

## **WOODSIDE ASSOCIATION, INC.**

### **BOARD OF DIRECTORS MEETING**

**DECEMBER 6, 2021**

#### **MINUTES**

##### **I. Call To Order**

President Lyn Efken called the meeting to order at 7:10 pm. Board Members present: Lyn Efken, Craig Shields, Cyrus Youssefi, Bill Sessa, Kim Edwards, Pamela Williams. Absent: Fernando Garibay-Mena.

##### **II. Open Forum**

The Community Manager tracks comments made and follows on them as needed.

##### **III. Executive Session Disclosure**

Board Member Williams reported that the Board met in Executive Session for two hours immediately preceding the open meeting. It approved Minutes from the previous month's executive session and those of emergency meetings on November 11, 22 and 30 of 2021. The Board discussed two legal issues; approved recommendations of the Rules Hearing Committee in three cases of owner discipline and approved the appeals in two other cases for a new hearing before the committee; and deferred a decision on flood insurance payments to January. The Board also approved a Collections Report, holiday bonuses for Association staff and job descriptions for maintenance staff. The Board also reviewed two customer service forms and discussed other personnel issues.

##### **IV. Approval of Minutes**

###### **A. Minutes of October 26, 2021 Board of Directors Meeting**

**MOTION** by Edwards, seconded by Shields, to approve the Minutes of the October 26, 2021 Board of Directors meeting. Adopted unanimously.

##### **V. President's Report**

President Efken noted that 10,000 sq. ft. of paving was recently completed, intended to reduce tripping and other hazards; the project was never intended for entire parking lot areas. Security cameras have been installed on the bridge adjacent to the Association Office. Six carport roofs are being repaired and lights are being added to them for security. Roof, balcony and siding repairs are planned for several buildings (2290, 602, 722, 724, 2286, 792); three stucco walls that fell in a recent storm will be replaced with wooden fences that can be built by staff. The Association purchased the golf cart it had been borrowing from Fernandez

Landscaping. A new maintenance person has been hired and recruiting is continuing to hire three more. The most recent addition to the Security Staff has prior HOA experience. Restoration and maintenance of the duck pond will start over with contracted assistance to manage the project.

#### **VI. Community Manager's Report**

Community Manager Dawson reported that residents will be required by a new state law to separate organic waste from other recyclable materials; however, the Association has been notified by its trash hauling contractor that additional bins to collect the organic waste may not be available for a few more months.

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

Treasurer Cyrus Youssefi reported that total liquidity was \$1,581,727 and total positive cash flow was \$61,436 as of October 30. He reported all items are within budget except for water and natural gas costs, which are 10 percent over budget as of the end of the first quarter of the fiscal year.

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

#### **VIII. New Business**

##### **A. Review of Administrative Fee Schedule**

No Board action was taken but Board Member Williams volunteered to review the current schedule with Management.

##### **B. Conference Capability for Board Meetings**

The Board directed Management to research telephone conference call options to provide wider access to Board meetings by homeowners.

##### **C. Revised Architectural Committee Membership**

**MOTION** by Williams, seconded by Shields, to replace an alternate member of the Architectural Committee with the appointment of Pam Poswell. Ayes: Efken, Shields, Youssefi, Sessa, Williams. Abstain: Edwards. Adopted by 5-0-1 vote.

##### **D. SB 326 Elevated Structure**

The Board concurred with recommendations by Board Member Williams that an internal task force be assembled to interview architectural engineering firms and plan financing for balcony and landing repairs.

##### **E. Updated Flood Plan**

**MOTION** by Williams, seconded by Shields, to adopt the updated Flood Preparedness Plan. Adopted unanimously.

F. Environmental Committee

**MOTION** by Williams, seconded by Sessa, to approve the formation of a new Environmental Committee. Adopted unanimously.

G. Office Hours

**MOTION** by Edwards, seconded by Efken, to restore the traditional open Office hours from 1 pm to 4 pm on Wednesdays. Adopted unanimously.

**IX. Committee Reports**

A. Architectural Committee

1. 617-1: Window Replacement (recommend approval)
2. 886-4: Window Replacement (recommend approval)
3. 2248-2: Two Doors/Window Replacement (recommend denial)
4. 601-1: Window Replacement (recommend approval)
5. 706-12: Flooring (recommend approval)

**MOTION** by Youssefi, seconded by Williams, to accept the recommendations of the Architectural Committee for all items. Adopted unanimously.

**X. Liens**

**MOTION** by Williams, seconded by Youssefi, to file a lien against account number 0000096. Adopted unanimously.

**XI. Adjournment**

**MOTION** by Shields, seconded by Efken, to adjourn the meeting at 8:50 p.m.. Adopted unanimously.

Respectfully Submitted,

Bill Sessa, Secretary

APPROVED \_\_\_\_\_ 1/25/22 BOD \_\_\_\_\_