

Woodridge Community Association Board of Directors Meeting  
May 19, 2022 General Session Draft Meeting Minutes

**CALL TO ORDER:**

The General Session Meeting of Woodridge Community Association was held on May 19, 2022, via Zoom. The meeting was called to order by Board President Mary Jo Ammon at 6:30 PM.

**DIRECTORS PRESENT:** Mary Jo Ammon - President  
Felicia Rue - Treasurer  
Joseph Nakos – Secretary  
Bob Gray – Member  
Bill Giragos - Member

**DIRECTORS ABSENT:** None currently.

**PROPERTY MANAGEMENT PROFESSIONALS’ REPRESENTATIVES:** Julie Phan, Community Asset Manager

**HOMEOWNERS PRESENT:** There were 14 owners noted to be present on the Zoom call.

**GUESTS PRESENT:** Doug Huemme, Master Protection Security, Inc.  
Juan Marquez, Showscapes Landscape

**SECRETARY’S REPORT:**

Board Member Appointment: The Board announced Robert Kaplan’s resignation. A motion was made by Mary Jo Ammon and seconded by Bob Gray to appoint Bill Giragos to the Board of Directors. Motion carried. (M/S/C 5-0).

Meeting Minutes: A motion was made by Joseph Nakos and seconded by Bob Gray to approve the April 21, 2022, General Meeting minutes with minor corrections. Motion carried (M/S/C 5-0).

**MANAGEMENT REPORT:** The Board of Directors reviewed the Action Item Tracker presented by PMP Management.

**TREASURER’S REPORT:**

Felicia Rue gave the Treasurer’s report and provided account balances in TIAA CDs. Revenues have exceeded expenses and so far, only one water bill has been processed still.

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Financial Statements: A motion was made by Joseph Nakos and seconded by Bob Gray to approve the unaudited financial statements for the month and year-to-date for April 2022 as required by Civil Code §5500. Motion Carried (M/S/C 5-0).

Financial Meeting: The Board requests to hold a special meeting with Felicia Rue and Gene Kennedy to discuss outstanding invoices from 2021.

**DELINQUENCY:**

There were no delinquencies that required Board action at this time.

**SECURITY:**

Doug Huemme, Master Protection Services was present to provide a security report to those in attendance. There were no questions brought up at this time. Doug advised that the PC in the gatehouse is not working after the power outage. The Board would like a PC to be purchased that can last at least 5+ years. A motion was made by Mary Jo Ammon and seconded by Bob Gray to approve Master Protection to purchase a new PC with Gatekey system with a not-to-exceed amount of \$1,200. Motion carried. (M/S/C 5-0).

Backup Generator: Doug Huemme discussed the backup generator options, in case of a power outage or emergency, the gates will still be able to function. The Board requests Master Protection to provide more information and pricing on the generators plus install.

Incident Report: Doug Huemme discussed the incident on the Incident Report regarding a harassing phone call received by the security guards by a homeowner. The Board apologizes on behalf of the homeowner for the incident and assured that the Board is addressing the issue with the homeowner directly.

Security Contract Increase: Doug Huemme advised that due to inflation and fuel prices, Master Protection will be increasing their rates, approaching 18 months of the contract.

Thank You to Security Guards: Homeowner Dave Saltmarsh expressed his gratitude and thanks to the guards stating that they are very great at multi-tasking and are doing a great job.

Pedestrian Gate Keys: Master Protection is to distribute the keys from the guard house, copies can be made through another vendor from Master Protection.

**RULES & REGULATIONS COMMITTEE:**

- Dave Saltmarsh advised there were no new updates to provide at this time.
- Mary Jo Ammon provided thanks to all committee members who were involved in the Rules & Regulations amendment process. PMP advised that this has already been sent

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out to the membership and reminded the community that if there are any questions or comments pertaining to the Rules and Regulations/ADU Policy, to send them to PMP Management, and make sure a confirmation of the email or letter is received.

