

WOODSIDE ASSOCIATION INC.
BOARD MEETING MINUTES
September 23, 2008

CALL TO ORDER The meeting was called to order by President John Bird at 7:00 pm.

PRESENT John Bird, Lyn Efken, Allen Anderson, MJ Mitchell, John Atkinson, Frank O'Connor, Cyrus Youssefi. Cindy Wickliffe represented Management.

DISCLOSURE Topics discussed in Executive Session were; Owner Discipline, Owner Payment Plan, Personnel, Contracts.

OPEN DISCUSSION

- 1) Owner requested that her deeded parking space be moved closer to her home. The Board does not have the authority to change deeded spaces. Owner can lease a space elsewhere if he chooses.
- 2) Maureen Sullivan thanked the Safety Committee for bringing the Sheriff's officer to Woodside. A list of break-in deterrent thorny vegetation was passed on to the Landscape Committee, Frank O'Connor will follow up.
- 3) How do we go about putting television cables upstairs?
There are appropriate ways to cover the cables going up the side of the building.

CONSENT CALENDAR MSC (Efken/O'Connor) to accept the Consent Calendar: August 26, 2008 minutes of the Open Board Meeting.

MANAGEMENT REPORT

Management has been working with the "Unclaimed Property Division" for California (<http://scoweb.sco.ca.gov>). We were able to recover \$900.00 which had been outstanding for several years. Management is also working on collecting another \$120.00 through this source.

The Flood Insurance Policy has been renewed and individual building policies should be available in the Association Office by the end of the month. Notices were mailed out to the individual mortgage lien holders last week. Any homeowner wanting a copy of their policy may contact the Office.

Management has submitted the reinstatement packet for FHA approval and the response has been to deny FHA reinstatement. In speaking with our contact at HUD (Housing and Urban Development) we learned that Woodside was not approved due to the level of our reserve funds. Based upon the age and size of Woodside the FHA requirement for Reserve Funds would be a minimum of \$1.8 million. Currently reserve levels are at about \$400,000. Management recommends that the Board use any and all means to bring up the reserve levels to \$1.8 million as having FHA status is a critical element in maintaining property values.

The Office became aware of a new law that took effect in 2008 regarding barbeques on apartment/condo decks and patios. In discussion with the local fire department it has been determined that the law does affect the individually owned condos at Woodside for buildings that have more than 2 units. We have included documentation in the Board packet as to the new law. The buildings exempt from this law would be: 601, 629, 648, 796, 2248, 2250, 2252, and 2278. Management recommends to the Board outlawing barbeques on decks/patios in accordance with this law.

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A small patio fire erupted at approximately 10:30 pm, September 9th, in the patio area of Unit 639-1. The shed was affected as well as part of the deck of the upstairs unit 639-2. The fire department was called out and extinguished the fire in a matter of minutes. The fire department was unable to make a determination as to the cause of the fire.

Management has concluded its review of the Rules & Regulations and has made many suggestions for the newly formed Rules & Regulation Review Committee's consideration.

Applications for Board Members went out in the September newsletter. Only one application has been returned. There are 3 Board openings. Applications are due in the Association Office October 6th at 6:00 pm. Voter packets will be mailed out the first week of December.

Also at the back of the Board Binders, management has included a letter to the Board from a homeowner regarding her concerns about future flooding.

MAINTENANCE REPORT

- Total Open Work Orders **151**
- Work Orders Opened August 22 - September 17 **50**
- Work Orders Closed August 22 – September 17 **73**
- Deck Painting 706-10, 894-6 **2**
- Deck Repairs 706-10, 894-6 **2**
- Expansion Boards **20**
- Hot Water Break 876
- Hot Water Valve Replacement 2221, 2229 **2**
- Light Fixtures Installed **7**
- Power Wash Walkways 788, 706 **2**
- Power Wash Carports 657, 739 **2**
- Power Wash Sidewalks 709, 713, 731, 2217 **4**
- Sewer Back Up **2224**
- Shed Doors 606-1 **1**
- Siding Replacement 652 (For Painters) **1**
- Walkway Replacement 608 **1**

SECURITY REPORT

There were no stolen cars, tows, home break-ins or acts of vandalism

- Car Break-ins **2**
- Cited Cars **111**
- Denver Boots **4**
- Expired Registrations **12**
- Cars with no Current Parking Stickers **13**
- Speeding Cars **13**
- Cellular Calls **113**
- Maint Emergencies **1**
- Noise Complaints **9**
- Suspicious Persons **14**
- Violations Written **39**

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FINANCIAL REPORT

General Financial Position

At the end of August, there was approximately \$402,224 in cash Reserves. \$79,514 was spent on Reserves during the month. Management continues the repayment to the Reserve borrowing in the amount of \$24,351 per month.

