

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

**I. CALL TO ORDER**

The Board meeting was called to order by President Debbie Daniel at 6:31 PM.  
Meeting held at Spectrum Property Services, 1259 Callens Road, Suite C,  
Ventura.

**II. ROLL CALL**

Present were President Debbie Daniel, Vice President Robert Ventura and  
Treasurer Jennifer Foster. Absent were Directors Jeff Beller and Secretary Betty  
Hutton.

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

**III. HOMEOWNER FORUM –**

No homeowners present.

**IV. REVIEW OF AGENDA**

Additions are prohibited unless there is/are emergency issues.

**V. 2017/2018 CALENDAR**

Board reviewed.

**VI. MINUTES**

The meeting minutes for September 28, 2017 were tabled for November's meeting.

**VII. TREASURER'S REPORT - for the Ending month of September 2017**

	OPERATING		RESERVES		Total Cash & Investments	
Beginning Balance	\$	349,446.75	\$	1,218,551.35	\$	1,567,998.10
Cash Receipts	\$	68,749.14	\$	0.00	\$	68,749.14
Cash Disbursements	-\$	56,753.81	-\$	34,599.00	-\$	91,352.81
Other (Transfer/Misc. Income)	\$	0.00	\$	27,072.50	\$	27,072.50
Interest/Dividends	\$	52.40	\$	546.94	-\$	599.34
Balance	\$	361,494.48	\$	1,211,571.79	\$	1,573,066.27
Reserve Liabilities			-\$	1,211,571.79		
Due To (From) Operating			-\$	0.00		

Jennifer Foster gave the September 2017 Treasurer's report, she reviewed & recommends approval of all bank reconciliations for operating and reserve accounts as provided to by Spectrum Property Services for August 2017, in accordance with, Section Civ. Code

§5500 California Civil Code. Jennifer Foster made a motion to approve the September 2017 financials; seconded by Debbie Daniel and carried unanimously.

- A. **DELINQUENCIES**- Board reviewed report.
- B. Prelien -None at this time.
- C. Lien-Parcel #136-0-160-395 needs to be lien. Board is requesting send him a letter before lien. The Board will review account at the November meeting.
- D. CD Rate-Union Bank CDplus rolled over for 1 year at 0.85% for \$75,000.00.
- E. Reserve Expenditures

Check#	Date	Vendor	Invoice#	Amount	Component
#20180	9/13/17	Void			
#20181	9/13/17	Ross Goodwin, Inc.	#3444	\$1,033.00	#5315
#20182	9/20/17	Void			
#20183	9/20/17	Void			
#20184	9/20/17	All Seasons Restorations, Inc.	15-8230-CS4	\$ 28,810.00	#5359
#20185	9/20/17	Ross Goodwin, Inc	3448/3449	\$685.00/\$1,071.00	#5315
#20186	9/20/17	All Seasons Restoration, Inc.	15-8230-CST-A	\$585.28	#5359
#20187	9/20/17	All Seasons Restoration, Inc.	15-8230-CS2	\$2,414.72	#5359

Jennifer Foster made a motion to approve the reserve expenditures, it was seconded by Debbie Daniel and carried unanimously.

#### VIII. COMMITTEE REPORTS

- A. Architectural none at this time.
- B. Landscape (Diana)
  - 1. No reported at this time.
- C. Tree trimming
  - 1. 1504 Thrasher Court pagane palm still not installed. Manager will follow up.
  - 2. 1506 Thrasher Court jacaranda still not installed. Manager will follow up.
- D. Newsletter
  - No newsletter at this time.
- E. RV Lot (Al Medina)
  - 1. Spaces are available still.
- F. Pool
  - 1. Pool projects (plastering, concrete & wrought iron is on hold till clubhouse
- G. Social - None at this time.

#### IX. MANAGER'S REPORT

- A. Repair & Maintenance log attached for Board to review.

B. Termites

1. BPC reported the following have been non responsive to the termite report: 1510 Tern Court, 1640 Parakeet Court, 1626 Parrot Court, 7141 Wren Court, 7115 Owl Court.
2. Copy of BPC Termite inspects/treatment synopsis. Debbie Daniel made a motion to send courtesy letter to the non-responsive homeowners. Manager check with BPC for dates of inspections. If homeowners don't make the appointment on the give date, a \$100.00 fine and if homeowner misses their appointment and has to reschedule you will be charged a \$45.00 fee. The motion was seconded by Robert Ventura and carried unanimously
3. Copy of BPC termite report for 1514 Thrasher Court for escrow.
4. Copy of BPC termite report for 7143 Wren Court for escrow.

