | 71,385.80 |
| Cash Disbursements | -\$ | 48,444.99 | -\$ | 0.00 | -\$ | 48,444.99 |
| Other (Transfer/Misc. Income) | \$ | 20.00 | \$ | 27,359.50 | \$ | 27,339.50 |
| Interest/Dividends | \$ | <u>682.19</u> | \$ | <u>2,178.78</u> | -\$ | <u>2,860.97</u> |
| Balance | \$ | <u>473,006.45</u> | \$ | 1,302,762.57 | \$ | <u>1,775,769.02</u> |
| Reserve Liabilities | | | -\$ | <u>1,302,762.57</u> | | |
| Due To (From) Operating | | | -\$ | <u>0.00</u> | | |

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|--|--|--|--|--|--|--|

Ending month of December `2018

| | OPERATING | | RESERVES | | Total Cash & Investments | |
|-------------------------------|-----------|-------------------|----------|---------------------|--------------------------|---------------------|
| Beginning Balance | \$ | 473,006.45 | \$ | 1,302,762.57 | \$ | 1,775,769.02 |
| Cash Receipts | \$ | 74,662.15 | \$ | 0.00 | \$ | 74,662.15 |
| Cash Disbursements | -\$ | 93,682.15 | -\$ | 0.00 | -\$ | 243,682.15 |
| Other (Transfer/Misc. Income) | \$ | 385.00 | \$ | 150,000.00 | \$ | 176,974.50 |
| Interest/Dividends | \$ | <u>734.67</u> | \$ | <u>2,978.98</u> | -\$ | <u>3,713.65</u> |
| Balance | \$ | <u>454,336.12</u> | \$ | 1,333,101.05 | \$ | <u>1,787,437.17</u> |
| Reserve Liabilities | | | -\$ | <u>1,333,101.05</u> | | |
| Due To (From) Operating | | | -\$ | <u>0.00</u> | | |
| | | | | | | |

Treasurer Jeff Beller stated "I have reviewed all bank reconciliations for operating and reserve accounts as provided to me by Spectrum Property Services, in accordance with, Section Civ. Code §5500 California Civil Code." Motion to approve the financials for November 2018 , seconded and passed. Motion to approve the financials for December 2018 with corrections (Cash Flow for December 2018 corrections in the *RESERVE ACCOUNT* column, specifically correct *TOTAL RESERVE LIABILITIES* from \$133,101.05 to \$1,133,101.95, and correct *DUE TO (FROM) OPERATING* from \$1,200,00.00 to \$-0-), motion seconded and passed.

- A. **DELINQUENCIES**- board reviewed the report, no action taken
- B. **PRE-LIEN**: no action taken
- C. **LIEN**- no action taken
- D. **CDs** -rates and investments reviewed by treasurer , no action taken
- E. **SCHWAB ACCOUNT** - board discussed method of transferring money between Union Bank and Schwab , Jeff will do a brief write-up re the procedure and send to the board
- F. **SIGNATURE CARDS** -no action taken
- G. **RESERVE EXPENDITURES** - FYI

| | | | | | |
|--------|----------|-----------------|----------|--------------|-----------|
| Check# | Date | Vendor | Invoice# | Amount | Component |
| #20226 | 12/20/18 | Woodbridge Park | 12/20/18 | \$150,000.00 | #1051 |

VIII. COMMITTEE REPORTS-

- A. Architectural (Robert Ventura)
 - 1. Board discussed procedure to approve requests for typical architectural modifications, such as replacing front door or "like to like" replacements, such as replacing an interior fence. Board agreed that where there is an established rule or guideline adopted by the board, the head of the architectural committee can give approval without bringing the matter before the entire board . This expedites the process for the homeowner.
 - 2. 1530 Towhee Court –request to install cable lines – FYI -Approved by architectural committee
- B. Landscape/Tree (Kathleen Shaffer)
 - 1. Landscape duties - Lupe reported back on the homeowner question about why Pedro leaves the lawn clippings, stating that he no longer does this. She also reported on the status of the two apple trees in front of 7027/7029 Flicker in the common area. Board had requested at November 2019 meeting that Pedro inspect the 2 apple trees again and remove them if completely diseased. He had identified them as having termite damage in certain branches on the November 14 2018 walkthrough. Lupe did not follow through on the motion because the board did not authorize a specific amount for the removal. Motion to approve up to \$500 per tree for removal if

needed, seconded and passed.

