

BOARD OF DIRECTORS

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MANAGEMENT

922-8469

Property Managers,

Brad & Cindy Wickliffe

Bookkeeper

Nancy Sperko

Administrative Assistant

Linnette Hubbard

MAINT. STAFF

923-5275 On-Call

Supervisor,

Don Jackson

Ryan Mercure

Travis Stewart

Ramon Andres

Robert Stiffler

Rick Jeffrey

Arturo Prado

SECURITY

849-6828

Supervisor,

Adam Wade

Art Walker

Whitley Varney

Jaye Olea



Woodside News

July 2008

The President's Corner

“Why do we have a Work Order system?”

The Work Order System is to document repair and maintenance needs and to schedule work appropriately. Work orders, after entered into the system, are reviewed as to safety, responsibility and necessity. If an Association responsibility, is it a safety issue? If yes, the work is highest priority. Some work orders received are issues which management has addressed in their annual reserve project list, such as deck repair, dry rot, shed doors and cement walkways. These are examples of work that are maintained by separate list. Reserve projects are scheduled according to available funds budgeted.

For fiscal year 2007-08, the Association completed a substantial number of reserve projects. With a Work Order System we were able to schedule work and complete significant major projects in a timely manner.

In “managing time” more projects were completed and we were able to take on larger projects that were previously contracted out, (i.e. stairways and landings.) Since the stairways and landings were replaced and not repaired, maintenance staff had to replace the wrought iron to code. Maintenance staff developed a jig (a pattern) to construct railing which reduced time by two-thirds per section.

This next fiscal year (2008-09) the reserve dollars for projects are limited as we strive to build up reserve balances. Maintenance has already begun reducing reserve project costs within the last several months.

Project time has been reduced. Good examples of this are the two recent hot-water pipe breaks in Woodside East. Normally, if the plumbing company did the work they would have the water down 12 to 18 hours, depending upon the number of personnel they had working. In developing a system, our maintenance personnel had the water flowing within six hours and reduced the overhead cost by one-third. Maintenance has a plan in place to tackle the next hot water pipe break without using outside assistance from our plumber.

A Work Order System makes the work load more manageable and helps the maintenance and office staff work more efficiently.



KEEP THE OFFICE UPDATED

Have any of your phone numbers changed? Please remember it is your responsibility to keep Woodside updated including changes to phone numbers, mailing address, or property manager if your unit is rented out.

OFFICE UPDATE

The new bookkeeping computer has been installed. We have had some challenges re-installing Door-King on the new computers and are close to having the bugs worked out. The letters for the Leased Parking and Bike Barn have gone out and the bi-annual fees are due July 1st. Management is working on bidding out replacement of sewer lines with a trenchless product. The areas that need to be addressed are 2270, 2262, 708, 873. Four companies were asked to bid. Of the four only one actually bid, and one other referred us back to the one who already bid. We are hoping to get one more bid by next month's board meeting. Management is also working on getting samples of alternative roofing products. Budgeted into the next fiscal year is the replacement of two (2) Simwood Roofs. Since Simwood is no longer a viable product, these types of roofs have been replaced with wood shake previously. Our goal is to have samples by the July meeting. AT&T has alerted Woodside that the payphone located in the Old Woodside Clubhouse will be removed.

There are no plans to replace the public pay phone at this time.

MAINTENANCE

- Total Open Work Orders **91**
- Work Orders Opened May 20 – June 20 **70**
- Work Orders Closed May 20 – June 20 **42**
- Decks 720-7 **1**
- Shed Roofs 643-3 **1**
- Shed Repair 615-3 **1**
- Shed Rebuild 643-3 **1**
- Sheetrock Repairs 720-7, 867-5, 2294-16 **3**
- Siding 2258-4, 891-4, 895.6 **11 pcs**
- Expansion Boards Replaced **10**
- Painting 2233
- Stucco Walls 899-4 (2), 892-8, 867-2 **4**
- Patio Cleanup (abandoned property) 2217-3
- Tree Removed (Old Woodside) **1**

SECURITY

In the month of May there were no stolen cars, tows or home break-ins.

