

# WOODRIDGE COMMUNITY ASSOCIATION

c/o **FIDELITY MANAGEMENT SERVICES, INC.**

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## WOODRIDGE COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

July 18, 2019

North Ranch Community Centre 1400 N. Westlake Blvd. Westlake, CA 91362

**Call to Order:** The meeting was called to order at 6:00 PM.

**Board Members Present:** Brendan Devlin –President, Bill Giragos-Vice President  
Felicia Rue-Treasurer, Joe Nakos-Secretary and Michael Gollub – Member at Large.

Also, present were: Fidelity Management Services representative, Dee Smith,  
Doug from Master Protection and Jenelle from Showscapes

**Owners:** There were 11 homes represented.

**Minutes:** Motion to approve June 20,2019 minutes as submitted made by Joe Nakos and  
seconded by Bill Giragos. All in favor.

**Treasurer's Finance Report:** Given by Felicia Rue. See exhibit A.

Motion made by Felicia Rue to implement financially immaterial expenditures policy  
(exhibit B) which will allow a specific project to be completed without delay. Joe Nakos  
amended motion to have a limit of \$5,000 per month on all expenditures. Motion seconded  
by Joe Nakos. Vote 4 in favor, 1 abstain.

**Water Usage –** Water usage has gone up from \$8,000 to \$13,000.

**Master Protection –** Doug submitted a report prior to the meeting. See exhibit C. Camera  
work should be completed by the end of July. There were some minor changes needed  
and a new camera ordered.

**Showscapes –** Recap of landscape items for June and July submitted. See exhibit D.

Landscape Committee looked into pots for the front entrance. Some options were given  
to the board. See exhibit E. Michael Gollub suggested to table this until the board has  
time to review. Joe Nakos seconded motion. All in favor. Other Options include leaving  
as is or removing the planters completely.

**Fidelity Project Update –** Resident feedback; results given to Felicia. Felicia reported  
the results in the July newsletter.

Gate pick plate and lock replacement – Done.

Gate key Procurement & Distribution – This is Master Protection.

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Small fence replacement at fire road – Done.

Attorney review of revised rules – Received.

Vendor responses to contract update – MSP, Fidelity and 1<sup>st</sup> Class all responded no increase. Showscapes responded the only increase is the annual cost of living increase per the contract as long as the SOW is not changed. No respond from the fountain guy.

Radar units – Working intermittently. Dee said she is looking to see who can work on them. Joe Nakos said he will check the system to see what is wrong.

Fence height increase on Morning Ridge. To do it right, a new gate should be installed. Need a SOW.

**ARC Committee** – One open request for painting.

**Landscape Committee** – Camera Install already discussed.

Permits and Pending Items – We have two arborists bids. An arborist needs to be approved order to proceed with the getting permits for the tree removals and concrete work.

Michael Gollub wants to talk to Showscapes about the proposal for front lights.

Complaints about the tree trimming. Residents say it looks poorly done. The oaks trees can only be trimmed by City requirements. No aesthetic pruning permitted without permit.

Rabbit control is an issue for the lawns and the bad valves.

The committee would like to send a letter to the Fire Department to inspect the individual homes for fire hazards. See exhibit F. Michael Gollub motioned to send the letter. Brendan Devlin seconded the motion. All in favor.

Discussion to see if an emergency permit can be requested to get more the trees removed quicker and the sidewalks repaired.

Motion made by Bill Giragos to accept James Dean proposal as landscape architect for \$4800. Motion seconded by Michael Gollub. All in favor.

**Contract Committee** – Addendum to landscape contact reviewed. Need to some changes and clarification on abatement zone. Bill Giragos to make the changes. Bill will then send to Dee to give the Showscapes.

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**Rules & Regulations Committee** – Brief discussion of better perimeter access control. The gate arms don't open for some motorcycles. The guard can't open the exit gate. Switch to be installed.

**Key Topics** – Adoption of meeting minutes guidelines (exhibit G). Motion made by Brendan Devlin and seconded by Felicia Rue. All in favor.

Reversing order of meeting. Motion to have the executive meeting 6:00 to 6:30 pm followed by the general meeting made by Brendan Devlin and seconded by Bill Giragos. All in favor.

Audio Recording of General Meeting – Motion to record the general meeting with the tape being destroyed after final minute approval made by Brendan Devlin and seconded by Bill Giragos. All in favor.

Sargent of Arms and Parliamentarian – Motion to add two roles within existing board of Sargent of Arms and Parliamentarian to be decided on at next meeting. Motion made by Brendan Devlin and seconded by Bill Giragos. Vote 4 in favor – 1 opposed. Motion carried.

Security and Landscape participation – Motion to have the security and landscape contractor and /or reps need to be at every meeting and stay until the end of the general meeting. Motion made by Brendan Devlin and seconded by Joe Nakos. Vote 4 in favor – 1 opposed. Motion carried. Michael Gollub feels motion should be tabled until the contractors can give their input.

Cloud Storage – Bill Giragos would like the HOA to use some type of cloud storage for documents that all board members could have access to. To be decided on at next meeting.

Gate Issues & Police Involvement – If there is some type of altercation, the police should be contacted first. Notice should be put in newsletter that inappropriate behavior or harassment will not be tolerated and that the police will be contacted.

Landscape Quote Process – Motion made that the Board is not to receive proposal for landscaper with auto apply approval. All proposals should be sent to Dee. Motion made by Brendan Devlin and seconded by Bill Giragos. All in favor.

ADA Sign Request – Motion to support homeowner and allow sign to be installed made by Brendan Devlin and seconded by Joe Nakos. All in favor.

Michael Gollub requested for the community to be an ADA community. Need to see what is required.

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SOW needed for eventual blacktop project.

Continuation of fence or replacement. Need a SOW.

Additional Fire Abatement – Quote received to do now instead of phase in. Board needs to review.

Joe Nakos motioned to recess general meeting for 20 minutes. Motion seconded by Bill Giragos. All in favor. Time 7:44 pm.

Meeting reopened at 7:55 pm

Further discussion of the fire abatement. Board voted approval. Bill to negotiate price with Showscapes.

Revised Rules and Regulations – The attorney gave her input. Joe Nakos feels further changes are needed. Joe Nakos to mark up copies of the rules for the Board to review further.

Insurance Feedback – Joe Nakos talked to the insurance agent Erin Culbertson regarding if committee members were covered by the liability policy. She said the committees must have scope of work and the committee members named in the Association's minutes.

### **Open Forum**

The mailboxes should be beautiful and locking.

Fence on Morning Ridge discussed and the other open access areas. No way to close off everything. Board to consider install three new gates to keep people out. More signage about private property, no trespassing would be nice.

Michael Gollub suggested that Bill Giragos might be better at handling the gate project. Bill Giragos accepted the project take over from Michael Gollub.

Homeowner commends the board for trying changes but he feels the homeowners should have contact with the vendors at the meeting. He also feels the homeowners should be permitted to make comments during the meeting.

Guests with RFID's should be permitted to park on the street and not be ticketed. Suggestion of a \$1 increase in dues every year.

Trees on parkway and behind the houses on Willow Haven not trimmed in several years.

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Michael Gollub motioned to turn over the fire abatement and landscape bids to the contract committee for negotiations. Motion seconded by Joe Nakos. All in favor. Bill Giragos and Felicia Rue will work on this together.

**Date of Next Scheduled Meeting:** The next meeting will be held on August 15, 2019.

**ADJOURNMENT:** With no further business to discuss, the meeting was adjourned to executive session to discuss member discipline, collections and legal matters at 8:51 P.M.

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Board members signature

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Date

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