2. SLM Services proposal tree treatment - SLM proposes treating the Bradford Pear and Evergreen Pear trees for non production of fruit, and proposes treating the sycamore trees for Anthracnose disease. This is a continuation of a previous treatment that has benefitted the sycamore trees. Board discussed why the pear trees need to have treatment to reduce fruit - it is very expensive, and no record of it being done in past. Motion to approve only part of the SLM proposal, agree to treat sycamores for disease but not to reduce pear trees for fruit production, seconded and passed.

D. Newsletter (Kathleen Shaffer)- another newsletter will be posted in mid-February

D. RV LOT- (Al Medina)

1. 2 spaces available

E. POOL (Jeffery Beller)

1. Oaks Security - no info
2. Pool Card fee board discussed actual cost of pool cards- Pool cards actual cost is \$3.84 each, purchased in batches of 50, with cost of tax and shipping the actual cost @\$5.00, currently costs \$100 to homeowner to replace. Motion to reduce price of pool card replacement , seconded, discussed - the database which identifies each homeowner's pool key number needs to be accurate, pool committee needs to be able to turn off a pool key if it is reported stolen or lost before issuing a replacement. Motion withdrawn. Table the pool key price reduction until February board meeting. Lupe will send Jeff the database that Spectrum has kept and he will verify if the database is accurate and complete.
3. Joshua's Pool & Spa proposal for pump motor-approved -FYI

G. SOCIAL-(Norma Rominger) 1st social committee event was a success, @ 25 residents attended a happy hour on 1/18/19 from 5 to 7:30 PM. HOA provided fruit, vegies, crackers and cheese, and sodas. Residents brought desserts and snacks to share, also a variety of wines. Next social committee event will be a craft day on 2/24/19. The newsletter will provide a complete description for residents. There are also plans to make the annual meeting in April a more festive event to encourage more attendance. The HOA will provide pizza and soda, and ask homeowners to bring dessert and/or salad, Archon Protection will send a guest speaker to talk in general about what they do, and the board member election votes will be tallied.

IX. MANAGER'S REPORT

A. Repair & Maintenance Log –Attached for Board to review , 3 roof leaks noted due to recent rain

B. Termites - board reviewed current list of termite inspections still needed- At November board meeting the board passed a motion to send a possible violation letter to the homeowners who had not completed the termite inspection. The letters were sent the week of January 7th, not allowing the homeowners enough time to complete the inspection before this board meeting. The board requests that Lupe send an additional letter to the remaining homeowners with the new extended dates available from BPC for termite inspection. At the next board meeting the board will review the results and uphold the potential violation fines where applicable.

C. Pest Control (Rats & gophers treatments) FYI

1. Cragoe Pest Control reports –Attached to invoice, not typically included in the board packet -FYI

D. Janitorial - no new info

E. Clubhouse

1. Rentals FYI

F. Violation Log –

1. Courtesy Notices - none
3. Correspondence sent to individual homeowners regarding their specific violation -see above under Termites

G. Violation appeals –None

H. Violation Hearing Verdicts

1. Correspondence sent to individual homeowners regarding their specific violation verdict hearing **FYI** -none

I. Correspondence-**FYI**- email from homeowner reporting that sidewalk lamp does not work after Spectrum Communications was working in the area, digging a trench to install cable line- Gus repaired the sidewalk lamp and found that the electric wires had been inadvertently shorted when the trench was dug. Bill to repair was \$642.95. Kathleen will pursue having Spectrum Communications reimburse the HOA for the repair.

J. Patrol –Archon Protection- Board receives reports by email **FYI**

K. Changes in Ownership or tenancy - none

X. OLD BUSINESS

A. None

XI. NEW BUSINESS

- A. Correspondence from 1540 Towhee Court regarding light out- see above under correspondence
- B. Order of Items on Agenda-board requests new order for agenda items -new business after committee reports
- C. Revised CC&R's and By-laws - Jeff will organize and chair a committee to review, goal is to refine them with homeowner concerns addressed and new laws incorporated, then present to homeowners for adoption
- D. New Website- board discussed the goal of creating a new website and/or refining the current website hosted by Spectrum for Woodbridge - board will focus on this after the project to revise and adopt the CC&Rs and ByLaws- for now table the issue- board requests that Lupe send the board members the information about how to access the current HOA website hosted by Spectrum
- E. The following items were addressed in the Executive Session of November 29, 2018- the approval of the Executive meeting minutes from October 25, 2019, Delinquencies & Violations.

XII. NEXT MEETING

The next meeting Board Meeting is scheduled for February 28, 2019 at 6:30PM at Woodbridge Park Clubhouse

XIII. ADJOURNMENT

President Robert Ventura adjourned the meeting @8:47PM.

XIV. EXECUTIVE SESSION

- 1) Legal, contracts, personal, delinquencies-following the regular meeting