- | | |
|----------------------------------|----------------------------------|
| ○ Car Break-in 2 | ○ Cellular Calls 99 |
| ○ Cited Cars 107 | ○ Maint Emergencies 1 |
| ○ Denver Boots 9 | ○ Noise Complaints 11 |
| ○ Expired Registrations 9 | ○ Suspicious Persons 13 |
| ○ Cars with no Current Parking | ○ Violations Written 28 . |
| ○ Stickers 12 | |
| ○ Speeding Cars 9 | |

When dealing with individuals that are unfamiliar, that may be outside your unit, near your car or on the property call security immediately! Even a 5 minute delay can allow the situation to change dramatically. The next step is to call the Sheriff's Dept. (916-874-5115). While security is in route they will not have time to call the Sheriff's Dept. themselves. Security does not respond to or deal with people off the property. Any questions on any security matter may be directed to Adam, Security Supervisor at 849-6828.





General Financial Position as Reported at the Monthly Meeting

At the end of May, there was approximately \$269,943 in cash Reserves. The May provision brings the total in cash reserves to \$330,499. \$20,265 was spent on Reserves in May.

Reviewing the Financial Statement Month-to-Date we came out ahead, budget vs. actual, by \$17,398. Cash Flow remains extremely tight. All departments are conscience of conserving money.

Delinquencies

At May 31st delinquent assessments totaled approximately \$75,062.

Twenty (26) units are currently in collections.

Homeowners are delinquent \$12,921 for the special flood assessment. (Most of the dollars represented are owed by homeowners in collections).

Since 2007, 19 units have completed the foreclosure process, forcing a write-off of \$73, 438 in delinquent dues, special assessments, and late fees.

Tree Committee

The Tree Committee has been working with Rafael Fernandez of Fernandez Landscaping on tree replacements for those removed by PG&E. Decisions have been made for specific replacements except for the area around the pond in East. At this time we are waiting for cost estimates from Rafael. In addition, the Tree and Landscape Committees are working together in planning new landscaping around the pond. With the help of a landscape architect, we will develop an attractive landscaping plan that can be implemented as additional trees are removed by PG&E in future years around the pond area.

A number of stumps remain from the PG&E tree removals. In PG&E's opinion, these stumps are too close to utilities for safe grinding. A final solution for these stumps has not yet been decided upon. Meanwhile, please watch your step – we don't want anyone tripping over stumps!

The committee is continuing with its dead tree list. If you know of a dead tree, please contact me or any member of the committee with its location.

At any time, if you note a serious tree problem or emergency, please call the office immediately. For other questions or concerns, you may fill out a Tree Request form available online or at the office, call me at 483-8558, or e-mail me at conniebrown37@sbcglobal.net. We welcome your comments. We also welcome new committee members.

Connie Brown, Chair Woodside Tree Committee



BE A GOOD NEIGHBOR

Remember to keep the stereos in your unit and in your cars turned down.

Please be considerate when working in your unit after 5:00 pm. Remember to turn bathroom fans off before leaving for the day and be conscience of slamming doors.

Please do not litter the areas around the mail boxes with your junk mail – and remember to dispose of you cigarettes in ash cans – do not leave on the ground.

INSURANCE COVERAGE REMINDER

The Association maintains flood insurance coverage for the structures. Woodside residents are encouraged to carry their own flood insurance to cover the contents within the unit in case of a flood. **Copies of flood policies are in the office.** Please call if you would like a copy for your records.