**LANDSCAPE:**

- Water Usage/Leak: Mary Jo Ammon provided an update regarding the water leak and usage according to The City of Thousand Oaks. Water is coming up from the asphalt on Willow Canyon that the city is still working on. Bob Gray and Dave Saltmarsh will continue to inspect the area.
- Water restrictions: Showscaps has been contacting the city everyday to get any update on the watering schedule. City will not be announcing decisions until May 26, as they are currently coordinating the restrictions with 3 water providers. Board recommends that the Association should move to drought tolerant plants and that PMP email blasts any water restriction notices, once available.
- Tree Pruning: Mary Jo Ammon and Juan Marquez advised that the tree pruning will commence June 10<sup>th</sup>, just inside the gate. Mary Jo Ammon requests that if homeowners notice trees within the gate that should be trimmed to please send their request to the Board or PMP Management so that the tree can be placed on the tree trimming schedule.
- Crape Myrtle Tree: Board advised that the dead tree has been removed.
- Brush Clearance: Juan Marquez advised that approximately 75% of the brush clearance has been completed and the fire department will inspect the property on their schedule.
- Landscape Complaints: Homeowner at 2829 Country Vista advised that there are bare spots and weeds near property and would like ground cover to be installed. Bob Gray advised he will inspect with Showscaps.
- Installation of Shrubs: The Board advised that replacement of tired shrubs will have to be delayed due to the water restrictions.
- Landscape Duties: Mary Jo Ammon advised that she will be removing herself from the landscape duties and Bob Gray and Bill Giragos will oversee the landscape maintenance duties.
- Roses at Guardhouse: Juan Marquez advised that the roses by the guardhouse have fungus and will be sprayed on May 20, and weeds in grass will be treated.
- Replanting of Planter Beds: The Board advised that the replanting of planter beds will most likely be succulents.

**ARCHITECTURAL REPORT:**

- Mary Jo Ammon advised that homeowners are required to maintain their property
- Board requests that if homeowners or Board Members see any work being done, or dumpsters stored at a property, to notify the Board of management right away to ensure that the modifications have been approved

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- Wrought iron fence needs to be listed on the architectural applications with the approved color. Homeowners need to maintain the wrought iron, and the Association will review paying half of the cost of the maintenance and painting

**NEWSLETTER COMMITTEE:** Jeff Briggs provided an update on newsletters. Items addressed in newsletter:

- Pool equipment heaters and filters will need to be adjusted
- Wrought iron maintenance information
- Donate excess fruit on trees
- Rules & Regulations/ADU Policy information
- Announcement that there will be no run off election
- Moorpark College training zoo for kids available
- Cautioning homeowners that theft is on the rise currently and criminals are looking for catalytic converters
- Next Board meeting is in June, meeting cancelled for July
- Meeting locations for Board meetings

**UNFINISHED AND NEW BUSINESS:**

Asphalt Reslurry: The Board reviewed the proposals from Eagle Paving and GPM for a reslurry. The items have been tabled until Bob Gray can inspect the fire road and the water puddling issue at Willow Canyon.

Oak Tree Removals: The Board reviewed and discussed the proposals from Treescapes, MAP and Gold Coast. A motion was made by Felicia and Joe Nakos to approve the proposal from MAP with a not-to-exceed \$4,500 for a total of 5 trees. Motion carried. (M/S/C 5-0).

Fence Painting & Repairs: Felicia Rue provided PMP with photos on Heavenly Ridge that requires repairs to be made to the fences. The Board requests that PMP send notices to homeowners about maintaining the wrought iron fence.

**TRANSPONDER REQUESTS:**

None currently.

**HOMEOWNER'S FORUM:**

The homeowners present were afforded the opportunity to address the Board on any topics of concern.

- Damaged mailbox update
- Front gatehouse to be touched up/repainted, Bob Gray will inspect
- Board reorganization, this has been tabled until next meeting

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**ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT BOARD MEETING:**

There being no further business before the Board of Directors, the General Session Meeting was adjourned at 8:20 PM, the next General Session Meeting is scheduled for June 16, 2022.

Joseph Nakos  
Joseph Nakos (Jul 1, 2022 10:32 PM)

07/01/2022

Board Member

Date






# Woodridge Minutes - to be signed

Final Audit Report

2022-07-01

Created:	2022-07-01
By:	Rebecca Suan (rsuan@pmpmanage.com)
Status:	Signed
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## "Woodridge Minutes - to be signed" History

-  Document created by Rebecca Suan (rsuan@pmpmanage.com)  
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