

**WOOD RANCH OWNERS ASSOCIATION
REGULAR BOARD MEETING MINUTES
January 13, 2020**

1) CALL TO ORDER:

The Regular Meeting of the Wood Ranch Board of Directors was held on January 13, 2020, 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; Treasurer, Liz Talley; Secretary, Sean Lee and Director, Peter Williams

Board Members Absent: Vice President, Kent Grubaugh

Management Present: Tim Morgan & Kelly Johnson

Others Present: Andy Dillard, Town of Danville; Eileen Appleget, Northridge resident and survivor

2) ADOPTION OR MODIFICATION OF MINUTES:

A MOTION WAS MADE BY JODY AND SECONDED BY PETER TO ACCEPT THE MINUTES OF THE EXECUTIVE SESSION MEETING DATED OCTOBER 7, 2019. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

A MOTION WAS MADE BY JODY AND SECONDED BY PETER TO ACCEPT THE MINUTES OF THE REGULAR BOARD MEETING DATED OCTOBER 7, 2019. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

3) FINANCIALS

- December 31, 2019 Financials and November Bank Statements

PM&A indicated that the GL for 2019 has been sent and going forward will be sent to all Board members monthly.

A MOTION WAS MADE BY LIZ AND SECONDED BY JODY STATING THE BOARD HAS REVIEWED AND APPROVED ALL OF THE FOLLOWING FOR COMPLIANCE WITH CA CC 5501:

- 1) *Bank Reconciliations Operating Account*
- 2) *Bank Reconciliations Reserve Account*
- 3) *Review Bank Statements*
- 4) *Actual To Budgeted Operating Revenues and Expenses*
- 5) *Reviewed Actual Op Inc To Expenses Statement*
- 6) *Review Actual Reserve Income and Expense Statement*
- 7) *Review Operating and Reserve Income and Expenses Statement*
- 8) *Review Operating and Reserve account General Ledger*
- 9) *Review Delinquent Assessment Receivable Report*

MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Standard Motion for Collections:

A MOTION WAS MADE BY PETER AND SECONDED BY LIZ 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.

4) HOMEOWNER COMMENTS:

- Steve Herrs, 1007 Jennifer Meadows Ct. – Homeowner presented to Board about eco-friendly pest control alternative. Proposed the utilization of barn owl boxes to control rodent population, save money and eliminate the use of rodenticide within the community, minimizing negative impacts to the food chain and ecosystem.

A MOTION WAS MADE BY SEAN AND SECONDED BY PETER TO GATHER MORE INFORMATION AND TAKE ACTION REGARDING TOPIC AT THE NEXT SCHEDULED MEETING. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Judith Timmermans, 100 Creighton Way – Homeowner concerned about neighbor previously having Mr. Pavers perform work in their backyard without her signing off on architectural application and securing a permit. Created a large amount of dust to be stirred up and due to fence being in disrepair, it continues to be an issue. She has backed her fence with plywood to address for the time being.
- Review of Homeowner Acct #144-05 - Homeowners received statement showing \$6,000.00 in fines for landscaping violation, but were under the impression that this was remedied and required no further action on their part, upon visit from Board member, Liz Talley and communication with management company. Homeowners advised they have been working hard to address their landscaping to the best of their ability and even hired a contractor to complete tree work. The lawn has been restored and trees have been trimmed. They want to comply and are asking that fines be reduced or rescinded altogether. Per the Board, there has been noticed improvement; however, the lawn remains out of compliance and fines will continue until entirely corrected. Board recommends homeowners hire a landscaper to address the exposed pipes, dead foliage and leaves, etc., on the property. Board will review lawn in the next thirty days to determine action to be taken.
- Review of Homeowner Acct #516-05 – Homeowner received statement showing \$6,000.00 in fines for landscaping violation, but feels lawn is in compliance and that the Board and management company have no right to impose fines without proper notification. He feels there was a lack of communication and that the CC&Rs are not descriptive enough. Homeowner asked that fines be reduced or rescinded altogether,

as he did not receive the 1st violation, was unable to attend the hearing and the ground covering at his residence has been restored, bringing his lawn back into compliance.