Woodside Swimming Pool and Spa Rules

(No Lifeguard on duty at any time. Swim at your own risk)

As summer kicks into high gear, it is important everyone follow the rules to ensure a safe and enjoyable water experience for all Woodside residents and their guests:

1. No resident or guest under the age of 18 is permitted in any pool or spa unless closely supervised by an adult resident. Said resident will be held responsible for the behavior of children and guests.
2. No glass or breakable material is permitted in any pool at any time. These materials may be taken and disposed of by Association personnel.
3. Guests are limited to 4 (including adults and children) at any one time. A resident must accompany guests at all times.
4. No food is permitted within the fenced pool area.
5. No pets are allowed in any pool area at any time, except guide dogs.
6. No running, shoving, pushing, or other obnoxious behavior is permitted.
7. Only clothing sold as swim wear may be worn in the pools or spas. No cut-offs, jeans, tank tops or street clothes are permitted.
8. Only lapboards and life jackets are allowed in the pools. No other flotation devices, inner tubes or inflatable items are allowed in the pools.
9. No diving permitted.
10. No nudity at any pool or spa
11. Spa use may be inappropriate for certain medical conditions or body weights. Supervising adults must physically accompany persons under 18 years of age while using the spa.
12. Children in diapers are not allowed in the pools or spas at any time. Suitable "swim diapers" like Swimmers or Water Babies are allowed.
13. Gates and doors must be closed after entering or leave the pool areas.
14. Suntan oils must be removed before using the pools or spas. Since oils clog filter systems, a glycerin-based suntan lotion is preferred.
15. Each resident is responsible for removing and disposing all refuse in the trash containers.
16. Residents must have their COR key with them while in the pool area.
17. No bicycles are allowed in the pool areas.

Please keep the following suggestions in mind as well:

- The Old Woodside pool is designated as a lap pool. While all pools are open to all residents, the Old Woodside pool area is considered best suited for lap swimming and quiet relaxation. The larger Woodside East pool is considered to be better suited for families with children.
- Be sure to report any rule violations, and unauthorized use by outsiders, immediately to Woodside Security at 849-6828. Security will be conducting frequent pool checks this summer; please cooperate by showing your COR key when asked to do so.
- Please be considerate of you fellow neighbors when talking on your cell phone at the pool areas.

Board Code of Ethics Draft Copy Available in the Office

Following the Board meeting June 24, a draft code of ethics was presented and is available to review in the office.



Waste Management Pick Up

Waste management will not pick up trash bins if they are overflowing or if trash/garbage has been placed on the ground. Please let the office know if a trash bin is overflowing. Also be aware that when cars block the gates to the trash bins

Waste Management will not pick up.

Renter-Owner Survey Update

Our appreciation to everyone who completed the renter-owner survey from the May newsletter. Seventy six (76) responses were received with the following results:

Results of Survey to Determine Interest in Capping Woodside Renter Occupancy at 30% **(Survey form attached to the May, 2008 Newsletter)**

Category	In Favor of Capping	Not in Favor of Capping
Owner Occupying Unit	38 = 67%	19 = 33%
Owner Renting Out Unit	9 = 53%	8 = 47%
Renter Occupying Unit	1 = 50%	1 = 50%
Totals	48 = 63%	28 = 37%

At its June 24th meeting, the Board charged the Owner-Resident Exploratory Committee to further research two issues related to capping:

1. How grandfathering of rental units would work, together with the process which would allow rental of units presently in the owner-occupied category within the 30% cap.
2. How the office would conduct the process of monitoring the number of rental units at any given point in time. Board discussion will continue at the July board meeting. If you would like to serve on the committee, please leave a note for Frank O'Connor in the office.

Water shut off – If you or your plumber will need to turn the water off, you must give the Woodside office 48 hours notice. The water shutoff affects all the residents in your building. Water shut off hours are between 10am and 2pm and repairs need to be scheduled during those hours.

Landscape Committee

The landscape committee met with Raphael Fernandez and Marcos Ramirez to discuss how best to proceed with 600, 615, 873-877, and 879 landscaping. The committee is now surveying the grounds for reseeding needs. (If you are aware of an area that should be reseeded, that is, an area that needs grass, or otherwise landscaped, please complete a Request That Woodside Landscape Committee Place a Common Grounds Area on a List of Landscape Projects to be Paid For By the Association.) We hope Fernandez's proposals for both the 600, etc., and reseeding-needed locations will be ready for presentation at the July board meeting. If you have an interest in any such work, you might wish to attend this meeting.

