

**WOOD RANCH OWNERS ASSOCIATION
REGULAR BOARD MEETING MINUTES
October 7, 2019**

1) CALL TO ORDER:

The Regular Meeting of the Wood Ranch Board of Directors was held on October 7, 2019, at the Wood Ranch Clubhouse. The meeting was called to order at 7:02 P.M. by President, Jody Blessum.

Board Members Present: President, Jody Blessum; Vice President, Kent Grubaugh; Treasurer, Liz Talley; Secretary, Sean Lee and Director, Peter Williams

Board Members Absent: None

Management Present: Tim Morgan & Kelly Johnson

Others Present: NONE

2) ADOPTION OR MODIFICATION OF MINUTES:

A MOTION WAS MADE BY KENT AND SECONDED BY SEAN TO ACCEPT THE MINUTES OF THE REGULAR BOARD MEETING DATED MAY 20, 2019. MOTION CARRIED WITH LIZ ABSTAINING.

A MOTION WAS MADE BY SEAN AND SECONDED BY PETER TO ACCEPT THE MINUTES OF THE EXECUTIVE SESSION MEETING DATED JUNE 6, 2019. MOTION CARRIED WITH KENT AND LIZ ABSTAINING.

3) HOMEOWNER COMMENTS:

• Jack Shewmaker, 115 Crestridge Dr.

- Inquired about architectural approval process. *Architectural applications can be obtained from Wood Ranch Homeowners Website, www.woodranchhoa.com or by contacting PM&A, Inc. via email hoamgmt@pmahoa.com. All exterior alterations require an architectural application be submitted and approved prior to work commencing. Exterior alterations considered regular maintenance, replacing landscape with landscape (not turf), and there is no change in the footprint (horizontally or vertically, such as the layout or addition or removal of trees or grade), no application is needed.*

• Kathleen Ingram, 103 Carole Meadows Ct.

- Homeowner concerned about overgrown plants in the median at the entrance of Wood Ranch, and the limited visibility of pedestrians/bicyclists, etc. There was a recent incident involving a resident who was hit by a car while walking due to limited visibility. If incidents of such can be prevented by taking simple measures, it would be well worth it. *Median is an area that is scheduled for upgrades and endcaps will specifically be looked at to increase visibility.*

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO SEND FORMAL WRITTEN CORRESPONDENCE TO THE TOWN OF DANVILLE ON BEHALF OF WOOD RANCH HOMEOWNERS ASSOCIATION REGARDING INSTALLATION OF A LEFT GREEN ARROW LIGHT AT THE ENTRANCE OF WOOD RANCH AS A PREVENTATIVE MEASURE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

4) FINANCIALS

A MOTION WAS MADE BY PETER AND SECONDED BY KENT STATING THE BOARD HAS REVIEWED THE AUGUST 31, 2019 FINANCIALS AND RELATED BANK STATEMENTS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Standard Motion for Collections:

A MOTION WAS MADE BY PETER AND SECONDED BY KENT STATING THAT ALL OWNERS WITH DELINQUENT ASSESSMENT BALANCES THAT ARE OVER 180 DAYS DUE ON THE DELINQUENT ACCOUNTS REPORT ARE TO BE SENT TO COLLECTION IN ACCORDANCE WITH THE TIMELINES OF THE COLLECTION POLICY, INCLUDING BUT NOT LIMITED TO RECORDING A LIEN AGAINST THE PROPERTY. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

5) SOCIAL COMMITTEE UPDATE (Community Events Committee)

- Social Committee has Spooky Night Halloween event coming up. Have had such positive responses regarding events, residents are wanting more. Social Committee will work to get flyers to PM&A, Inc. prior to quarterly statements being mailed to homeowners to assist with postage costs, when possible. *Postage and printing costs for social event flyers are not to be included in Social Committee budget. PM&A, Inc. to provide dates of quarterly statement mailings (12/20, 3/20, 6/20, 9/20) to Social Committee to allow mailings for events to be included with these and cut postage costs, where possible. PM&A, Inc. to provide Social Committee with a restroom key for social events. Remaining \$500.00 of 2019 community events committee budget (\$2,500.00) to be issued to Social Committee by check.*

6) ARCHITECTURAL COMMITTEE UPDATE

- Increase in architectural applications recently.
ARC to look at universal roofing materials that may be acceptable alternates to present to the Board for consideration at a later date.

