

WOODBIDGE PARK ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING MINUTES
November 30, 2017

I. CALL TO ORDER

The Board meeting was called to order by President Debbie Daniel at 6:35 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, Secretary Betty Hutton and Director Jeff Beller. Absent was Treasurer Jennifer Foster.

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

III. HOMEOWNER FORUM –

1. 7041 Flicker Court- John & Cynthia Baugher -Observe
2. 7532 Towhee Court-Joan Stuart -question on budget and pool
3. 1524 Towhee Court – Lois & Gary Perry- question on budget and pool
4. 1538 Tern Court – Victor Nash/Linda Paul- new homeowner question on budget and pool
5. 1534 Towhee Court –Matthew Sowards-landscape and security

IV. REVIEW OF AGENDA

Additions are prohibited unless there is/are emergency issues.

V. 2018 CALENDAR

Board reviewed.

VI. MINUTES

Debbie Daniel made a motion to approve the September 28, 2017 meeting minutes; the motion was seconded by Jeff Beller and carried unanimously. (Robert Ventura was absent 9/28/17)

Debbie Daniel made a motion to approve the October 26, 2017 meeting minutes with corrections; the motion was seconded by Robert Ventura and carried unanimously. (Jeff Beller and Betty Hutton were absent 10/26/17)

VII. TREASURER'S REPORT - ending month of October 2017

	OPERATING		RESERVES		Total Cash & Investments	
Beginning Balance	\$	361,494.48	\$	1,211,571.79	\$	1,573,066.27
Cash Receipts	\$	81,190.14	\$	0.00	\$	81,190.14
Cash Disbursements	-\$	90,572.53	-\$	7,960.00	-\$	98,532.25
Other (Transfer/Misc. Income)	\$	891.25	\$	27,072.50	\$	26,532.53

Interest/Dividends	\$	<u>73.55</u>	\$	<u>734.88</u>	-\$	<u>808.43</u>
Balance	\$	<u>351,294.39</u>	\$	<u>1,231,419.17</u>	\$	<u>1,582,713.56</u>
Reserve Liabilities			-\$	<u>1,231,419.17</u>		
Due To (From) Operating			-\$	<u>0.00</u>		

The October financials were tabled for January's Board meeting.

- A. **DELINQUENCIES**- Board reviewed report.
- B. Prelien –None at this time.
- C. Lien-Parcel #136-0-160-395 needs to be lien. Debbie Daniel made a motion to lien parcel #136-0-160-395, the motion was seconded by Betty Hutton and carried unanimously.
- D. CD Rate-Union Bank CD Plus rolled over for 1 year at 0.85% for \$75,000.00.
Account #1047 Schwab CD for \$100,000 matures 12/17/17. The Board agrees to let the \$100,000 return to the Schwab checking account.

E. Reserve Expenditures

Check#	Date	Vendor	Invoice#	Amount	Component
#20188	10/18/17	Gus Maintenance, Inc	#007534	\$470.00	#5361
#20188	10/18/17	Gus Maintenance, Inc.	#007535	\$470.00	#5361
#20189	10/25/17	Craig Young Construction	#14246-B	\$6,900.00	#5371
#20190	10/25/17	Ross Goodwin, Inc.	#3476	\$120.00	#5315

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

VIII. COMMITTEE REPORTS

- A. Architectural none at this time.
- B. Landscape (Diana)
 - 1. No reports at this time. Board requests Manager to contact Diana B. regarding her interest in continuing as Landscape Committee chairperson.
- C. Tree trimming
 - 1. No reports at this time.
- D. Newsletter
 - Betty Hutton will be preparing a December newsletter.
- 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 still have been non-responsive to the termite inspection: 1626 Parrot Court, 7141 Wren Court & 7115 Owl Court.
 2. Courtesy letters sent to the individual homeowners who were non-responsive to their termite inspection. The following dates are available to rescheduling termite inspections: December 5, 6, 29 and 30 2017 & January 16, 18, 19 & 23, 2018. 63 units were inaccessible during initial schedule.
 3. Copy of BPC termite report for 1510 Tern 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:
***19180 –screen door needs painting or replacement- has been corrected
 2. Violations:

**19134 - Sent 1st violation with \$50.00 fine for barking dog
Debbie Daniel made a motion to uphold 1st violation
with \$50.00 fine, the motion was seconded by Robert Ventura
and carried unanimously.

** 19064- Sent 11th violation with \$100.00 fine for non-compliance with
termite inspection. Debbie Daniel made a motion to uphold 11th
violation with \$100.00 fine and send 12th violation with \$100.00 fine,
the motion was seconded by Betty Hutton and carried
unanimously.

** 19198-Sent 8th violation with \$100.00 fine for non-compliance with termite
inspection. Debbie Daniel made a motion to uphold 8th violation with
\$100.00 fine and send 9th violation with \$100.00 fine; the motion was
seconded by Robert Ventura and carried unanimously.

**19178 –Sent 11th violation with \$100.00 fine for non-compliance with
termite inspection. Debbie Daniel made a motion to
uphold 11th violation with \$100.00 fine and send 12th violation with

\$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.

**19178 -Sent 3rd violation with \$100.00 fine for tree that needs trimming.

Debbie Daniel made a motion to uphold 3rd violation with \$100.00 fine and send 4th violation with \$100.00 fine, including notice of a specific date that the Association will have the tree trimmed by the landscaper with the cost charged to the unit's account. The motion was seconded by Robert Ventura and carried unanimously.

**19085 -Sent 4th violation sent with \$150.00 fine for cable wires dangling. Cable wires are not secure. Debbie Daniel made a motion to uphold 4th violation with \$150.00 and send a 5th violation with \$150.00 fine and notice for 15 days to repair or the Association will have it done with the cost charged to the unit's account. The motion was seconded by Robert Ventura and carried unanimously.

H. Violation Appeals

#19094 request to remove violation fines, Debbie Daniel made a motion to deny removal of violation fines, the motion was seconded by Jeff Beller and carried unanimously.

I. Violation Hearing Verdicts

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

J. Correspondence

1. 1522 Towhee Court. Letter to Homeowner approving the request for landscaping.

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

L. Changes in ownership: #19015, #19028, #19179 & 19180 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. Tabled. Manager is requested to contact Swedelson to have proposed rule update better reflect our current rules and remove rules and verbage that do not apply to Woodbridge.

C. Clubhouse Renovation-Executive Session

1. ASR Construction
2. Architect: Baker engineering

D. Reserve study for 2017 prepared by JD Brooks was approved and a summary was mailed to the members with the 2018 budget.

E. Budget for fiscal year end 12-31-18 was approved and mailed to the members.

XI. NEW BUSINESS

- A. Correspondence from 6907 Gull Court request beautification for the front of her unit. Board request to forward to landscape chair Diane Boydston for recommendations.
- B. Debbie Daniel made a motion to approved donation of \$198.00 to CAI –Buck A Door Donation, the motion was seconded by Jeff Beller and carried unanimously
- C. Correspondence from 1610 Parrot Court regarding someone sawed off her catalytic converter the vehicle was parked on Johnson Road in front of condo.
- 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 August 24, 2017 were approved, Delinquencies, Violations & Contracts and Legal, Clubhouse project and pool.

XII. ADJOURNMENT

The meeting was adjourned at 8:34 PM

XIII. The next Board meeting is scheduled for January 25, 2018 at 6:30PM at Spectrum Property Services, 1259 Callens Road, Suite, C, Ventura