We encourage you to report locations which have experienced landscape destruction, for example, where construction or maintenance projects have necessitated the removal of shrubbery.

If you wish to select and pay for landscaping (shrubbery, for instance) in a common area (a courtyard, for example), please complete a Request for Woodside Common Grounds Landscape Work Paid For By Resident.

Kindly direct questions about pruning or requests for shrubbery removal to Janet Shaban rather than the landscape workers.

Please do your part to safeguard the landscape. Report any irrigation problems, such as an area's not receiving enough water, to the office via 922-8469 or Woodsidehoa.com. Since pet excrement can kill grass, please remove such waste promptly. Please do not trod on the ground cover.

Janet Shaban, Landscape Committee Chair (483-7669)



Parking at Woodside

Woodside only allows two vehicles per unit on the property. Please remember to notify and update your registration form with the office if you add or change vehicles. Make sure you have the correct parking sticker on your vehicle to avoid tickets or having your vehicle booted or towed. A silver sticker indicates one vehicle on the property and a bronze sticker indicates two vehicles are on the property. **No residents' trucks or motorcycles** allowed on Woodside property at any time. Only commercial trucks may be on the property 8am – 6pm weekdays and 9am – 5pm weekends while conducting business, and they must have the business name on the vehicle.

Leased Parking Available

If you are interested in obtaining a leased parking space, please check to see if one of the below listed spots will work for you. Once you pick out a space there is a form that must be filled out at the time you bring in your check. If you lease a space in the middle of our 6 month period, the fees will be prorated accordingly. The leased parking fee of \$180.00 is due every 6 months. Woodside's available leased covered parking spaces are listed below. The closest buildings have been listed for your reference. Maps of the specific parking lots are available from the Woodside Office.

Old Woodside	308	Parking Lot 14	near Building 2290
	321, 322, 323, 324, 818 & 820	Parking Lot 15	near Building 2294
Woodside Sierra	4-16	Parking Lot 9	near Building 633
Woodside East	356, 357, 358, 359, 360, 365,	Parking Lot 1	near Building 895/893
	366, 367, 389, 486	Parking Lot 2	near Building 882/878

You may also request to have your name on a waiting list if a particular spot is taken and you would like to be notified once it becomes available.

Thinking of selling?

Owners considering or in the process of selling your units, please be advised that you should request two pest reports, one for the interior and a separate one for the exterior. This makes scheduling of repairs more efficient as Woodside is generally responsible for the exterior and the homeowner is generally responsible for the interior **You must have an Estoppel** (an inspection) completed. You can schedule an appointment for inspection of your unit at the Woodside office.

LOST AND FOUND



The Woodside Office has had car keys turned in . If you are missing your keys come and see us.



Woodside Association Inc.
2274 Woodside Lane
Sacramento, CA 95825

July 2008

The next Monthly Board meeting will be held on
Tuesday,

July 22, 2008 at 7:00pm

In the Old Woodside Clubhouse

We hope to see you there!!!



WOODSIDE SERVICE DIRECTORY

The Association offers these advertisements for the convenience of our homeowners. We do not endorse or warranty any products offered or the workmanship provided by these vendors.

Advertise in the Woodside News for only \$25 per month!
Reach over 2,000 readers!! Call the Woodside office for detail. 922-8469



Light Fixtures

Beautiful light fixtures are available for purchase in the Woodside office at a cost of \$75 for the porch light and a smaller style is available for the patio at \$25. Installation is available at a cost of \$25 per fixture. Come by the Woodside office where the fixtures are on display. These fixtures are for residents who want to update their current fixtures. Replacing light fixtures is optional.

NON-CONFORMING TREES AND SHRUBS

For those who received letters from Management in January regarding non-conforming trees and shrubs and have not taken appropriate steps to correct the problem(s), as stated in the letter, the Association has arranged for the work to be done and invoices were sent out for the costs incurred.



