

## WOODSIDE ASSOCIATION, INC.

### BOARD OF DIRECTORS MEETING

SEPTEMBER 28, 2021

### MINUTES

#### I. Call to Order

President Lyn Efken called the meeting to order at 7:10 pm. All Board Members were present: Efken, Craig Shields, Cyrus Youssefi, Bill Sessa, Kim Edwards, Fernando Garibay-Mena, and Pamela Williams. Also in attendance was Community Manager Angelina Dawson. Approximately 22 homeowners attended.

#### II. Open Forum

The Community Manager records comments and follows up on them as needed.

#### III. Executive Session Disclosure

Board Member Williams reported that the Board met in Executive Session prior to the Open Session meeting. The Board approved the Minutes of the August 24, 2021 Executive Session; acted on five instances of homeowner discipline (all related to car issues) and referred a sixth instance to the Rules Hearing Committee for a recommendation. The Board also acted on three accommodation requests; approved renewal of a natural gas contract; and renewed Woodside's General Liability insurance policy at a cost of \$233, 510. The Board reviewed job descriptions for the Community Manager, Bookkeeper and Executive Assistant developed by the Human Resources Committee; the Committee intends to update all job descriptions by the end of the year. Forms and documents developed by the HR Committee to guide the process for implementing the policy regarding employee COVID vaccinations were provided to the Board.

#### IV. Approval of Minutes

**MOTION** by Williams, seconded by Edwards, to approve the Minutes of the August 24, 2021 Board of Directors meeting. Adopted unanimously.

#### V. President's Report

President Lyn Efken reported that the Sierra Clubhouse is now open and a celebration reception is being planned. The Governor is expected to sign legislation (AB 1346) that will ban the sale of gas-powered lawnmowers and leaf blowers, which may reduce noise and also increase the Association's landscaping costs. Security has photos of the teenagers who have been vandalizing Woodside property and the Association is filing police reports about the damage.

Woodside has hired an additional Security officer. The tennis courts will be cleaned soon. Homeowners were reminded that Sacramento County Supervisor Rich Desmond will be a guest at the October Board meeting.

## **VI. Community Manager Report**

Community Manager Dawson reported that the Association will receive a \$7,471 credit on its water bill after discovering an overcharge by the Sacramento Suburban Water District. After spraying sections of Old and East for Box Elder bugs, the entire property will now be sprayed; residents will be notified by text messages when spraying is scheduled near their units. A ShotSpotter unit, which enables law enforcement identify the location of gunshots, has been installed on the Association's property at the request of the Sacramento County Sheriff's Office. Dawson noted that 125 work orders were completed in August and 59 in the first half of September; new building signs are being installed in Old; drywall was repaired in the cardroom; Building 736 received a new balcony floor and handrail; roofs, downspouts and gutters were cleaned on buildings 2241, 2236, 2238, 841, 628, 630 and 645; the roof shed and siding was replaced on building 2241. The stucco walls by pool #4 have been cleaned and painted.

## **VII. Treasurer's Report**

Treasurer Youssefi reported a cash balance in the Operating Account of \$231,718; Accounts Payable of \$27,529; Reserve Account expenses of \$121,541 and cash on hand in the Reserve Account of \$1,295,198. Total liquidity is \$1,653,679 and positive cash flow over the last two months was reported at \$38,718. Expenses over budget include natural gas (\$12,000); water (\$4,312) and tree maintenance (9,346). He also noted that an audit of the Association's finances has been completed and will be sent to homeowners.

**MOTION** by Sessa, seconded by Williams, to accept the Treasurer's report. Adopted unanimously.

**MOTION** by Youssefi, seconded by Sessa, that \$300,000 be borrowed from the Reserve Account to pay the Association's premium for flood and insurance and be repaid in 10 installments of \$30,000 from the Operating Account over the next 10 months. Adopted Unanimously.

## **VIII. Old Business**

### **A. Owner/Renter Ratio**

No action was taken on this item

### **B. Customer Service Form**

**MOTION** by Shields, seconded by Youssefi, that the proposed form be modified to eliminate references to Office and Board use and that any forms received be forwarded to the Human Resources Committee; use of the form will be reevaluated in four months. Ayes: Efken, Shields, Youssefi, Edwards, Garibay-Mena. Naves: Sessa, Williams. Adopted by a 5-2 vote.

## **IX. New Business**

A. Rental Unit Fee Assessment

No action was taken on this item.

B. Landlord Fee for Failure to Update Occupancy

No action was taken on this item.

C. Bids for Carport Roof Replacements

This item was tabled.

D. Bid for Pool #4 Fence and Office Spiral Staircase

**MOTION** by Sessa, seconded by Garibay-Mena, to award a contract to Ornamental Iron Outlet up to \$12,120 to replace pool #4 fencing and add pickets to the spiral staircase that meet insurance requirements, following a design review by the Architectural Committee. Adopted unanimously.

E. Bid for Roof Replacements: Buildings 630, 2286, 792

**MOTION** by Youssefi, seconded by Williams, to award a contract to NorCal Roofing for \$41,300 to replace roofing on building 630 and to Advanced Roof Design for \$47,200 to replace roofs on building 2286. Adopted unanimously. Note: The bid for building 792 was deferred.

F. Trenchless Plumbing Discussion

This item was moved to the October Board meeting Agenda.

G. Voices Group: Newsletter Calendar Request

This item was tabled, pending a committee of Board members developing criteria for what events may appear on the Woodside Newsletter calendar.

**X. Committee Reports**

A. Architectural Committee

1. 2266-6: Ceiling Fan/Electrical
2. 2292-11: Flooring

**MOTION** by Edwards, seconded by Garibay-Mena, to accept the Committee's recommendation to deny both applications. Adopted unanimously.

B. Safety Committee

1. Neighborhood Watch Update

No update was provided.

**XI. Adjournment**

**MOTION** by Williams, seconded by Youssefi, to adjourn. Adopted unanimously. Meeting adjourned at 10:11 p.m.

Respectfully submitted,

Bill Sessa  
Secretary , Board of Directors

APPROVED: \_\_\_\_\_10/28/21\_\_