

WOODBRIIDGE PARK ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING MINUTES
August 24, 2017

I. CALL TO ORDER

The Board meeting was called to order by President Debbie Daniel at 7:23 PM.
Meeting held at Spectrum Property Services, 1259 Callens Road, Suite C,
Ventura.

II. ROLL CALL

President Debbie Daniel, Vice President Robert Ventura, Treasurer Jennifer Foster, Directors Jeff Beller and absent was Secretary Betty Hutton.

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

III. HOMEOWNER FORUM –

1. Present was Freddy Daniel of Thrasher Court.

IV. REVIEW OF AGENDA

Additions are prohibited unless there is/are emergency issues.

V. 2017 CALENDAR

Board reviewed. Add garage sale for October 14th.

VI. MINUTES

The June 22, 2017 & July 27, 2017 Board meeting minutes were tabled for September 28, 2017.

VII. TREASURER'S REPORT for the end month of July 2017

	OPERATING		RESERVES		Total Cash & Investments	
Beginning Balance	\$	323,449.61	\$	1,326,427.48	\$	1,649,877.09
Cash Receipts	\$	80,434.10	\$	0.00	\$	80,343.10
Cash Disbursements	-\$	43,879.89	-\$	24,147.20	-\$	68,027.09
Other (Transfer/Misc. Income)	\$	0.00	\$	27,072.50	\$	27,072.50
Interest/Dividends	\$	54.15	\$	641.25	-\$	695.40
Balance	\$	<u>360,057.97</u>	\$	1,329,994.03	\$	<u>1,690,052.00</u>
Reserve Liabilities			-\$	<u>1,329,994.03</u>		
Due To (From) Operating			-\$	<u>0.00</u>		

Jennifer Foster gave the July Treasurer's report, she reviewed & recommends approval of all bank reconciliations for operating and reserve accounts as provided to by Spectrum Property Services for July 2017, in accordance with, Section Civ. Code §5500 California

Civil Code. Jennifer Foster made a motion to approve the July 2017 financials; seconded by Robert Ventura and the motion carried unanimously.

A. **DELINQUENCIES**- Board reviewed report.

B. Prelien –None at this time.

C. Lien-None at this time.

D. CD Rate-None at this time.

E. Reserve Expenditures

Check#	Date	Vendor	Invoice	Amount	Component
#20172	7/5/17	All Seasons Restorations	15-823	\$21,147.20	#5359
#20173	7/19/17	All Seasons Restoration	15-8230	\$3,000.00	#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

1. 1570 Bittern Court request to install new garage door was approved.
2. 1622 Parrot Court request to install new garage door was approved.

B. Landscape (Diana)

1. No reported at this time.

C. Tree trimming

1. SLM Services proposals #9841 for tree removal of Sycamore at 1562 Towhee Court.
2. SLM Services the Board before authorizing removal of the sycamore at 1562 Towhee Court. The Board is requesting proof from the owner that the tree is causing damage to owner patio or garage-Owner has not sent picture or communicated with management.

D. Newsletter

1. Notice of clubhouse project are posted weekly on the board in front of the clubhouse.

E. RV Lot (Al Medina)

There are a couple of spaces available. Manager directed to send notice of delinquency to RV renters who have not paid.

F. Pool

1. Pool project on hold till clubhouse repairs are completed.
2. Board reviewed Joshua Pool & Spa proposal for Pool heater-Tabled

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: 1640 Parakeet Court, 1626 Parrot Court, 7141 Wren Court, 7115 Owl Court and 1510 Tern Court.
2. 1538 Towhee Court termite report –Escrow
3. Board review proposal from BPC & California Termite Solutions. Debbie Daniel made a motion to approve the BPC contract a \$2,376.00 yearly increase, the motion was seconded by Jennifer Foster and carried unanimously.

C. Pest Control

1. Cragoe Pest Control reports are attached with invoices.
2. Board requested proposal for pest control.

D. Janitorial

1. Board requested proposals for Janitorial.

E. Oaks Security, Inc. –No reports at this time while clubhouse/Pool is closed. They should not be charging for June, July & August.

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. Walk through set for September 30, 2017 at 10AM meet in front of Clubhouse.
2. Courtesy letter:
 - **19178 – A courtesy notice was sent to trim tree in the back patio. Has not been trimmed away from the structure. Debbie Daniel made a motion to send 1st violation, the motion was seconded by Robert Ventura and motion carried unanimously.
 - **19154 –A courtesy notice was sent garage door needs to be repaired or replaced. Garage door has been replaced. No further action.
3. Violations:
 - **19159 -3rd violation with \$100.00 fine sent running a dog boarding business in the home. Debbie Daniel made a motion to uphold 3rd violation with \$100.00 fine and send a 4th violation, the motion was seconded by Robert Ventura and motion carried unanimously.

