

**WOOD RANCH OWNERS ASSOCIATION
REGULAR BOARD MEETING MINUTES
September 21, 2020**

1) CALL TO ORDER:

The Regular Meeting of the Wood Ranch Board of Directors was held on September 21, 2020, via Zoom (due to COVID-19 and mandated shelter-in-place). The meeting was called to order at 7:04 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: NONE

2) ADOPTION OR MODIFICATION OF MINUTES:

A MOTION WAS MADE BY LIZ AND SECONDED BY PETER TO ACCEPT THE MINUTES OF THE RECONVENED ANNUAL MEETING MINUTES DATED MAY 11, 2020. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

A MOTION WAS MADE BY LIZ AND SECONDED BY PETER TO ACCEPT THE MINUTES OF THE REGULAR BOARD MEETING DATED MAY 11, 2020. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

3) FINANCIALS

- August 31, 2020 Financials and August Bank Statements

A MOTION WAS MADE BY PETER AND SECONDED BY JODY STATING THE BOARD HAS REVIEWED AND APPROVED ALL OF THE FOLLOWING FOR COMPLIANCE WITH CA CC 5500 FOR THE PERIOD OF APRIL THROUGH AUGUST 2020:

- 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.

4) HOMEOWNER COMMENTS:

- Kathleen Roberge, 65 Country Hills Ct. – *Management responded to email received on the afternoon of the meeting. Per CC&Rs, 12.9.2, Within sixty (60) days, the appropriate Committee shall inspect the work performed and determine whether it was performed in substantial compliance with the approval granted. If the appropriate Committee finds that the work was not performed in substantial compliance with the approval granted or if the appropriate Committee finds that the approval required was not obtained, the appropriate Committee shall notify the Owner in writing of the non-compliance. The committee after 60 days took a look at the property and found it to be in substantial compliance.*
- Joseph & Liliani Huang, 100 Fairview Dr. - *Homeowners' account was incurring fines for landscaping violation from October 7th – March 31st. On May 11, 2020, the Board's decision was to reduce fines to \$4,000.00, with \$2,000.00 due within 90 days and if the landscaping is maintained for the next 12 months, fines will be further reduced by an additional \$2,000.00. Homeowners addressed Board again and requested further reduction of fines, at which time, the Board declined.*
- Edgar Rizkallah, 101 Cimarron Dr.- *Homeowners' account was incurring fines for landscaping violation from October 7th – March 31st. On May 11, 2020, the Board's decision was to reduce fines to \$4,000.00, with \$2,000.00 due within 90 days and if the landscaping is maintained for the next 12 months, fines will be further reduced by an additional \$2,000.00. Unbeknownst to the homeowner's association, the homeowner's legal counsel appeared on the Zoom call and inquired about the condition of the lawn that caused violation.*

5) SOCIAL COMMITTEE UPDATE (Community Events Committee)

- Due to COVID-19, no social events have been held this year. The next anticipated event will be a Halloween house decorating contest. Contest winners will be announced and posted on the Association's website.

6) ARCHITECTURAL COMMITTEE UPDATE

7) TABLED BUSINESS

8) NEW BUSINESS

- 2020 Tree Tagging Maintenance Program
A MOTION WAS MADE BY PETER AND SECONDED BY LIZ TO APPROVE THE PROPOSAL FROM SKYLINE TREE SURGEONS DATED JULY 22, 2020 FOR THE 2020 ANNUAL TREE WORK ACCORDING TO THE TREE TAGGING PROGRAM IN THE AMOUNT OF \$13,130.00. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Board requested PM&A get additional bids for landscaping and tree maintenance contract for 2021.

Management to get tree tagging tract map from Skyline Tree Surgeons and send 2020 tree task list to Board, for review and records.

- 2020 Audit/Review/Tax Preparation – Levy, Erlanger & Company LLP
A MOTION WAS MADE BY PETER AND SECONDED BY LIZ TO APPROVE THE PROPOSAL FROM LEVY, ERLANGER & COMPANY LLP IN THE AMOUNT OF \$3,420.00 TO CONDUCT 2020 FINANCIAL AUDIT AND TAX PREPARATION. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.
- 2021 Reserve Study
A MOTION WAS MADE BY PETER AND SECONDED BY JODY THAT THE 2020 RESERVE STUDY UPDATE WAS REVIEWED AND APPROVED AS SUBMITTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Management presented a reserve projected funding path for moving forward. Per Peter, this relies on a great deal going right; however, the Board may need to revisit at a later date.

- 2021 Budget
A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO APPROVE THE 2021 BUDGET WITH QUARTERLY DUES REMAINING AT \$280.00/QTR. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Board entered executive session to discuss and review acct. 250-05 and future visions of the Architectural Committee.

After much consideration, the Wood Ranch Board decided that as of October 1, 2020, Brian Dulac will take the seat as the incoming Architectural Chairperson. The Architectural Committee will consist of four members. Previously, Stefan Rubendall, served in that position for a decade. The Board would like to thank Stefan for his years of dedication, service, and commitment to the Wood Ranch community.

A MOTION WAS MADE BY PETER AND SECONDED BY JODY THAT EFFECTIVE 10/1/2020, BRIAN DULAC WILL TAKE THE SEAT AS THE INCOMING ARCHITECTURAL CHAIRPERSON AND THE ARCHITECTURAL COMMITTEE WILL CONSIST OF FOUR MEMBERS, WITH BRIAN'S VOTE DETERMINING THE FINAL DECISION FOR ANY APPLICATIONS RESULTING IN A TIE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

A MOTION WAS MADE BY PETER AND SECONDED BY SEAN THAT FINES FOR ACCT 250-05 WILL BE REDUCED TO \$10,000.00, WITH \$6,000.00 PAYABLE

WITHIN 12 MONTHS BY \$500.00 A MONTH INSTALLMENTS. IF LANDSCAPING IS MAINTAINED IN ACCORDANCE TO THE CC&RS, PAYMENTS ARE MADE ON TIME, AND THE ACCOUNT REMAINS CURRENT FOR A YEAR, THE ADDITIONAL \$4,000.00 WILL BE FORGIVEN. UPON A LAPSE IN PAYMENTS OR DUES, THE FINE WILL BE REINSTATED TO THE ORIGINAL AMOUNT OF \$57,995.00. 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 9:56 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

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

