

WOODSIDE ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

MARCH 29, 2022

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, Bill Sessa, Cyrus Youssefi, Kim Edwards, Fernando Garibay-Mena and Pamela Williams. Approximately 20 homeowners attended.

II. Executive Session Disclosure

Board member Williams reported that the Board met in Executive Session for one and one-half hours prior to the open session. The Board approved the Minutes of its Executive Session of February 22, 2022; dealt with two legal issues, one of which was informational and the other required action to hire an employment law firm to update the Association's Employee Handbook; accepted the recommendation of the Rules Hearing Committee regarding a disciplinary matter; reviewed the Collections Report; was updated on new staff hires and discussed other personnel issues.

III. Open Session

The Association's management tracks comments and follows up on them as appropriate.

IV. Approval of Minutes

- A. Approval of Minutes of February 22, 2022, Board of Directors Meeting

MOTION by Williams, seconded by Youssefi, to approve the Minutes of the February 22, 2022 Board of Directors meeting. Adopted unanimously.

V. President's Report

President Lyn Efken reported that restoration of the duck pond in East is continuing, and that a new fence has been installed around satellite pool #4 to comply with insurance requirements. She also noted that residents have been pouring water on the dry sauna in East, which will damage it. Similar damage to the dry sauna in Old Woodside previously required \$6,000 to repair.

VI. Community Manager's Report

Community Manager Angela Dawson reported on a wide range of construction projects recently completed or in progress. That includes two spas in Old that have been resurfaced;

new siding and paint for Building 645; the completion of the Trenchless project in East that will now require new landscaping; a new roof in Building 630; new stucco to replace water damage in Buildings 2229, 2238, and 641; a new concrete walkway for Building 708; and new additions to the spiral staircase at the Association's offices that satisfy the changes required by Woodside's insurance company.

VII. Treasurer's Report

Treasurer Youssefi reported the Association's liquidation value at \$1,523,848. Operating Account balance is \$145,679; Reserve Account balance is \$855,541; and \$58,000 is in the Flood Account. Monthly income was a negative \$21,168, but income year to date is a positive \$20,969. Delinquency accounts totaled \$9,200, which was described as "very good." It was reported that expenses for all eight major categories was within budget limits except expenses for natural gas use.

MOTION by Garibay-Mena, seconded by Shields, to accept the Treasurer's report. Adopted unanimously.

VIII. New Business

A. Gas Logs; Turn Off for Summer Months

The Board discussed the potential benefits of shutting off natural gas for the Summer months for those units with gas log fireplaces (approximately 300), but deferred action to the April meeting.

B. Elevated Structures

The Community Manager reported that she was in discussion with four engineering firms regarding their costs to assist the Association in complying with legislation requiring inspection of all balconies and other elevated structures. Select firms will be scheduled to address the Board beginning in June.

C. Building 740: Landing Bids

MOTION by Williams, seconded by Youssefi, to award a contract for \$36,420 to Cal Pro Construction and Painting to rebuild the stairwell and upper landing at Building 740. Adopted unanimously.

D. Building 800: Landing Bids

MOTION by Garibay-Mena, seconded by Youssefi, to award a contract to Earth First Construction for \$31,325 to rebuild the stairwell and resurface the landing at Building 800. Adopted unanimously.

E. Carport Bid

MOTION by Williams, seconded by Edwards, to award a contract for \$19,765 to Earth First Construction to rebuild a carport at Building 2290.

F. Tree Removal

MOTION by Williams, seconded by Youssefi, to authorize removal of a tree at Building 601 for a maximum cost of \$1,500. Adopted unanimously.

G. Request for Staff Tabulation of Rental Assistance

By consensus, the Community Manage was directed to work with Board member Edwards to estimate administrative costs associated with providing unique service to renters. President Efken agreed to work with Security to assess renter/homeowner time spent by Security personnel. The issue will come back to the Board after a 3-4 week analysis.

IX. Old Business

A. Building 217: Landing Bids

MOTION by Shields, seconded by Williams, to award a contract for \$16,348 to Earth First Construction to replace the landing at Building 2217. Adopted unanimously.

B. Review of Customer Service Form

The Human Resources Committee reported that it received a total of seven forms from four individuals since it was put into use as a trial four months ago.

X. Committee Reports

A. Architectural Committee

MOTION by Williams, seconded by Youssefi, to accept the Committee's recommendation to approve a window replacement at **2233-3**. Adopted unanimously.

B. Environmental Committee

The Committee's report was incorporated into the item "Gas Logs" in New Business.

XI. Adjournment

MOTION by Shields, seconded by Williams, to adjourn the meeting at 8:45 pm. Adopted unanimously.

Respectfully submitted,

Bill Sessa,

Board Secretary

APPROVED: _____ 4/26/22 BOD _____