

**WOODSIDE ASSOCIATION, Inc.**  
**Board of Directors Open Session**  
**July 26, 2022**

**MINUTES**

**I. Call To Order**

President Lyn Efken called the meeting to order at 7:12 pm. All Board members were present including Efken, Craig Shields, Cyrus Youssefi, Bill Sessa, Kim Edwards and Hassan Perjuhesh. Community Manager Tamara Camera also attended. Approximately 30 homeowners were in attendance.

**II. Open Forum**

Management takes note of comments and follows up on those as needed.

**III. Executive Session Disclosure**

Secretary Sessa reported that the Board met in Executive Session for approximately 90 minutes prior to the Open Session. The Board approved the minutes of its Executive Session of June 28, 2022; discussed options for improving accessibility and the sound system used at Board meetings; discussed a legal and insurance matter regarding repair of a carport; approved a request for reimbursement from a homeowner; reviewed one instance of homeowner discipline; reviewed the Collections Report and approved the filing of a lien; and discussed personnel issues. The Board also voted to re-appoint Pamela Williams to the HR Committee, contingent on her being appointed to the Board in Open Session to complete the term of departing member Fernando Garibay-Mena.

**IV. Approval of Minutes**

- A. Minutes of the June 28, 2022 Board of Directors meeting

**MOTION** by Youssefi, seconded by Perjuhesh, to approve the Minutes of the June 28, 2022 Board of Directors meeting as amended. Adopted unanimously.

**V. Appointment to Board Vacancy**

**MOTION** by Efken, seconded by Youssefi, to appoint Pamela Williams to the Board of Directors to complete the remaining portion of the term vacated by Fernando Garibay-Mena. Adopted unanimously.

**VI. President's Report**

President Efken reported that the sauna in the Sierra Clubhouse is repaired and that the pool will be open shortly, following County approval of a drain repair; that the Association has hired an expert to rehabilitate and maintain the duck pond; that repairs to the landing and walkway at buildings 800 and 740 are waiting for a County permit; three decks were repaired at buildings 2212-8, 660-4, and 780-6; water damage in the Association office is being repaired slowly and hampered by the ability to get

carpeting; and new mailboxes are being ordered to replace those that were stolen. Efken also noted that homeless people have been found in the laundry rooms and urged homeowners to be vigilant and report strangers on the property to security.

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

Community Manager Tamara Camera reported that the Association's flood insurance policy is to be renewed soon; that the July 4 party organized by the Social Committee was a success with approximately 75 homeowners attending; that a bid has been secured to repair a carport damaged by a vendor and documentation of the damage has been sent to their insurance company for reimbursement; banking problems and irregular charges on the Association's credit card reported last month have been resolved and all deposits have been corrected; special assessment invoices will be mailed in August and are due in September; tree trimming is now on a twice a month schedule and the maintenance crew completed 35 work orders in the previous month.

## **VIII. Treasurer's Report**

Treasurer Cyrus Youssefi reported that the Association ended the fiscal year on June 30 with a total liquidity of \$1,391, 220. The Operating Account balance is \$103,744, Accounts Payable is \$169, 458, Reserve Expenses are \$53,060, Reserve Account balance is \$857,064, and a Flood Account balance is \$87,000. Delinquencies totaled \$8,127. Total expense for natural gas was \$354,000, \$79,055 over budget for the fiscal year. Natural gas expense for fireplaces was \$111,372, \$9,722 above budget. It was also noted that expense for contractors totaled \$146,410 for the fiscal year, compared to \$80,000 that was budgeted.

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

## **IX. Old Business**

### A. Janitorial Contract

**MOTION** by Youssefi, seconded by Shields, to offer a contract for \$47,000 to include cleaning of suites. Adopted unanimously.

### B. Pool Contract

**MOTION** by Shields, seconded by Williams, to continue a contract with Aqua Care Pool Service for \$5,200 per month. Adopted unanimously

### C. Comcast Contract

**MOTION** by Sessa, seconded by Youssefi, to renew the contract with Comcast Cable Communications Management, LLC to manage cable access. Adopted Unanimously.

### D. Gas Logs

1. Survey Results
2. Proposed Policy On Electric Inserts and Opt-Outs

**MOTION** by Efken, seconded by Youssefi, to table this item. Ayes: Efken, Shields, Youssefi, Sessa, Edwards, Perjuhesh. Naye: Williams. Adopted 6-1.

## **X. New Business**

### A. Appointment of Architectural Committee Member

No action was taken on this item

### B. Landscaping: 708 and 877 Courtyards

**MOTION** by Williams, seconded by Shields, to award a contract for \$4,322 to Fernandez Landscape Management, Inc to install new landscaping in the courtyards of buildings 708 and 877. Adopted unanimously.

### C. Policy/Proposed Rule On Reimbursement Requests

**MOTION** by Youssefi, seconded by Shields, to adopt the policy as proposed. Ayes: Efken, Shields, Youssefi, Sessa, Perjuhesh, Williams. Abstain: Edwards. Adopted on a vote of 6-0-1.

### D. Town Hall Meeting

By consensus, the Board approved the convening of a Town Hall meeting by Board members Edwards and Perjuhesh.

### E. Mailbox Replacement 722, 724

**MOTION** by Youssefi, seconded by Efken, to purchase new mailboxes to replace those that were vandalized. Adopted unanimously.

### F. Concrete Grinder Bids

No vote was taken on this item. Consensus was to continue renting equipment as needed.

### G. Pond Maintenance Contract

**MOTION** by Williams, seconded by Efken, to award a contract in the amount of \$3,000 to Indermill Aquatics to maintain the Association's pond. Adopted unanimously.

### H. Alarm System for Maintenance Shop Bids

This item was deferred

### I. Member Appreciation

The Board provided a gratuity to Connie Brown for her leadership and dedication to the Tree Committee

## **XI. Committee Reports**

### A. Architectural Committee

#### 1. 2250-2 Installation of electric car charger

**MOTION** by Youssefi, seconded by Sessa, to accept the recommendation of the committee to approve.

Ayes: Efken, Youssefi, Shields, Sessa, Edwards. Naye: Perjuhesh. Abstain; Williams. Adopted on a vote of 5-1-1.

2. 739-2 Replacement of Kitchen Cabinets and Countertop

**MOTION** by Youssefi, seconded by Shields, to accept the recommendation of the committee to approve. Adopted unanimously

3. 2278-2 Installation of Patio and Landscape Lighting.

**MOTION** by Youssefi, seconded by Shields, to accept the recommendation of the committee to approve.

Ayes: Shields, Youssefi, Sessa, Edwards, Perjuhesh, Williams. Abstain: Efken. Adopted 6-0-1

B. Tree Committee

**MOTION** by Shields, seconded by Youssefi, that a liquidambar tree adjacent to homes on Blackmer Circle be removed and that the Tree Committee obtain a recommendation from the Association's landscaper for an appropriate tree to be planted in that location. Adopted unanimously.

C. Environmental Committee

There was no report from the Committee

**XII Liens**

**MOTION** by Williams, seconded by Efken, to place a lien on account number 0000134. Adopted unanimously.

**XIII. Adjournment**

**MOTION** by Youssefi, seconded by Efken, to adjourn. Adopted unanimously. The meeting adjourned at 9:58 pm.

Respectfully Submitted

Bill Sessa, Secretary

APPROVED \_\_\_\_\_