

**WOODSIDE ASSOCIATION, INC**  
**BOARD OF DIRECTORS, OPEN SESSION**  
**August 23, 2022**

**MINUTES**

**I. Call To Order**

President Lyn Efken called the meeting to order at 7:05 pm. All board members were present, including Efken, Craig Shields, Cyrus Youssefi, Bill Sessa, Kim Edwards, Hassan Pejuhesh and Pamela Williams. Approximately 18 homeowners were in attendance. Community manager Tamara Camera was also present.

**II. Open Forum**

The Community Manager tracks comments and follows up as needed

**III. Executive Session Disclosure**

Board Member Pamela Williams reported that the Board met in Executive Session for approximately 90 minutes prior to the Open Session. The Board approved the minutes of the July 26, 2022 Executive Session; reviewed the Association's flood insurance policy, which includes a substantial reduction in premium due to FEMA's new guidelines for condominium coverage; reviewed a legal opinion that advises the adoption of a rule before the Board considers alternatives to natural gas fireplaces; responded to two instances of homeowner discipline, one of which was deferred because the violation had been cleared; discussed the potential appointment to the membership of the Architectural Committee; and discussed Personnel issues and summarized updates to the Employee Handbook.

**IV. Approval of Minutes**

- A. Minutes of the July 26, 2022 Board meeting

**MOTION** by Williams, seconded by Efken, to approve the minutes as amended. Adopted unanimously

**V. President's Report**

President Efken reported that the Association's flood insurance premium for the next year was substantially reduced due to FEMA's new guidelines for condominium projects and the agency's desire to compete with private insurance firms for flood coverage. Efken also reported that trees are being deep watered as recommended by experts to keep them alive during extremely hot weather but that other planting won't be done until the return of cooler weather. The Sierra Pool is still closed due to the County's inaction on a permit for the drain cover, but Efken was hopeful that the Association would get clear guidance from the County before the end of August on work that needs to be done so that the pool can be opened soon.

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

Community Manager Tamara Camera reported that special assessment payments are due September 1; that the new mailbox has been installed at building 722 and 724, that carports are being rebuilt at buildings 602 and 652; decks and sheds are being repaired or rebuilt at 704, 649, 629 and the flood repair of the Association office is making progress with new lights and sheetrock installed.

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

Treasurer Cyrus Youssefi reported that, as of July 31, the Association's total liquidity was \$1,513,775. The balance in the Operating Account was \$98,516; Accounts Payable was \$66,045; Reserve Expenses were \$44,662; Replacement Reserve Account was \$1,386,463; Flood Account was \$94,250; cash income was a negative \$48 and delinquencies totaled \$9,153. He also reported that contingency expenses were \$12,603 below budget, natural gas expenses were \$8,823 below budget, water costs were \$2,000 over budget, maintenance costs were on-budget and Patrol costs were \$2,800 below budget.

## **VIII. Committee Reports**

- A. Architectural Committee
  - 1. Kitchen Remodel 883-1

**MOTION** by Williams, seconded by Efken to accept the recommendation of the Committee to approve.

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

- B. Environmental Committee
- C. Tree Committee

No action required by the Board on these reports

## **IX. Old Business**

- A. Gas Logs

**MOTION** by Efken, seconded by Edwards, that homeowner may make an application to the Architectural Committee for approval to install an electric fireplace insert, removing the existing gas log apparatus; that Architectural Committee may approve specific manufacturers, models and/or specifications, as it currently does for other products and that use of licensed electrician for installation shall be required; that Architectural Committee will make a recommendation to the Board approving or disapproving any application; and that if approved, once the electric fireplace insert is fully installed, the Architectural Committee, or its designee, will conduct an inspection to assure proper and safe installation; that following a successful inspection, the homeowner will be removed from the monthly gas log fee obligation the following month and that this shall take effect upon approval by the Board of the Rule changes required for implementation.

Ayes, Efken, Shields, Sessa, Edwards, Williams. Nays: Youssefi, Pejuhesh. Motion adopted 5-2

B. Bids for Alarms in Maintenance office.

This item was deferred with a request that the Association office be included in the bids.

C. Appointment of Architectural Committee Member

**MOTION** by Shields, seconded by Efken to appoint Helga Miles to the Architectural Committee and for the Board to recruit another member. Adopted Unanimously.

## **X. New Business**

A. Accessibility to Board Meetings

No formal vote taken, but the Community Manager was directed to explore the use of conference phones, Zoom audio and other options to improve remote access to Board meetings.

B. Town Hall Meeting Update

No action was taken on this item

C. Updated Employee Handbook

The HR Committee summarized the changes made to reflect changes in Labor law.

D. Employee Cell Phone Reimbursements

This issue was deferred to the H.R. Committee for a recommendation.

E. Carport Replacement/Repair Bids

**MOTION** by Efken, seconded by Shields, to award a contract to Earth First Builders in the amount of \$112,889 to repair five carports. Adopted unanimously.

F. Cabinets/Countertop bids for East Clubhouse

**MOTION** by Efken, seconded by Sessa, to approve \$1,287 to purchase countertops and cabinets for the East Clubhouse to be installed by staff. Ayes; Efken, Youssefi, Sessa, Edwards, Pejuhesh, Williams. Nays: Shields. Motion adopted 6-1.

G. WASH Lease Renewal

This item was deferred

H. CPA Financial Review

**MOTION** by Sessa, seconded by Williams, to award a contract for \$3,650 to Shaw accountancy corporation to review the Association's finances. Adopted unanimously.

I. Office Flooring Bid

**MOTION** by Shields, seconded by Efken, to award a contract in the amount of \$3,200 to PDG Interior to purchase and install flooring in the Association offices. Adopted unanimously.

## **XI. Adjournment**

MOTION by Efken, seconded by Sessa, to adjourn. Adopted unanimously

Respectfully submitted

Bill Sessa, Secretary

APPROVED \_\_\_\_9/27/22\_\_\_\_