

Woodridge Community Association Board of Directors Meeting
February 18, 2021 General Session Meeting Minutes

CALL TO ORDER:

The General Session Meeting of Woodridge Community Association was held on February 18, 2021 via Zoom. The meeting was called to order by Board President Joseph Nakos at 6:34 PM.

DIRECTORS PRESENT: Joseph Nakos - President
Mary Jo Ammon - Vice President
Felicia Rue - Treasurer
Robert Kaplan - Secretary

DIRECTORS ABSENT: None

PROPERTY MANAGEMENT PROFESSIONALS REPRESENTATIVES: Mikaela Collerd, AMS, Community Asset Manager

SECRETARY’S REPORT:

Meeting Minutes: A motion was made by Mary Jo Ammon and seconded by Robert Kaplan to approve the January 21, 2021 General Meeting Minutes. Motion Carried (M/S/C 4-0).

TREASURER’S REPORT:

Felicia Rue gave the Treasurer’s report. Felicia discussed the preliminary financial statements for December 2020.

A motion was made by Robert Kaplan and seconded by Mary Jo Ammon to approve the unaudited financial statements for the months and year-to-date for December 2020 as required by Civil Code §5500. Motion Carried (M/S/C 4-0).

DELINQUENCY:

A motion was made by Felicia Rue and seconded by Robert Kaplan to approve PMP to file a lien on APN 597-0-043-055. Motion Carried (M/S/C 4-0).

A motion was made by Robert Kaplan and seconded by Mary Jo Ammon for PMP to contact APN 597-0-042-125 to discuss past due account and advise Board of response. Board will then advise via email whether to proceed with a lien on this account. Motion Carried (M/S/C 4-0).

There were no foreclosure actions in the Executive Session immediately preceding this meeting.

SECURITY:

Douglas Huemme, Master Protection Services was present to provide a security report to those in attendance.

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Cameras: Robert Kaplan provided an update on the surveillance cameras and that the install is tentatively scheduled for next week.

RULES & REGULATIONS COMMITTEE:

Kathleen Nakos was present to discuss the items the Rules & Regulations Committee has been working on.

The Board approved the updated notice to include the community website.

The Board discussed the adoption of the parking rules. Enforcement will begin June 1, 2021. Master Protection will patrol four (4) hours per week for the first month and distribute one (1) violation warning per vehicle.

The Board discussed the process of RFID transponder distribution and tasked the committee with drafting a Standard Operating Procedure (“SOP”) for the Board to review. The Board of Directors confirmed that it will be Board responsibility to approve the distribution of vehicle stickers.

LANDSCAPE:

Mary Jo Ammon was present to discuss the items the Landscape Committee and Showscapes have been working on.

Mary Jo Ammon advised that Painting Remodeling has completed the work on the SCE Electrical boxes for a total cost of \$1,310.

A motion was made by Mary Jo Ammon and seconded by Robert Kaplan to approve Showscapes to install the drain per Showscapes proposal to install drain box and pvc drainpipe near the front entrance for a cost not to exceed \$1,500. Motion Carried (M/S/C 4-0).

A motion was made by Joseph Nakos and seconded by Mary Jo Ammon to appoint Jeffrey Briggs to the Landscape Committee. Motion Carried (M/S/C 4-0).

ARCHITECTURAL REPORT:

Mary Jo Ammon provided an update on architectural requests being submitted.

MANAGEMENT REPORT:

The Board of Directors reviewed the Action Item Tracker presented by PMP Management.

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UNFINISHED AND NEW BUSINESS:

Reserve Study Update: A motion was made by Joseph Nakos and seconded by Felicia Rue to have Association Reserves complete the update with no site visit (8-week turn around) for \$650. Motion Carried (M/S/C 4-0).

Homeowner Concerns: The Board reviewed concerns from 3373 Country Home and 3074 Heavenly Ridge and has addressed both owners.

Newsletter Committee: A motion was made by Joseph Nakos and seconded by Robert Kaplan to appoint Joseph Nakos as Chairperson and Jeffrey Briggs as a member of the Newsletter Committee. Motion Carried (M/S/C 4-0).


Transponder Requests: None at this time.

HOMEOWNER'S FORUM:

The homeowners present were afforded the opportunity to address the Board on the following topics: Street markings from AT&T, CIT emails from Fidelity, landscaping on slope, irrigation, speaker form, RFID transponders and vehicle stickers.

AJOURNMENT AND ANNOUNCEMENT OF THE NEXT BOARD MEETING:

There being no further business before the Board of Directors, the General Session Meeting was adjourned at 8:42 PM, the next General Session Meeting is scheduled for February 18, 2021.


Robert Kaplan (Jun 1, 2021 18:39 PDT)

Board Member

Jun 1, 2021

Date






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Final Audit Report

2021-06-02

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