

Woodside Association, Inc.
Board of Directors Meeting, Open Session
January 26, 2021

MINUTES

I. CALL TO ORDER

President Lyn Efken called the meeting to order at 7:09 pm. The meeting was held via Zoom to comply with in-person meeting restrictions imposed due to the COVID virus. Members present: Efken, Daniel Nardinelli, Cyrus Youssefi, Bill Sessa, Kim Edwards and Pamela Williams. Approximately 31 homeowners participated remotely via Zoom.

II. EXECUTIVE SESSION DISCLOSURE

Williams reported that the Board approved the minutes of its November 24, 2020 executive session; discussed two legal issues, took action on three instances of owner discipline; approved filing a Notice of Default; accepted a report on outstanding owner balances; discussed the need for long-range financial planning and a strategic plan; discussed the need to fill a vacancy on the Board and discussed Personnel issues.

III. APPROVAL OF MINUTES

- A. Approval of Minutes of November 24, 2020 Board Meeting
- B. Approval of Minutes of the January 24, 2021 Emergency Board Meeting via Conference Call

MOTION by Williams, seconded by Nardinelli, to approve the minutes and to clarify that, even though the official minutes will not list the names of open forum commenters, management will track and follow up on all comments. Adopted unanimously.

IV. PRESIDENT'S REPORT

Efken reported that the Landscape Committee was searching for a Chair and that she hoped the committee would be up and running in the Spring; the Safety and Energy committees were looking for volunteers; the Social Committee was not meeting due to restrictions caused by the COVID virus; and the Budget Committee was expected to meet in the next month or two. The following committees continue to meet regularly: Tree, Architectural, Rules Hearing, Rules Revision, and Human Resources.

She also reported that construction of the Sierra Clubhouse would be completed in about two weeks; a new security chief (Monterio Thompson) had been hired in the last week; and the maintenance staff is prepared for an upcoming storm.

Williams explained the deadlines and process for two upcoming elections; to consider acceptance of the FEMA grant to raise flood-prone buildings and to elect Directors to the Board.

V. COMMUNITY MANAGERS REPORT

Due to illness, the Community Manager was not present, and this report was not presented.

VI. OPEN FORUM

Management will track all comments made in open session and will follow up on them as needed.

VII. TREASURER'S REPORT

Treasurer Cyrus Youssefi reported that, as of December 31, 2020, Woodside ended the second quarter of the fiscal year with a cash balance of \$164,682 in the Operating account; a cash balance of \$962, 141 in the Reserve Account; \$54,754 in the Accounts Payable and a positive cash flow of \$79,484.

MOTION by Nardinelli, seconded by Edwards, to accept the Treasurer's report. Adopted unanimously.

VIII. NEW BUSINESS

A. Appointment of Board Member to Open Board Seat

Edwards discussed criteria that she values in Board members, emphasizing honesty, being conscientious, open to change and demonstrating teamwork and communication skills when interacting with others. Efken outlined the experience of candidate Craig Shields, noting that he has professional skills in landscaping and architecture, has previously served on the Board of Directors of an HOA when he lived in another state and that, since moving to Woodside, has been a member of the Energy, Landscape and Architectural committees.

MOTION by Nardinelli, seconded by Youssefi to appoint Craig Shields to the Board to fill a vacancy created by the resignation of a former Board member. Adopted unanimously.

B. Update on SB 326 Phase-In Plan

The Board discussed the requirements of legislation that requires a safety inspection of balconies and landings, initially by 2025 and subsequently once every nine years. The Board directed Management to present a written plan for Woodside's initial compliance with the law at its February meeting.

C. Status Report on Flood Preparation Plan

Construction Supervisor Robert LeBarre outlined precautions in place to protect Woodside in advance of a major storm expected in the next day or two. He reported that the maintenance crew had constructed two trailers equipped with generators and lights in the event of a power outage; had provided bladders to some residents to prevent water entering their residence and that the maintenance crew was on-call to clean up falling tree limbs,

D. Deck Design

The Board reviewed two new designs for decks and compared them to the existing model. Both of the new designs are stronger due to the posts holding up the railings being installed on top of the floor rather than on the side of it. One of the newer models has a more open design between the upright slats than is currently used and the Board noted a desire to retain the more closed signature architectural look of Woodside. The Board referred the matter to the Architectural Committee for a recommendation.

E. Inspector of Elections for FEMA/Directors Vote

MOTION by Efken, seconded by Youssefi to award a contract in the amount of \$4,200 for each election to BallotWatchers, Elections Solutions, LLC. Adopted unanimously.

IX. OLD BUSINESS

A. Roof Bids for 2245, 780/782, 800 and 882

MOTION by Youssefi, seconded by Williams to award the following contracts: \$22,600 to Norcal Roofing for unit 780/782 and \$20,450 for unit 800; \$10,750 to Less-Co Roofing for unit 882; and \$25,992 to Advanced Roof Design for unit 2245. Adopted unanimously.

B.800 Carports/Sierra Carports These projects will be done by Woodside staff.

D. Building for 720: Siding

MOTION by Efken, seconded by Youssefi to award a \$55,800 contract to Cal Pro Painting and Construction to replace siding and paint building 720. Adopted unanimously.

X. COMMITTEE REPORTS

A. Tree Committee B. Other Committees

No committee reports were presented.

XI. LIENS

MOTION by Williams, seconded by Youssefi to file a lien on account 294-0220-003-0021. Adopted unanimously.

XII. ADJOURNMENT

Motion by Williams, seconded by Edwards to adjourn. Adopted unanimously. The meeting was adjourned at 9:02 pm.

Respectfully Submitted
Bill Sessa, Secretary

APPROVED ___ BOD 2/23/21