- **19095 -1st violation with \$100.00 fine sent for parking in fire lane. Jeffer Beller made a motion to uphold the 1st violation with \$100.00 fine, the motion was seconded by Robert Ventura and motion carried unanimously.
- **19195- 1st violation sent citrus tree needs to be trimmed. Jennifer Foster made a motion to uphold the 1st violation with \$50.00 fine and send a 2nd violation with at \$50.00 fine, the motion was seconded by Debbie Daniel and motion carried unanimously.
- **19180 -1st violation sent screen door needs painting or replacement. Debbie Daniel made a motion to uphold the 1st violation with \$50.00 fine and send a 2nd violation with at \$50.00 fine, the motion was seconded by Jennifer Foster and motion carried unanimously.
- **19129 -1st violation sent with \$50.00 fine garage door painted the wrong color. Debbie Debbie made a motion to remove violation with \$50.00 fine, the motion was seconded by Jennifer Foster and motion was carried unanimously.
- **19085 -1st violation sent with \$50.00 fine for cable wires dangling. They have not been secure. Debbie Daniel made a motion to uphold the 1st violation with a \$50.00 and send a 2nd violation with \$50.00 fine, the motion seconded by Robert Ventura and carried unanimously.
- **19084- 1st violation with \$50.00 fine sent for overgrown tree. Tree has been trimmed. Debbie Daniel made a motion to hold in abeyance the 1st violation with \$50.00 fine, the motion seconded by Robert Ventura and carried unanimously.
- *19053-2nd violation with \$75.00 fine sent for overgrown tree in back patio. Debbie Daniel made a motion to uphold 2nd violation with \$75.00 and send 3rd violation with \$100.00 fine, the motion was seconded by Robert Ventura and carried unanimously.
- **19071 -2nd violation with \$75.00 fine send for number sign on shingle siding. Debbie Daniel made a motion to hold in abeyance 2nd violation with \$75.00 fine, the motion was seconded by Robert Ventura and carried unanimously.
- **19099 -1st violation with \$50.00 fine overgrown trees. Debbie Daniel made a motion to hold in abeyance the 1st violation with \$50.00 fine, the motion seconded by Robert Ventura and carried unanimously.
- **19080-1st violation with \$50.00 fine sent for overgrown vines. Debbie Daniel made a motion to uphold the 1st violation with a \$50.00, the motion seconded by Robert Ventura and carried unanimously.
- **19096 -1st violation with \$50.00 fine sent for overgrown vines. Debbie Daniel made a motion to hold in abeyance the 1st violation with \$50.00 fine, the motion seconded by Robert Ventura and carried unanimously.
- ** 19178- 8th violation with \$100.00 fine for non-compliance with termite.

Debbie Daniel made a motion to uphold and send 9th violation with \$100.00 fine, the motion seconded by Jennifer Foster and carried unanimously.

** 19053-8th violation with \$100.00 fine for non-compliance with termite. Debbie Daniel made a motion to uphold and send 9th violation with \$100.00 fine, the motion seconded by Robert Ventura and carried unanimously.

*19164-8th violation with \$100.00 fine for non-compliance with termite. Debbie Daniel made a motion to uphold and send 9th violation with \$100.00 fine, the motion seconded by Robert Ventura and carried unanimously.

H. Violation Appeals

1. 19084
2. 19071

I. Violation Hearing Verdicts

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

J. Correspondence

1. #19003 regarding removal of late fee & Interest.

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

L. Changes in ownership: #19013 attached for Board to review.

X. OLD BUSINESS

A. Website- No action at this time.

B. CC&R and By Laws Restatement:

1. No further action –Management has contacted Swedelson & Gottlieb regarding Rules & Regulations review per contact.

C. Clubhouse Renovation-Executive Session

1. ASR Construction
2. Architect: Baker engineering

D. Board reviewed JD Brooks reserve study for 2018 for the budget and has tabled for September's meeting.

XI. NEW BUSINESS

- A. Correspondence from account #19155 request to remove interest for .82 cents. Board removed from account.

- B. Correspondence from 1522 Bittern Court request to trim the hillside and request of when garage sale will be held. Management addressed both concerns.
- C. 7035 Flicker Court request again for Association to pay fee of \$350.00 for FHA approval. Board denied request.
- E. The following items were addressed in the Executive Session of July 27, 2017, the approval of the June 22, 2017 Executive meeting minutes were tabled, Delinquencies, Violations & Contracts and Legal, Clubhouse project and pool.

XII. ADJOURNMENT

The meeting was adjourned at 8:45 PM

XIII. The next Board meeting is scheduled for September 28, 2017 at 6:30PM at the Spectrum Property Services, 1259 Callens Road, Suite, C, Ventura