7) TABLED BUSINESS

- Camera Estimate Update – 3 bids obtained by PM&A, Inc. for updates of security system and cameras received and reviewed. Bids include: AVID in the amount of \$6,233.50, Valley Home Theater & Automation, Inc. in the amount of \$7,580.00 and Advanced Security Engineering in the amount of \$8,485.00. *Management to*

obtain information on DVR as whether it also need to be replaced as this was included in two other bids.

A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO APPROVE THE REPLACEMENT OF SECURITY SYSTEM AND CAMERAS, SO LONG AS THE COST DOES NOT EXCEED \$8,000.00.

- Clubhouse Door Estimate Update – 2 bids for replacement of doors obtained by PM&A, Inc. received and reviewed. Bids include: McMahon Construction in the amount of \$18,720 and The Door Doctor in the amount of \$15,272.55. McMahon's door shop custom builds the pair of doors to fit the existing openings and conditions. Doors include a superior grade jamb and McMahon will remain in the picture for the life of the doors.

A MOTION WAS MADE BY KENT AND SECONDED BY PETER TO APPROVE REPLACEMENT OF CLUBHOUSE DOORS BY MCMAHON CONSTRUCTION IN THE AMOUNT OF \$18,720. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Pony Wall Bid – Bid to remove (\$530.00) and replace (\$4,250.00) pony wall in front of Wood Ranch Clubhouse provided by McMahon Construction in the amount of \$4,780.00.

A MOTION WAS MADE BY SEAN AND SECONDED BY PETER TO APPROVE REMOVAL AND REPLACEMENT OF PONY WALL IN FRONT OF WOOD RANCH CLUBHOUSE BY MCMAHON CONSTRUCTION IN THE AMOUNT OF \$4,780.00. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

8) NEW BUSINESS

- 2019 Tree Tagging Maintenance Estimate

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO APPROVE THE PROPOSAL FROM SKYLINE TREE SURGEONS DATED JUNE 13, 2019 FOR THE 2019 ANNUAL TREE WORK ACCORDING TO THE TREE TAGGING PROGRAM IN THE AMOUNT OF \$15,210.00. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Preapproved Roof Colors – *tabled for next meeting*
- Wood Ranch Sidewalk Inspections/Repairs – *Sidewalks that adjoin to common area property within Wood Ranch will be inspected and repaired (upon receipt of bid).*
- CA law – Secondary Dwellings – *CA laws supercedes CC&Rs, therefore no action may be taken regarding secondary dwellings.*
- 2019 Review/Audit/Tax Preparation - Levy

A MOTION WAS MADE BY LIZ AND SECONDED BY PETER TO APPROVE THE PROPOSAL FROM LEVY, ERLANGER & COMPANY LLP IN THE AMOUNT OF \$3,390.00 TO CONDUCT 2019 FINANCIAL AUDIT AND TAX PREPARATION. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- 2020 Reserve Study

A MOTION WAS MADE BY PETER AND SECONDED BY KENT THAT THE 2020 RESERVE STUDY UPDATE WAS REVIEWED AND APPROVED AS SUBMITTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- 2020 Budget

A MOTION WAS MADE BY KENT AND SECONDED BY JODY TO APPROVE THE 2020 BUDGET AND INCREASE 2020 QUARTERLY DUES TO \$280.00 TO INCREASE RESERVES FUNDING. THE BOARD HAS REVIEWED THE ASSOCIATION'S EXPENSES AND DETERMINED THAT GIVEN THE LEVEL OF DESIRED SERVICE, THE EXPENSES ARE APPROPRIATE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

ADJOURNMENT:

A MOTION WAS MADE BY JODY AND SECONDED BY PETER TO ADJOURN THE MEETING AT 9 PM. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

THE UNDERSIGNED APPROVES THE ABOVE MINUTES FROM THE REGULAR BOARD MEETING.