C. Pest Control

1. Cragoe Pest Control reports are attached with invoices.

D. Janitorial

Nothing to report.

E. Oaks Security, Inc. -No reports at this time while clubhouse/Pool is closed.

F. Clubhouse

1. Calendar -Clubhouse is closed no rentals at this time.
2. Computer telephone/internet service -No action as this time

G. Violations

1. Courtesy letter: None at address
2. Violations:

\*\*19164- Sent 10<sup>th</sup> violation with \$100.00 fine for non-compliance with termite. Debbie Daniel made a motion to uphold 10<sup>th</sup> violation with \$100.00 fine and send 11<sup>th</sup> violation with \$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.

\*\* 19094- Sent 2<sup>nd</sup> violation with \$100.00 fine for non-compliance with termite. Debbie Daniel made a motion to uphold 2<sup>nd</sup> violation with \$100.00 fine and send 3<sup>rd</sup> violation with \$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.

\*\* 19178- Sent 10<sup>th</sup> violation with \$100.00 fine for non-compliance with termite. Debbie Daniel made a motion to uphold 10<sup>th</sup> violation with \$100.00 fine and send 11<sup>th</sup> violation with \$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.

- \*\* 19178- Sent 2<sup>nd</sup> violation with \$75.00 fine tree needs trimming located in patio. Tree has not been trimmed. Debbie Daniel made a motion to uphold the 2 violation with \$75.00 and send 3<sup>rd</sup> violation with \$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.
- \*\*19085 -Sent 3<sup>rd</sup> violation sent with \$100.00 fine for cable wires dangling. Cable wires are not secure. Debbie Daniel made a motion to uphold 3<sup>rd</sup> violation with \$100.00 and send a 4<sup>th</sup> violation with \$150.00 fine the motion was seconded by Jennifer Forster and carried unanimously.
- \*\* 19180-Sent 3<sup>th</sup> violation with \$100.00 fine screen door repair/replacement Debbie made a motion to uphold 3<sup>rd</sup> violation with \$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.

H. Violation Appeals  
None to be addressed.

I. Violation Hearing Verdicts  
1. Correspondence sent to individual homeowners regarding their specific violation verdict hearing. FYI

J. Correspondence  
1. 7029 Flicker Court

K. Parking Patrol -Board receives reports from Cornwall by email.

L. Changes in ownership: #19015 & #19028 attached for Board to review

## X. OLD BUSINESS

A. Website- No action at this time.

B. CC&R and By Laws Restatement:  
1. The revised Rules and Regulation were handed to the Board for their review and will discuss at the November Board meeting.

C. Clubhouse Renovation-Executive Session  
1. ASR Construction  
2. Architect: Baker engineering

D. Board reviewed JD Brooks reserve study for 2018. Debbie Daniel made a motion to approve JD Brooks Reserve Study, the motion was seconded by Jennifer Foster and carried unanimously.

- E. Board reviewed the draft budget for fiscal year end 12-31-18. Debbie Daniel made a motion to approved the budget with adjustment and an increase of \$16.00, the motion was seconded by Jennifer Foster and carried unanimously.  
(Note: Betty Hutton will write a letter to the homeowners to be attached with the budget mailing)

#### XI. NEW BUSINESS

- A. Copy of Email from Board member Jeff Beller with his comments for meeting. He was not able to attend.
- B. Correspondence from 1522 Towhee Court requesting to removal of shrubbery and replacement with new drought tolerant plants for the garage area. Debbie Daniel made a motion to approve the removal of the shrubbery and replacement of new planting by garage, the motion was seconded Jennifer Foster and carried unanimously.
- C. Correspondence from #19135 regarding neighbor's dog barking. Manager will address this with a violation.
- D. The following items were addressed in the Executive Session of September 28, 2017, the Executive meeting minutes for June 22, 2017, July 27, 2017 and 24, 2017 were approved, Delinquencies, Violations & Contracts and Legal, Clubhouse project and pool.

#### XII. ADJOURNMENT

The meeting was adjourned at 7:23 PM

XIII. The next Board meeting is scheduled for November 30, 2017 at 6:30PM at the Spectrum Property Services, 1259 Callens Road, Suite, C, Ventura