

DEERFIELD COMMUNITY ASSOCIATION
Board of Directors Meeting
THURSDAY, MAY 28, 2020
ONLINE CONFERENCE CALL

General Session Minutes

1. CALL TO ORDER

The General Session meeting of the Deerfield Community Association Board of Directors was called to order at 7:03 pm by Director, Anna Vance. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

DIRECTORS PRESENT

Byron Bailey, Park Representative
Karen Bruno, Apartment Representative
Linda Gannon, Director at Large
Bill Van Huss, Director at Large
Wai Kin Soo, Patio Representative
Ray Tam, Vice President, Director at Large
Anna Vance, President, Condo Representative

DIRECTORS ABSENT

N/A

MANAGEMENT REPRESENTATIVES

Justin Langenberg - Director - Powerstone Property Management

2. HOMEOWNER FORUM

Seven (7) homeowners were in attendance and the following topics were discussed:

- Pool area security
- Lack of communication from the Board regarding the Board meeting date being changed to a week later and the Election process
- Organization of the Board meeting not being handled properly
- Regulations on having a physical place to gather for the Board meeting during the pandemic and stay at home orders by the State of Ca.
- Praising the Board on what a great job they were doing
- Issues with the lack of response to inquiries regarding last year's Annual Election
- Lack of communication from the Board on questions regarding to the lack of compliance for last year's Annual Election
- Cracks in both sides of the wall on a member's home and does the responsibility fall on them to fix the cracks or is there a project plan for the community to repair these cracks
- Transients in the pool area illegally creating theft and trespassing issues
- Nextdoor.com post question pertaining to the if the Board would be making changes to imposing special assessments

3. EXECUTIVE SESSION DISCLOSURE

An Executive Session Meeting was held immediately preceding this General Session, where the Board of Directors discussed some, or all, of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

NEW BUSINESS

4. ADMINISTRATIVE & FINANCIAL

A. General Session Minutes – April 23, 2020

The Board reviewed the April 23rd minutes as prepared by Management. Anna made a motion to approve the April 23rd minutes. Upon a motion duly made, seconded and carried unanimously, the Board approved the April 23rd General Session minutes with corrections.

Motion carried unanimously.

B. Financial Statement – April 2020

The Board reviewed the April financial statement as prepared by Management and subsequently reviewed by the Association's Treasurer. Upon a motion duly made, seconded and carried via majority, the Board accepted the April financial statement and all transfers of funds, subject to audit.

Motion carried via majority vote, Bill Van Huss abstained.

C. Investment Recommendation – Reserve Fund

The Board reviewed the CD Investment terms. Motion made to approve placing one million dollars in five equal separate accounts to allow the monies to be all FDIC insured. The CD's will be placed with a one-month maturity. Upon a motion duly made, seconded and carried unanimously, the Board approved the CD placements in five equal accounts totaling one million dollars for a maturity length of one month.

Motion carried unanimously.

D. Bylaw Amendment & Election Rule Alteration

Motion made for the Notice of Election information should be sent out to the membership as soon as possible. The motion would also provide a 60-day notice to members and the election would be held at the Powerstone office with the Powerstone address included. Upon a motion duly made, seconded and carried by majority, the Board approved the motion.

Motion carried via majority vote, Bill Van Huss voted against the motion.

E. Inspectors of Election

Motion made to approve three members as the Inspectors of Election for the 2020 ByLaw Amendment & Election Rule Alteration election. Dana Duenzen, (Chief Inspector), Heather Wall, and Shari Moffit Upon a motion duly made, seconded and carried by majority, the Board approved the three members as Inspectors of Election.

Motion carried via majority vote, Byron Bailey abstained and Bill Van Huss voted against the motion.

F. Newsletter

The Board discussed the termination of the Village Voice as the Deerfield Community Association newsletter. Motion made to have the D.C.A. attorney create the termination letter to the Village Voice and utilize the more cost effective Powerstone Newsletter option and website going forward. Attorney will require Village Voice newsletter editors/printers that they are required to prominently disclose they are an independent newsletter. Furthermore, they do not represent the views of the Deerfield HOA Board and are not affiliated with the Deerfield HOA Board of Directors.

The motion included the addition of verbiage on the next billing statement to include the upcoming Board meeting information and addition of an insert with the billing statement that includes information on website registration, instructions and a \$100 raffle gift card the members could win by signing up. Upon a motion duly made, seconded and carried unanimously, the Board approved the newsletter and billing statement motion.

Motion carried unanimously.

5. PROPOSAL PHASE

A. Interior Corner Vine Removal

The Board review the bid to remove the vines on the interior corners of the community to be prepped for future patching and painting. Motion made to approve the Harvest vine removal bid of \$512. Upon a motion duly made, seconded and carried unanimously, the Board approved the bid to remove the vines of the interior corners.

Motion carried unanimously.

