

**WOODBIDGE PARK CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 28, 2019 6:30PM
WOODBIDGE PARK CLUBHOUSE
MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

Present at the meeting: President Robert Ventura, Secretary Kathleen Shaffer, members-at-large Norma Rominger and Dan Busch. Treasurer Jeff Beller was an excused absence. Lupe Aguilera, association manager from Spectrum Property Management, also attended.

III. HOMEOWNERS FORUM (6:30PM TO 7:00PM 3 Minutes each homeowner)

1. Dee Olmstead 1540 Towhee- rain gutters are clogged
2. Dennis Sparks 7157 Wren Ct.- the hole in office ceiling needs to be repaired, trash collected in the shed enclosure needs to be hauled away, the iron fence around the shed enclosure needs to be painted, damage from termites on his front porch needs to be repaired

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

Motion to approve the minutes from January 24, 2019, seconded and passed.

VI. 2019 CALENDAR -

VII. TREASURER'S REPORT- Ending month of January 2019

	OPERATING		RESERVES		Total Cash & Investments	
Beginning Balance	\$	454,336.12	\$	1,333,101.05	\$	1,787,437.17
Cash Receipts	\$	76,501.94	\$	0.00	\$	76,501.94
Cash Disbursements	-\$	59,079.35	-\$	150,000.00	-\$	209,079.35
Other (Transfer/Misc. Income)	\$	855.00	\$	178,180.55	\$	177,325.55
Interest/Dividends	\$	<u>734.64</u>	\$	<u>1,057.53</u>	-\$	<u>1,792.17</u>
Balance	\$	<u>471,638.35</u>	\$	1,362,339.12	\$	<u>1,833,977.48</u>
Reserve Liabilities			-\$	<u>1,362,339.13</u>		
Due To (From) Operating			-\$	<u>0.00</u>		

Treasurer Jeff Beller sent an email stating "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 January 2019, seconded and passed.

A. DELINQUENCIES- FYI

B. Pre-lien: FYI

C. Lien- FYI

D. CDs - Account # 1032, a CD at United Bank for \$60,000.00 matured on 2/11/19. In addition, there is cash in the checking accounts. Motion to invest \$150,00.00 through United Bank for a term of three years at the best available rate, seconded and passed.

E. Schwab account Treasurer Jeff Beller emailed to board members the information required to get online access to the Schwab account. 3 board members currently have signatures on file to make transactions with Schwab.

F. Signature cards -No action

F Reserve Expenditures -FYI

Check#	Date	Vendor	Invoice#	Amount	Component
#20227	01/07/19	Woodbridge Park	010719	\$150,000.00	#1052

VIII. COMMITTEE REPORTS-

A. Architectural (Robert Ventura)

1. 7167 Wren Court –request to replace garage door-under review

B. Landscape/Tree (Kathleen Shaffer)

1. SLM Services proposal for tree treatment of Sycamore trees was completed.
2. Acres Landscaping making progress on work orders.
3. Spectrum Communications reimbursed Woodbridge HOA for cutting the electric wires while digging a trench on Towhee. Kathleen Shaffer worked with the damage claims department to get the reimbursement of \$642.95.
4. Reimbursement for the bee hive removal. Motion to approve reimbursing Norma \$75 for beehive removal, seconded and passed. Norma abstained.
5. Motion for Pedro to plant a tree to replace one that had been cut down in the grassy area to the left of the mailboxes in front of 7001 Flicker. Norma has purchased the tree already. Motion seconded and passed. Norma abstained.

D. Newsletter (Kathleen Shaffer)- new newsletter will go out in early April.

D. RV LOT- (Al Medina)

1. Several spaces available

E. POOL (Jeffery Beller)

1. Oaks Security- FYI
2. Pool Card fee - Lupe reports that the homeowner/pool card number database is accurate. Motion to reduce the replacement fee for a lost pool card from \$100 to \$30.00, seconded and passed.

G. SOCIAL-(Norma Rominger) 2nd HOA social event at clubhouse was a craft day- 6 people attended and worked on projects all afternoon. Attendees suggested making this a frequent event. Next HOA social event will be the annual meeting. Plans to have a speaker from Archon Protection, and serve pizza, and drinks and request that homeowners bring dessert or salad. Norma and Kathleen will be turning in receipts for additional clubhouse supplies and for social event supplies.

X. OLD BUSINESS

- A. Amended and revised By-Laws and CC&R's -Jeff Beller is organizing a committee to move this project forward. Kathleen Shaffer will participate. Committee will begin to meet in April.
- B. Web-site - project to revise the website is tabled while board works on CC&R project

XI. NEW BUSINESS

- A. Facilities Advisors International-proposal for Reserve Study- Lupe will get several more proposals
- B. Correspondence from account #19042- moved to Executive session to be considered

C. Proposal for Clubhouse fireplace gas logs- Motion to purchase gas fireplace set-up from Amazon as follows- Natural Glo Large Gas Fireplace Logs/ 10 piece set; Midwest Hearth Rock Wool for Gas Log-6oz.bag; American Fireglass LAVA-M-10 American Fire glass medium sized black lava rock- porous, all natural-, 1/2 inch to 1 inch thick X 10 pounds for up to \$150.00 and to have plumber install fireplace set-up and connect to the current gas line, with a timer for use. Motion seconded. Discussion. Management did not provide the cost of the plumber for installation as requested. board uncomfortable voting to install the proposed equipment without a specific cost for plumbing. Motion withdrawn. Issue tabled until next board meeting. Board requests that management provide this information ASAP.

IX. MANAGER'S REPORT

A. Repair & Maintenance Log –Attached for Board to review

B. Termites

1. 7035 Flicker Court –termite inspection for Escrow
2. Update regarding homeowners who have completed their required termite inspection, 3/22/19 deadline
3. Review 2018 Termite Inspection/Treatment Synopsis- Motion to repair damage noted in the report at each residence up to \$1000.00 per residence. Motion seconded and passed. Damage beyond the \$1000.00 limit will require a specific board motion per that residence. Motion to use Gus Quiros' Maintenance Co. and R&S Construction to do the work as quickly as possible, seconded, and passed. Norma abstained.

C. Pest Control (Rats & gophers treatments)

1. Cragoe Pest Control reports –Attached to invoice -FYI

D. Janitorial- board discussed cleanliness of bathrooms and clubhouse, request that management contact Elite Janitorial and request a deeper cleaning, including a more thorough job with bathroom drains and with the clubhouse couches.

E. Clubhouse

1. Rentals -clubhouse reserved for March 3rd and March 16th.
2. Request for Gus to add address numerals to the front of the clubhouse building
3. Gas furnace has been inspected by Gas Co., and new filter has been put in place. Gas Co suggests adding fire/ carbon monoxide detector to inside of building.
4. Kitchen sink faucet is leaking badly, needs to be replaced and/or repaired.
5. Motion for Gus to attend to the clubhouse repairs/additions as listed above in #2,#3 and #4, seconded and passed.

F. Violation Log –

1. Courtesy Notices -FYI
3. Correspondence sent to individual homeowners regarding their specific violation -FYI

G. Violation appeals –None

H. Violation Hearing Verdicts

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

I. Correspondence-**FYI**

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

K. Changes in Ownership or tenancy -none

XII. NEXT MEETING

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

XIII. ADJOURNMENT

President Robert Ventura adjourned the meeting at 8:17 pm.

XIV. EXECUTIVE SESSION

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