

WOODSIDE ASSOCIATION INC
Open Board Meeting
January 25, 2011

CALL The meeting was called to order by President John Bird at 7:14 pm.

PRESENT John Atkinson, John Bird, Shirley Meyers, Allen Anderson, and Lyn Efken. Cindy Wickliffe and Sherman Britton represented management.

MINUTES The minutes were approved as presented. (MSC) Anderson/Meyers

DISCLOSURE Discussed in Executive Session: Owner Discipline, Litigation, Owner Payment Plans, Personnel, Contracts.

SPECIAL GUEST ALLIED BARTON SECURITY – JOHN HERNANDEZ

Allied Barton Security, association security service provider, announced that the transition has gone very well. Guards have completed training in the following areas: Ready Response, Fire Safety, Bicycle Safety, Discrimination & Harassment Training. They will complete the latest techniques in CPR and First Aid Training in the very near future.

MANAGEMENT REPORT

There has been a tremendous amount of work done since our November board meeting. We have been hard at work fixing the many drainage issues around the campus. We have discovered that many of the drains have collapsed, are clogged with roots and debris or are dysfunctional as a result of the change in grading. The rainy season is the perfect time for us to identify where the drainage concerns are and address them immediately. This month we will expand our focus to include our annual rooftop and downspout cleaning as well as our sidewalk pressure cleaning.

We continue to have concrete work done throughout the property, fixing sidewalks and expansion boards for both esthetic and safety reasons. We encourage each of you to help us identify the areas that need attention and to also be patient with us as we go through the demo and repair process.

I was happy to see the SMUD crew leave the property. What was originally supposed to be a non-intrusive installation quickly became a nightmare for many of our residents in Old Woodside. The supervisor for the project said that it was one of the most difficult line runs that he had performed. There is still a bit of clean up yet to be done and SMUD has guaranteed management that they will be back to finalize the project.

The plan for the installation of the pedestrian gate Knox Boxes was approved by the Fire Department and completed. Starting February 1 the pedestrian gates in Sierra that are adjacent to the Unitarian Church and Swanston Park will be locked from 11:00 pm – 5:00 am each day. The fire and police departments will continue to have egress and ingress through the east pedestrian gates 24 hours a day.

For some time we have been trying to get our maintenance request process to function more efficiently and effectively. We are now at a point where we feel we can make the necessary changes. Starting in January all maintenance and construction issues that come into the office generate a "Service Request". Management or our maintenance supervisor then evaluates each Service requests. Upon inspection, a scope of work is drafted, a vendor or staff member is assigned to the task and a "Work Order" is created. Once a work order is generated the work is scheduled and completed. This change helps our vendors submit more realistic quotes and

helps our maintenance staff gather the proper material and tools for the job. In all honesty, this is how most company's process work orders and how the office software is was designed to function.

Let me close by saying that there is a lot of additional work that deserves mentioning. A new fence was installed around the East Pool and Satellite pool #6, several landings and walkways have been replaced, numerous balconies have been rebuilt, courtyards have been totally refurbished, our emergency pump in east has been tested, carports have been re-roofed, several units received new roofing, a couple of sheds have been rebuilt, some buildings have had new siding installed (both T1-11 and stucco), patio walls have been replaced, long term electrical issues have been rewired, several sections of our exterior fence have been replaced and our maintenance shop has finally been cleaned and reorganized. Management wants you to know.... Woodside Rocks!

MAINTENANCE HIGHLIGHTS (Dec 15th To Jan 15th)

- Total Open Work Orders – 53
- Total Open Service Requests - 108
- 220 feet of pool fence cap and paint
- Patio Slabs 1
- New Drains at Bldgs 776,724,722,609
- New Sheds 1
- Roof Replacements 2
- Roof Repairs 6
- Hot Water Pipe Breaks 2
- Large Siding Repairs 2
- Stucco Walls Replaced 2
- 24 Cu yards of Concrete poured
- Bldg Inspections to Determine Scope of Work

SECURITY

For December there were no Home Break-ins, Stolen Cars or Cars Towed

- Car Break-ins – **2 (East, Sierra)**
- Cited Cars -167
- Denver Boots - 5
- Expired Registrations - 17
- Cars with no Current Parking Stickers - 14
- Speeding Cars -3
- Stolen Cars - 0
- Cellular Calls - 140
- Disturbances - 7
- Maintenance Emergencies - 7
- Noise Complaints - 7
- Suspicious Persons - 4
- Vandalism - 2
- Violations Written - 11

PRESIDENTS REMARKS

President John Bird provided copies of an article, "Ten Ways to Stay Out of Legal Trouble".

FINANCIAL REPORT

In Treasurer Jon Rice's absence the financial report was read by President John Bird.

At the end of December there was \$941,336 in cash Reserves. \$144,798 was spent on Reserves during the month. Of the \$155,000 Special Reserve Assessment due August 1, 2010, \$145,401 or 94% has been collected. Since switching to a third party provider for natural gas five months ago, the association has saved almost \$8,000.00. At December 31, delinquent assessments over 30 days late totaled approximately \$153,381. The Association did not collect \$25,021 in the month of December. Thirty Five (35) units are currently in collections. Since 2007, 60 units have completed the foreclosure process, forcing a write-off of \$236,680 in delinquent dues, special assessments, and late fees (no increase since October).

