

Woodside Association, Inc
Board of Directors Meeting Open Session
January 23, 2024

MINUTES

I. Call to Order

Interim President Hassan Pejuhesh called the meeting to order at 7:01 pm. Members present include Pejuhesh, Bill Sessa, Cyrus Youssefi, and Lyn Efken.

II. Consent Calendars

A. Approval of Minutes

1. Minutes of November 16, 2023, Emergency Board Meeting
2. Minutes of December 5, 2023, Board Meeting

MOTION by Sessa, seconded by Efken, to approve the minutes of the November 16, 2023, Emergency Board meeting and the December 5, 2023, Board meeting. Ayes: Pejuhesh, Sessa, Efken. Abstain: Youssefi, who abstained as he did not attend the meetings.

III. Closed Session Disclosure

Board Secretary Sessa reported the Board convened in Executive Session at 5:50 pm and took the following actions: The Board approved minutes of the December 5, 2023, Executive session. The Board discussed the status of negotiations concerning payments owed to Innovation Construction for work completed on the property during the summer and fall of 2023 and discussed legal issues pertaining to their contract; approved a request for accommodation for an owner to install a ramp to make the unit wheelchair accessible; approved one reimbursement request for an interior repair, denied two requests from homeowners for reimbursement and tabled a fourth request; discussed issues related to re-instituting the Rules Hearing Committee.

The Board also approved two contracts for a total of \$11,745.85 for plumbing repairs to buildings (2202 and 867) and tabled proposals for four others pending additional research. The Board also tabled a proposal for a roofing contract (2250) and a proposal to add two new pumps and heaters to the East pool and spa, pending additional research on costs and options.

After considering proposals from two companies, the Board approved a \$4,895.00 contract to Ballot Watchers Election Solutions to administer the upcoming Board of Directors election. Board members also signed updated Code of Conduct forms. The Board also discussed staffing issues. The Executive Session was adjourned at 6:50 pm.

IV. Appointment of Directors

Board Secretary Sessa reported resident owner Gisela Schultz resigned from the Board in January, citing health problems.

MOTION by Sessa, seconded by Youssefi, to appoint Craig Shields to the Board of Directors, replacing Schultz and to appoint Pam Williams to the Board to fill the seat recently vacated by former Board President Kim Edwards. Ayes: Sessa, Youssefi, Efken. Nays: Pejuhesh. Adopted on a 3-1 vote.

Note: Shields assumed his seat on the Board. Williams did not attend the meeting due to a personal emergency.

V. Open Forum

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

VI. President's Report

Interim President Hassan Pejuhesh emphasized Woodside's Reserve Study is being updated and he advised the study is not a comprehensive list of The Association's needs. The study is not designed to identify all the immediate needs of Reserve Funds or to fund long-term infrastructure improvements, such as replacing the hot water loop in East. He noted the update will be available in several weeks and a community-wide meeting will be held by the Board to discuss the Reserve Study's findings. He noted the Board has been reviewing invoices submitted by Innovation Construction over the last several months to determine what the final payment will be.

VII. Community Manager Report

Community Manager Tamara Camara reported roof repairs are currently ongoing, buildings 722/724 are complete and awaiting final building inspection. A bid has been secured by Percussion Concrete to repair uneven sidewalks on the property. She is also receiving replacement bids to update the mailboxes and bids to relocate mailboxes inside laundry rooms to reduce mail theft.

VIII. Treasurer's Report

Treasurer Sessa reported the following account totals: Flood Account; \$138,000; Reserve Account, \$868,108; Operating Account, \$465,293. Delinquent Accounts total \$35,000. Sessa reported that approximately \$490,000 of Reserve Funding is still unallocated and outlined a spending plan to ensure all the Reserve Funds will be spent by the end of the Fiscal Year. Income and expenses are only slightly below budgeted figures thus far in the Fiscal Year. Expenses for labor, utilities and insurance are within projected levels. Funding for staff is lower than expected but is offset by above normal expenses for contractors and consultants.

IX. Committee Reports

A. Architectural Committee

- 600-1 (Kitchen Window)
- 649-3 (Electric Insert/Fireplace)
- 657-1 (Electric Insert/Fireplace)
- 734-7 (Electric Insert/Fireplace)
- 841-15 (Washer/Dryer)
- 887-8 (Washer/Dryer)
- 630-4 (Window Film)

MOTION by Efken, to withdraw the application for 630-4 due to a legal appeal. Motion is withdrawn for lack of a second.

MOTION by Efken, seconded by Shields, to accept the committee's recommendation to approve the application for 600-1. Adopted unanimously.

MOTION by Efken, seconded by Shields, to accept the committee's recommendation to approve the application for 649-3. Ayes: Sessa, Efken, Shields. Nays: Youssefi, Pejuhesh. Adopted on a 3-2 vote.

MOTION by Efken, seconded by Shields, to accept the committee's recommendations to approve the application for 657-1. Ayes: Sessa, Efken, Shields. Nays: Youssefi, Pejuhesh. Adopted on 3-2 vote.

MOTION by Efken, seconded by Pejuhesh, to accept the committee's recommendations to approve the application for 734-7. Ayes: Sessa, Efken, Shields, Pejuhesh. Nays: Youssefi. Adopted on 4-1 vote.

MOTION by Efken, seconded by Shields, to deny the applications for 841-15 and 887-8 to install washer/dryers pending more information regarding architectural details. Adopted unanimously.

MOTION by Shields, seconded by Efken to deny the application for 630-4. Adopted unanimously.

B. Rules Hearing Update

Board member Efken reported the Association's Rules Hearing procedures have been verified and reviewed by legal counsel and violation letters will be sent to homeowners. Rules Hearing Committee members will be required to sign a confidentiality agreement.

X. Old Business

A. SB 326 Update

Board member Pejuhesh reported that Resource Engineering has submitted its preliminary inspection report concerning balcony and walkway safety, as required by the legislation. Four contractors have been invited to review the report and bid on repairs for 14 balconies and walkways.

B. Reserve Study Update

Bob Browning and Associates will have staff on the property in the next few weeks to conduct a visual inspection of the assets and expect the Reserve Study update to be available several weeks after their inspections.

C. Election Timelines

The Board reviewed the timetable for conducting the Board of Directors election, including deadlines for homeowner notices, candidate statements, ballot mailing and posting of results.

D. Shaw Accounting Update

It was reported that the Fiscal Year 22/23 has been closed and financial material will be forwarded to Shaw by mid-February.

XI. New Business

A. Inspection of Elections Contract

The contract was approved in Executive Session and reported earlier in the meeting.

B. Plumbing Contracts

These contracts were approved in Executive Session and reported earlier in the meeting.

C. Roofing Contracts

Decisions on these contracts were made in Executive Session and reported earlier in the meeting.

XII. Adjournment

MOTION by Hassan, seconded by Efken to adjourn. Adopted unanimously. The meeting adjourned at 8 pm.

Respectfully Submitted

Bill Sessa, Secretary

APPROVED _____