Woodside's Watering Schedule

The Sacramento Suburban Water District is committed to providing a high quality, reliable water supply to customers. To achieve this goal, the District's Board of Directors adopted a regulation that incorporates enforced water conservation measures.

In order to comply with adopted regulations there will be **NO** watering on Mondays.

Below is a list of the week days the landscapers will be mowing the lawns and performing general upkeep in the specified area. On the day (s) that the upkeep is being performed they will not water in that particular area, but they will water all other areas Tuesday-Friday.

- Sierra –T-W-F-S
- East – W-TH-F-S
- Old Woodside – T-W-S



Water Issues at Woodside

If you have any water leakage in your unit please notify the office immediately (922-8469). For water **related emergencies after hours, please call Security at 849-6828 (6pm – 8am) or on weekends.** The Association will be able to direct you as to whether the responsibility is the homeowner's or the Association's.

Water shut off – if you or your plumber will need to turn the water off, you must give the Woodside office 48 hours notice. The water shutoff affects all the residents in your building. Water shut off hours are between 10am and 2pm and repairs need to be scheduled during those hours.



The Greening of Woodside

We all enjoy the first *greening* of Woodside – the wonderful trees, lawns and shrubs which first attracted us here. Now, in this area of global environmental challenges, the time has come for the second *greening* of Woodside; a time when we must all do our part to make Woodside an active partner in managing waste, reducing our carbon footprint, and conserving water and energy resources. Finally, the third *greening* of Woodside comes into play as wiser environmental practices create savings in both our personal and Woodside budgets, helping us maintain dues and special assessments under control. **The Safety and Environment Committee welcomes your ideas and participation. Please leave a note for us in the office with your ideas or your interest in joining the committee.**

Reduce, Reuse and Recycle our Waste

Separate your recyclable trash: (cans, paper, cardboard, glass, plastic) for deposit in a total of nine recycling bins currently in Old, East and Sierra. Call the office if you are unable to locate a bin near you.

Reduce the amount of trash you create. Here are some ideas:

- **Get electronic bill pay:** Eliminate paper bills and postage expense – set up e-bill pay with your bank
- **Stop junk mail:** Google Forestethics for forms to stop junk mail.
- **Cut waste in packaging material:** Buy in bulk rather than in small packages.
- **Get reusable grocery bags:** Most grocery stores will provide a cash credit for store bags not used
- **Break the bottled water habit:** Buy a reusable bottle, saving your money and space in our dumpsters.
- **Cancel newspaper & magazine subscriptions:** Read the Bee & SF chronicle daily in our Clubhouse

Bottom line savings: A 10% trash reduction would therefore create a savings of about \$5,000.

Conserve Water and Natural Gas

Reduce water consumption. Our governor has declared a drought condition. Here are some ideas:

- **Run full dishwasher and laundry loads**
- **Purchase a low flow toilet** when you remodel
- **Take shorter showers**
- **Report over-watering of lawns & shrubbery** call the office if you see excessive run off

Conserve Electricity

Reduce electric bills and our carbon footprint. Here are some ideas:

- **Change the lights:** Replace incandescent bulbs with energy-efficient bulbs inside your unit.
- **Turn off computers, lights & appliances at night** (except for your porch light)
- **Buy energy saving “Energy Star” appliances**
- **Report grounds lighting on during daylight to the Office:** Help cut our yearly electric bill.

Minimize Driving by taking the bus, bicycling or walking

Ride-sharing:

1. Talk to your neighbors – share rides to Loehman’s Plaza, Arden Fair Mall, downtown, etc.
2. Woodside Ride Sharing Program. Please complete the form below and return to the office.

Woodside Ride Sharing Request Form (please return completed form to the Woodside office)

1. I would like to ride share from Woodside to: _____
2. Days of the Week (circle please): Mon Tues Wed Thurs Fri Sat Sun
3. Time of departure from Woodside (indicate a.m. or p.m.) _____
4. Time of return to Woodside (indicate a.m. or p.m.) _____
5. Name: _____ Phone number: _____