ARCHITECTURAL COMMITTEE

The Architectural Committee reported that they were in favor of changing the posts of the carports to metal and to use metal doors on future sheds.

MSC (Anderson/Bird) to use metal carport posts and shed doors on future repairs.

TREE COMMITTEE

The Tree Committee recommended the following tree removals: 639-3 three liquid ambers in courtyard, 641-3 three liquid ambers in courtyard, 730/734-3 three liquid ambers in courtyard, 730-1 tree on south side, 800/802-2 trees in courtyard, 2212-1 liquid amber near patio, street side. MSC (Bird/Efken) to remove trees as recommended by the Tree Committee

LIEN OF INDIVIDUAL PROPERTIES

MSC (Bird/Meyers) to place a lien on the following properties:

294-0250-001-0018 294-0250-003-0028 294-0230-001-0052 294-0250-004-0026294-0220-003-0024

UNIT ACCOUNT WRITE-OFFS

MSC (Bird/Anderson) to write-off five (5) delinquent accounts that have completed the foreclosure process.

RELATED PARTY DISCLOSURE

Lyn Efken, Board of Directors Secretary, is a property manager for 30-40 Woodside condos, Carlos and Cesar Patino are brothers and are maintenance employees.

RATIFICATION OF COMMITTEES

The Committees were ratified as follows: MSC (Meyers/Anderson)

Budget Committee

Meets Wed. March 6:00 pm

Chair: Jon Rice

Janet Shaban

John Bird

Vanessa Cherry

Gisela Schulz

Patrick Powers

Nick Lapis

Robert Blasser

Lyn Efken

Shirley Meyers

Social Committee

Chair: Open

Safety Committee

Chair: Open

Tree Committee

Meets as needed

Chair: Open

Lyn Efken

Jan Mitchell

Shirley Meyers

Renee Soteropolus

Landscape Committee

Chair: Janet Shaban

Helga Schultz

Shirley Meyers

Rules Hearing Committee

Chair: Maggie Hart
Board Liaison: Shirley Meyers
Joan Haradon
Kathy Draper
Nola Castle
Gisela Schulz

Bylaws/CC&R's

Chair: Jan Mitchell
Board Liaison: Lyn Efken
Dave Sauer
Deena Sosson
Maggie Hart
Sharon Mynsted

Architectural Committee

Meets 3rd Tue. 6:00 pm as needed
Chair: Nola Castle
Pat Nuezel
Allison Hertz

Nominating Committee

Meets in November
Chair: Nola Castle
Renee Soteropolus
Pat Nuezel

Lighting Committee

Meets on 2nd Mon. 6:30 pm
Chair: Maggie Hart
Shirley Meyers

Flood Committee

Meets as needed
Chair: John Bird
Gisela Schulz
Maggie Hart

Tennis Committee

Meets as needed
Chair: Lyn Efken
Joe Bonillo
Richard Bankowski
Tony Damiani

RATIFICATION OF BANK SIGNERS

MSC (Bird/Atkinson) to keep the bank signers as already established.
Operating Fund – John Bird, Shirley Meyers, Cindy Wickliffe
Petty Cash Fund – John Bird, Frank Wilcox
Reserve Fund – two board members.

CHANGE OF BANKING RELATIONSHIP

MSC To give the authority to manager Cindy Wickliffe to move the association bank accounts to a bank of her choosing.

LAUNDRY MACHINES

MSC (Bird/Meyers) No increase in wash/dry costs. Amounts to remain at \$1.00/\$1.00.

PARKING NEAR BUILDING 2229-1

MSC (Anderson/Meyers) to install a No Parking sign.

HOMEOWNER REIMBURSEMENT

MS (Anderson/Bird) To deny unit 2245 #4 \$500 reimbursement. Failed
MSC (Meyers/Efken) to approve unit 2245 #4 \$500 reimbursement

OPEN FORUM REQUEST FORM

MSC (Bird/Meyers) to reject to Open Forum Request Form usage at board meetings and to approve 3 week prior request for homeowners to submit board agenda items to the association office.

BOARD MEMBER COMMITMENT PLEDGE

This item was tabled.

BOARD MEMBER CODE OF ETHICS

The following proposed Code of Ethics was read into the minutes by Allen Anderson. This item was tabled.

BOARD MEMBER CODE OF ETHICS

As a board member, you need to be aware that more is expected of those in leadership roles. Review the following statement. Signing this Code of Ethics solidifies your commitment to honest board service.

As a member of this board, I will:

- Be committed to fulfilling the mission and vision of Woodside Association.
- Keep all confidential board information, confidential.
- Focus my efforts on the Association and not my personal goals.
- Serve on a committee and/or task force in a leadership capacity.
- Refrain from using my service on this board for my own personal advantage or for the advantage of my friends or associates.
- Respect and support the majority decisions of the board.
- Immediately disclose to the board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or those we serve.
- Never exercise authority as a board member except when acting in a board meeting or as I am delegated by the board or its president.
- Continue to maintain the Woodside Association board member candidate qualifications.
- Consider myself a trustee of this organization and do my best to endure that it is well maintained, financially secure, growing and always operating within the best interest of those we serve.

Board Member Signature

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Date

ADJOURN

The meeting was adjourned at 9:15 PM.

Lyn Efken, Secretary