

Woodridge Community Association Board of Directors Meeting  
March 17, 2022, General Session Draft Meeting Minutes

**CALL TO ORDER:**

The General Session Meeting of Woodridge Community Association was held on March 17, 2022, via Zoom. The meeting was called to order by Board President Mary Jo Ammon at 6:37 PM.

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

**DIRECTORS ABSENT:** Joseph Nakos - Secretary had to excuse himself at 7:43 PM

**PROPERTY MANAGEMENT PROFESSIONALS' REPRESENTATIVES:** Julie Phan, Community Asset Manager; Hannah Lupoli Assistant Community Asset Manager

**HOMEOWNERS PRESENT:** There were ten (10) owners noted to be present on the Zoom call.

**GUESTS PRESENT:** Doug Huemme, Master Protection Security, Inc.  
Juan Marquez, Showscapes Landscape

**SECRETARY'S REPORT:**

Meeting Minutes: A motion was made by Mary Jo Ammon and seconded by Joseph Nakos to approve the February 17, 2022, General Meeting minutes. Motion carried (M/S/C 4-0).

**MANAGEMENT REPORT:** The Board of Directors reviewed the Action Item Tracker presented by PMP Management. Provided membership with general updates from the executive session meeting.

**TREASURER'S REPORT:**

Felicia Rue gave the Treasurer's report and advised that Gene Kennedy has assisted in reviewing the financial statements for the Association. Felicia Rue discussed the profit and loss financial statements for current month. Gene found on the water bill that only 1 of the controllers were paid. The bill should have been \$2,703 and set on auto pay. PMP is to investigate why only one bill was paid. General Maintenance category in the operating budget is over budget for two (2) items, concrete repairs and wrought iron repairs. These should be and will be recoded to the reserve budget.

CD Investment: The Board discussed transferring the overage of their reserves in the amount of \$135k. FDIC only insures up to \$250k, Felicia is to immediately transfer funds into a CD.. A motion

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was made by Joseph Nakos and seconded by Mary Jo to approve opening a new CD for \$135k. Motion carried. (M/S/C 4-0).

Financial Statements A motion was made by Robert Kaplan and seconded by Mary Jo Ammon to approve the unaudited financial statements for the month and year-to-date for February 2022 as required by Civil Code §5500. Motion Carried (M/S/C 4-0).

Water Usage Report: Felicia Rue advised that she received the water report same day of the meeting and did not have the opportunity to review. She advised that she will provide an update at the next meeting.

**DELINQUENCY:**

The Board advised that there are three properties up for a pre-lien PMP and the Board tabled them until April 21, 2022.

**SECURITY:**

- Douglas Huemme, Master Protection Services was present to provide a security report to those in attendance. There were no questions at the time from the community.
- Board Member asked how to best handle individuals who are irate and harassing the guards. Doug advised that the best course of action it to send violation notices and proceed with the proper Association procedures to fine the homeowner.
- The Board and community thanked Master Protection for their kind and polite guards.

**RULES & REGULATIONS COMMITTEE:**

- Dave Saltmarsh provided a committee update: Light timers were adjusted.
- Mary Jo Ammon provided a reminder to homeowners that all individuals are recorded at the gate and to please remind their guests, vendors, and family members that they are being recorded.
- Mary Jo Ammon provided comment that the Rules & Regulations Revisions has been updated and will be voted to go out to the membership for a 28-day comment period. Joesph Nakos commented that Beaumont, the association's legal counsel, response to the transponder request is vague and this issue will make more problems than solve problems regarding the transponders. This item must be removed for him to provide an approval on entire Rule & Regulations policy. A motion was made by Mary Jo Ammon and seconded by Robert Kaplan to approve the Rules & Regulations Revisions to be mailed. Joseph Nakos denied the motion. Motion carried (M/S/C 3-1).
- Mary Jo Ammon provided an update regarding a water main break that had occurred. She advised that the City has been made aware and the City advised that they may be installing more valves in order to eliminate water pressure which is causing more issues.

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Mary Jo Ammon advised that the water pressure issues are not Association nor PMP issues and must be dealt with directly with the City of Thousand Oaks.

**LANDSCAPE:**

Juan Marquez was present to answer any questions from homeowners and provided updates. There were no questions from the community currently.

- Juan Marquez addressed previous concerns of cellphone use. He is monitoring the crew as they are not to be using their phone while working.
- Juan Marquez brought up a possible damage to a 3" lateral line. Address and details will be provided by Monday. The water to that line will be shut off pending repairs.
- Plants and rocks around the fountain are falling and will be replaced with only rocks.
- Mary Jo Ammon provided update on front entrance beautification project in which plants and large pots will be installed.
- Yearly Brush Clearance is coming up. Larry Williams, Fire Marshall, advised that clearance is to be completed by June 1<sup>st</sup> and no later than June 15<sup>th</sup>.

**ARCHITECTURAL REPORT:**

Mary Jo Ammon advised that the Board that the ADU application has not commenced yet. No other updates currently.

**NEWSLETTER COMMITTEE:**

- Jeff Briggs provided an update on newsletters. Items addressed in newsletter:
  - Thank you to Showscapes
  - Reminder of Annual meeting and requirements for quorum
  - Water Main Burst
  - Reminder for homeowners to submit architectural applications
  - Snake season reminder
  - Advise homeowners of Senior discounts available at Athens
  - Reminder on trash can rules of the Association
  - Share information regarding a solar panel scam
  - Hummingbird information
  - Guard House's security camera video
  - Always open for suggestions

**UNFINISHED AND NEW BUSINESS:**

CPA Year End: A motion was made by Felicia Rue and seconded by Joseph Nakos to approve Owens & Audit and tax preparation in the amount of \$1900. Motion carried. (M/S/C 4-0).

Annual Update: Mary Jo Ammon provided an update to the Annual election. The schedule for the Board of Directors meeting and Annual are as follows:

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- 5PM Executive Session
- 6PM Annual Meeting
- General Session to follow

**Painting:** Mary Jo Ammon provided an update that Pedro will be painting the mailboxes on Heavenly Ridge as well as all irrigation boxes, cameras, and entrance lanes to the community. Board asks that if homeowners notice any other item that needs to be painted should be brought to Mary Jo Ammon's attention so that way it may be scheduled while Pedro is on the property.

**Transponder Requests:**

None currently.

**HOMEOWNER'S FORUM:**

The homeowners present were afforded the opportunity to address the Board on any topics of concern.

- Homeowners provided comment on the water main break that was previously discussed by Showscapes stating that pipe and valve issues should be addressed immediately by shutting off the water then inspecting the area ASAP, rather than wait for approval from the Board of PMP.
- Homeowners state that homeowners should drive through the Visitors Lane more often just to greet the guards, who are kind and courteous to all drivers. Homeowners stated they have also ordered for desserts to be delivered to the guard house.

**ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT BOARD MEETING:**

There being no further business before the Board of Directors, the General Session Meeting was adjourned at 8:15 PM, the next General Session Meeting is scheduled for April 21, 2022, directly after the Annual Meeting, which is scheduled for 6:00 PM.

Joseph Nakos  
Joseph Nakos (1.8K), 2022-14-30 PM

Board Member

07/01/2022

Date