B. Junior Olympic Park – Plant Replacement

The Board reviewed pictures of the area for plant replacement. Motion made to approve the project with a cost not to exceed \$500 and the Landscape Committee will have final say on the plant material based on availability. Upon a motion duly made, seconded and carried unanimously, the Board approved the planting project with a not to exceed amount of \$500 and the Landscape Committee to approve the planting material.

Motion carried unanimously.

C. Re-plastering pool Project- RFP #1024

The Board reviewed an RFP for pool re-plastering of Deerspring wader, Timberline wader, Doe Trail wader and Junior Olympic main pool. Motion made and directed Justin from Powerstone property management to provide three bids total which would include the current pool vendor as well as two more companies for comparison. Upon a motion duly made, seconded and carried unanimously, the Board approved Justin from Powerstone to request the three companies to bid on the pool re-plastering projects.

Motion carried unanimously.

D. Pilaster Column Removal

The Board reviewed the bid from Canyon Construction to remove the Pilaster columns at the CCD1 (Deerspring) pool area at a cost of \$3,200. Motion made to approve the Canyon Construction bid for the Pilaster column removal and an additional \$500 for additional demo if needed. Upon a motion duly made, seconded and carried unanimously, the Board approved the bid to remove the Pilaster columns and the additional \$500 if needed.

Motion carried unanimously.

E. Tony's Lock – Security Lock Replacement

The Board reviewed the bid from Tony's Lock for the placement of deadbolts on the pool gates to match the new pool bathroom deadbolt locks. Motion made to place the new deadbolt locks on the pool gates to match the pool bathroom deadbolt locks, as well as placing a key to the deadbolts in the emergency Knox box on each pool gate. Upon a motion duly made, seconded and carried unanimously, the Board approved the addition of the deadbolt locks on the pool gates as well as a deadbolt key in the emergency Knox box of each pool gate.

Motion carried unanimously

F. Pacific Rim – Securing Pool Areas

The Board reviewed the bid from Pacific Rim to install anti-shims, strike plates and a latch guard plate at the pool areas at the cost of \$2760. Motion made to approve the bid from Pacific Rim at a cost of \$2,760. Upon a motion duly made, seconded and carried unanimously, the Board approved the bid from Pacific Rim to install anti-shims, strike plates and a latch guard plate at the pool areas at the cost of \$2760.

Motion carried unanimously

G. Dog Waste Bags Replenishment

The Board discussed the approval of an additional 18 boxes of dog waste bags at the cost of \$2103.99. Motion made to approve the additional dog waste bags at the cost of \$2103.99. Upon a motion duly made, seconded and carried unanimously, the Board approved the additional 18 boxes be purchased at the cost of \$2103.99

Motion carried unanimously

H. Common Area Trash Can Replacement – RFP#1025

The Board reviewed the pictures of the newly proposed trash cans and material. Motion made to go to bid for the metal trash cans which is the material the entire Board decided would be best for the community to replace the current trash cans in place that are dilapidated. Upon a motion duly made, seconded and carried unanimously, the Board approved the bidding of metal trash cans to replace the current trash cans.

Motion carried unanimously

I. Bulletin Board Installation at the Pool Areas – RFP#1026

The Board review the RFP provided for the replacement of the bulletin board at each pool area, with the exception of the J/O pool area, which currently has a bulletin board. Motion made to approve the bidding process for 4 bulletin boards, one at each pool, which will include a 4-page minimum size as well as an 8-page minimum to compare size and pricing and installation cost. Upon a motion duly made, seconded and carried unanimously, the Board approved the bidding process of both sizes of the bulletin boards for Board review.

Motion carried unanimously

J. Doe Trail Pool Area Renovation.

The Board reviewed the DCA legal counsel negotiated contract with DuMont Engineering. Motion made to proceed with DuMont Engineering for Topographic Survey and Coordination Phase (a,b,c). Upon a motion duly made, seconded and carried unanimously, the Board approved the bidding process of both sizes of the bulletin boards for Board review.

Motion carried by majority vote, Bill Van Huss abstained.

K. Fawn Glen Pool Umbrellas

The Board reviewed the colors presented to them for purchase of Fawn Glen umbrellas. Motion made to approve the color Ginkgo, a green color, as the new color for the Fawn Glen Pool umbrellas. Upon a motion duly made, seconded and carried unanimously, the Board approved the Ginkgo Green color for the Fawn Glen Pool umbrellas.

Motion carried unanimously

L. Next Meeting Dates

Motion made that all Deerfield board meetings will be held by telephonically or by videoconference until such time as the state, county, and city orders permit association meetings in person and the board is satisfied that doing so is in the Association's best interest. Notice of board meetings will be provided in accordance with the open meeting act and meeting notice posted at the Junior Olympic Pool bulletin board for the following dates June 18, 2020, July 16, 2020, August 20, 2020, September 17, 2020 with the specific online information to be provided. Upon a motion duly made, seconded and carried unanimously, the Board approved the future board meetings.

Motion carried unanimously

Approved Date

Approval Signature

Printed Name