Delinquencies

At August 31st delinquent assessments totaled approximately \$115,000.

Thirty (30) units are currently in collections.

Homeowners are delinquent \$9,298 for the special flood assessment. (Most of the dollars represented are owed by homeowners in collections).

Since 2007, 25 units have completed the foreclosure process, forcing a write-off of \$93,699 in delinquent dues, special assessments, and late fees.

TREASURER'S REMARKS

Cyrus Youssefi, Treasurer, reported that there was \$402,224 in Reserves as of August 30, 2008. \$115,000 is due in delinquent assessments and thirty homes are in collections. No monies from the Contingency Funds have been expended. Cyrus believes the Association's financial conditions has stabilized and is moving forward steadily.

COMMITTEE REPORTS

SAFETY & ENVIRONMENTAL COMMITTEE

The Committee has met with the chair of the Architectural Committee to identify CFS bulbs suitable for use on the grounds. The Committee recommends an Energy Audit of Woodside property with the goal of increasing wattage of pole lights and increasing the use of CFS. Pam Williams recommends contracting with a CFS disposal service company to handle disposal of CFS refuse due to potential liability issues. Frank will follow up.

TREE COMMITTEE

Connie Brown, chair, requests tree removals at 895-3 (xylosma) and 899-4 (Chinese elm); pruning at 800-4, 605-1, 605-2. Also a replacement tree in landscaped area at 895-3.

Pond Area---Committee is still working with Rafael to devise a complete plan.

MSC (Bird/O'Connor) to accept removal, pruning.

ARCHITECTURAL COMMITTEE

Committee recommended approval of these projects:

- | | |
|--------|--|
| 730-7 | Replace Bedroom window with dual-pane Milgard window in bronze as long as in conformity with existing windows on the property. |
| 633-2 | Installation of shower stall plus additional plumbing and electrical |
| 2245-6 | Contractor remodel, 220v outlet relocated with permits |

HUMAN RESOURCES COMMITTEE

Pam Williams, chair, reported that the Committee begins Management Evaluation and review of the Management Contract which is up for renewal December 1st. Committee will meet with Management for a self-evaluation October 1st to start the review process. MSC (Anderson/Youssefi) to refer to HR Committee for review purposes.

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LANDSCAPE COMMITTEE

Committee reported these concerns:

- 2241 Plants to be removed and replanted.
- 611-613 New planting. Fernandez bid approved up to \$1000.00.

NEW BUSINESS

VOTE TO LIEN DELINQUENT UNITS

MSC (Bird/Efken) To lien the following units:

- 294-0230-001-0056
- 294-0230-001-0032
- 294-0230-001-0071
- 294-0230-002-0051
- 294-0250-003-0028
- 294-0220-002-0048
- 294-0230-001-0061
- 294-0230-003-0020

BARBECUE'S ON DECKS AND PATIOS

MSC (O'Connor/Anderson) To comply with California Fire Code (308.3.1). Law became effective January 1, 2008. Voted to ban BBQ's in buildings with 3 or more units in accordance with state law.

PATIO FIRE

MSC (Youssefi/O'Connor) Unit 639-1 Management directed to have Woodside Maintenance Department make all repairs and bill the unit owner.

GUEST SUITE REMODEL

MSC (Efken/Bird) to remodel one guest suite at a cost not to exceed \$10,000.
Abstain: O'Connor

HOT WATER BREAKS

(M/) O'Connor Motion to use only Woodside personnel to repair hot water breaks.
FAILED FOR LACK OF A SECOND.

ROOFING BIDS

MSC (Bird/Anderson) All Seasons Roofing bid to re-roof Buildings 2250 and 2278 using cedar shake material at a cost of \$20,500 per building.

LANDSCAPE BIDS

MSC (Bird/Efken) Fernandez bid approved up to \$1000.00 to plant the area at 613
MSC (Bird/Efken) Fernandez bid approved up to \$250.00 to reseed 820, 870 and 5 smaller areas.

TREE TRIMMING BID

MSC (Bird/Efken) ECO bid of \$1,680.00 tree trimming in individual patio areas, to be charged back to the owners.

ADJOURNMENT 9:00 PM

Respectfully submitted,
MJ Mitchell, Secretary

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