A MOTION WAS MADE BY SEAN AND SECONDED BY LIZ TO REVIEW THE YARD WITHIN THE NEXT WEEK TO DETERMINE WHETHER YARD IS IN COMPLIANCE WITH THE WOOD RANCH STANDARDS AND DETERMINE WHAT FINES WILL BE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

5) SOCIAL COMMITTEE UPDATE (Community Events Committee)

- Social Committee has had a successful year. Events were highly attended and the committee is in need of volunteers to help. In 2020, a neighborhood watch event will be added and based on feedback received from homeowners, there is great interest in having an adult social. Kathleen shared her concern regarding the lack of cleanliness of the clubhouse following rentals and inquired about the utilization of a checklist to ensure it is cleaned after each use. *Currently, the rental agreement includes a pre and post checklist for homeowners use to ensure clubhouse is clean after each rental. PM&A, Inc. to check into what the cost would be to have cleaning fees added to cost of each rental.*

6) ARCHITECTURAL COMMITTEE UPDATE

- Board Inquiry of Landscape Installation in Accordance to Submitted Plans – Acct #248-05
 - The ARC reviewed the landscaping installed of acct. #248-05, as requested by Board member, in comparison to plans submitted. The ARC determined that currently, plants are immature and need time to grow, as they have only had 2 months to establish themselves. Being that the plantings were installed in the non-growing season, they are dormant and have not had a chance to fill in; however, there does appear to be a deviation in the number of plants installed in comparison to the submitted and approved plans. *PM&A to arrange a time for the ARC, Property Management and homeowner(s) to meet and do a plant count, due to the plant count being in question.*

7) TABLED BUSINESS

- Preapproved Roof Colors/Spanish Tile Roof Rules
 - *Replacement roofing materials are to be roofing materials found within the Association as originally installed by the developer.*

8) NEW BUSINESS

- Town of Danville, Andy Dillard – Wood Ranch/Camino Tassajara Intersection Preventative Measures

– Heard detailed and compelling story about the accident that occurred in the Woodranch/Camino Tassajara intersection from survivor/Northridge resident, Eileen Appleget.

A MOTION WAS MADE BY PETER AND SECONDED BY SEAN TO GENERATE AN OFFICIAL LETTER TO THE TOWN OF DANVILLE REQUESTING CONCURRENT PHASING LEFT TURN ARROWS BE INSTALLED, BUT AT MINIMUM SPLIT PHASING LEFT TURN ARROWS BE INSTALLED, IN ADDITION TO A HIGH VISIBILITY CROSSWALK AT THE WOODRANCH/CAMINO TASSAJARA INTERSECTION, TO AIDE IN PREVENTING FUTURE ACCIDENTS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Volunteer Committee Gifts– *Board reviewed gifts to be given to volunteer committee members in appreciation of their time and services. Currently, volunteers are given gift of recognition upon resignation.*

A MOTION WAS MADE BY LIZ AND SECONDED BY PETER TO PURCHASE GIFTCARDS FOR THE ARCHITECTURAL COMMITTEE IN THE DENOMINATION OF \$200.00 AND FOR THE SOCIAL COMMITTEE IN THE AMOUNT OF \$100.00. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Wood Ranch Sidewalk Repair Bid
A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO APPROVE PHASE ONE OF SIDEWALK REPAIRS, SUBJECT TO BOARD APPROVAL VIA EMAIL, NOT TO EXCEED \$15,000.00, PERFORMED BY JAIME UNDER MCMAHON CONSTRUCTION'S INSURANCE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.
- Tennis Court Overlay Bids
A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO APPROVE THE PROPOSAL FROM SHELDRAKE & MUMFORD INC. DATED NOVEMBER 5, 2019 FOR THE RESURFACING OF TWO TENNIS COURTS AND THE ADD OPTION TO INSTALL 5 STEP RIGHTWAY CRACK REPAIR SYSTEM IN THE AMOUNT OF \$16,170.00. 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 9:49 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

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