

**WOOD RANCH OWNERS ASSOCIATION
REGULAR BOARD MEETING MINUTES
May 11, 2020**

1) CALL TO ORDER:

The Regular Meeting of the Wood Ranch Board of Directors was held on May 11, 2020, via Zoom (due to COVID-19 and mandated shelter-in-place). The meeting was called to order at 7:17 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 PETER AND SECONDED BY JODY TO ACCEPT THE MINUTES OF THE EXECUTIVE SESSION MEETING DATED JANUARY 13, 2020. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO ACCEPT THE MINUTES OF THE ANNUAL BOARD MEETING DATED JANUARY 13, 2020. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO ACCEPT THE MINUTES OF THE ANNUAL BOARD MEETING DATED JANUARY 13, 2020. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

3) FINANCIALS

- March 31, 2020 Financials and March Bank Statements

A MOTION WAS MADE BY KENT AND SECONDED BY LIZ 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.

- *PM&A to provide reserves percentage to Board with Board Packets.*
- *PM&A also to get an opinion letter from Levy, Erlanger & Company LLP regarding minimum reserves needed to run Association.*
- *PM&A to move sidewalk repairs from miscellaneous expenses to maintenance and repairs.*

Standard Motion for Collections:

A MOTION WAS MADE BY KENT 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.

- *PM&A to file lien on acct. 250-05 (80 Country Hills Ct.).*

4) HOMEOWNER COMMENTS:

- Lisa Bond, 95 Woodranch Cir. – Homeowner inquired about timeline for opening of the pool. *As soon as directive from Contra Costa Health Department is received that the pool can be opened, the pool will be opened for members use.*
- Kathleen Roberge, 65 Country Hills Ct. – Reported that the play structure is not being utilized due to the exterior covering flaking off and exposing the interior metal.

PM&A to submit work order to McMahon Construction to make repairs to the play structure as needed.

- Review of Homeowner Acct #144-05 - *Homeowners' account was incurring fines for landscaping violation from October 7th – March 31st. Total of fines incurred were \$8,700.00. Lawn is now in compliance and homeowners requested the Board to consider reducing or rescinding fines entirely.*
- Review of Homeowner Acct #527-05 –. *Homeowner's account was incurring fines for landscaping violation from October 7– March. Total of fines incurred were \$8,700.00. Lawn is now in compliance and homeowners requested the Board to consider reducing or rescinding fines entirely.*

A MOTION WAS MADE BY KENT AND SECONDED BY SEAN TO IMMEDIATELY REDUCE FINES FOR ACCT #144-05 AND ACCT #527-05 TO \$4,000.00. HOMEOWNERS ARE TO PAY \$2,000.00 WITHIN 90 DAYS AND IF LANDSCAPING IS MAINTAINED FOR THE NEXT 12 MONTHS, FINES WILL BE

REDUCED BY AN ADDITIONAL \$2,000.00. ANY FUTURE VIOLATIONS RECEIVED BY HOMEOWNERS WILL NOT BE FORGIVEN. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

5) SOCIAL COMMITTEE UPDATE (Community Events Committee)

- Due to COVID-19, no social events were held in the spring. The next anticipated event will be National Night Out or an event to thank first responders for their work. Kathleen advised that the social committee will be purchasing a banner for \$100.00 to post in front of the clubhouse congratulating 2020 graduates.

6) ARCHITECTURAL COMMITTEE UPDATE

- Decline in architectural applications received during COVID-19 and mandated-shelter-in-place.
- A shed was installed at 125 Chadbourne without submitting an architectural application for review and decision. This is an unauthorized exterior alteration. Homeowner has not responded to any correspondence sent regarding the structure. *PM&A to send a letter to the homeowner advising that due to non-response, the Board has reviewed the exterior alteration and is in agreement to approve, so long as an architectural application is submitted.*

7) TABLED BUSINESS

- Owl Boxes

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO INSTALL 3 OWL BOXES IN THE COMMON AREA, 8 FEET OFF THE GROUND AND NOT IN CLOSE PROXIMITY TO RESIDENCES. THE ASSOCIATION WILL CONTINUE SERVICES OF ADM. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Clubhouse Rentals & Cleaning

A MOTION WAS MADE BY SEAN AND SECONDED BY PETER TO OPERATE CLUBHOUSE RENTALS IN ACCORDANCE TO COUNTY GUIDELINES, SEPARATE RENTALS BY 5 DAYS (UNTIL COVID-19 IS REGULATED), INCREASE COST OF RENTALS TO \$100.00 TO COVER COST OF THOROUGH CLEANING BETWEEN EACH RENTAL. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

8) NEW BUSINESS

- 2019 Tax Returns – copy of 2019 filed tax returns were provided to the Board
- 2019 Audited Financials - copy of 2019 audited financials were provided to Board.
- Volunteers for Architectural Review Committee – Architectural Committee to review and information submitted by four interested volunteers. Current ARC will

individually stack rank of volunteers and pass this info. along to the Board. Board will likely choose two to take seat on Board and keep two as alternates to fill any potential openings in future.

- Trimming of Median by Crosswalk – Kent and Sean would like to have agapanthus removed from the north end of the median and replaced with low lying roses, as done on the south end. Other Board members to inspect median and let management know.

ADJOURNMENT:

A MOTION WAS MADE BY JODY AND SECONDED BY PETER TO ADJOURN THE MEETING AT 9:56 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

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

