

## Whitney Oaks

### Board of Directors Meeting

<https://zoom.us/j/93131161357?pwd=Ujk0bjBWNTVybjJtbEduRHp0K1c0QT09>

Meeting ID: 931 3116 1357 • Passcode: 843188

Meeting Minutes – December 9, 2020

#### I. Call to Order

The meeting was called to order by Director Hayman at 6:02PM via the teleconference/electronic meeting.

##### Directors Present:

Bob Jones, President  
Rosalie Hayman, Vice President  
Stan Laderman, Secretary  
Richard Campbell, Treasurer  
Rick Jordan, Director

##### The Management Trust

Laura Smyth, CCAM

#### A. Confirmation of Agenda Posting

Management confirmed that agendas were posted in accordance with civil code requirements, although do to the

#### II. Executive Session Disclosure / Summary

Management noted that the Executive Session were held on November 19, 2020 and of December 7, 2020. The Board discussed contracts and approve the year-end financial review CPA.

#### III. Consent Agenda

*Consent agenda items do not require discussion or debate; they are routine procedures or already have unanimous consent. The consent agenda allows the Board of Directors to approve all items together without discussion or individual motions. The Board of Directors may agree to pull any item(s) from the consent agenda and move it under new/old business for discussion or debate.*

##### A. Prior Meeting Minutes

- 1) November 4, 2020

##### B. Financial Review

- 1) October 2020 – Monthly Review
- 2) Lien Resolution
- 3) Small Balance Write-off

##### C. Reserve Expense Authorization

- 1) \$12,179.90 (General)
- 2) \$1,958.00 (39)
- 3) \$2,938.00 (44)

A motion was made to approve the content agenda items as presented. The motion was seconded and approved by all Directors. [M-Jordan; S-Laderman; All in Favor]

#### IV. Reports / Committee Updates

##### A. ARC Committee Report

Management noted that the ARC will be reviewing driveway extension rules as well as generator and fencing rules in upcoming meetings. Recently a committee member found additional noise and building information regarding generators.

##### B. CFO Report / Financial Committee

Director Campbell noted the current fund balances as of October 2020:

- Operating: \$256,078.90
- Reserve Balance: \$5,658,716.14

It was noted that members of the Finance Committee will be conducting an exit interview with the prior CPA.

##### C. Landscape Committee

There are no committee meetings scheduled for November or December 2020.

##### D. Safety / COVID Committee *ad hoc*

Management noted that counsel has advised that during the current pandemic classification for Placer County, common areas like the gym must remain closed.

##### E. Committee Roster Updates

There are no new updates at this time.

#### V. New Business

##### A. Code of Conduct

A motion was made to approve the Board member and Committee member Code of Conduct. The motion was seconded and approved by all Directors.

[M-Ainsworth; S-Hayman; All in Favor]

##### B. Late Fee Waiver Resolution

A motion was made to approve the resolution. The motion was seconded and approved by all Directors. [M-Hayman; S-Jordan; All in Favor]

##### C. Emergency e-Mail Meeting Resolution

A motion was made to approve the resolution. The motion was seconded and approved by all Directors. [M-Laderman; S-Jordan; All in Favor]

##### D. 2021 Reserve Study Project Review

The Board has opted to table the review and discussion.

##### E. 2021 Meeting Calendar & Locations / Board Organization

A motion was made to adopt the 2021 meeting calendar with the addition that Executive Session meetings will span from Tuesdays and a portion of Wednesdays prior to open session meetings. The motion was seconded and approved by all Directors.

[M-Ainsworth; S-Laderman; All in Favor]

A motion was made to assign each Director to the following Board position. The motion was seconded and approved by all Directors. [M-Laderman; S-Campbell; All in Favor]

- Rosalie Hayman; President
- Ross Ainsworth; Vice President
- Rick Jordan; Secretary
- Richard Campbell; CFO
- Stan Laderman; Director

**VI. Open Forum**

No members were present for the open session meeting.

Open forum consisted but was not limited to the following topics:

- Street Sweeping
- Road Striping
- Whitney Oak Conservancy Board
- Speeding – recent golf cart accident.

**VII. Board Informational Items**

The general information or reference items below were provided to the Board of Directors.

**A. Work Order Log**

**VIII. Announcements**

Please review [www.whitneyoaks.org](http://www.whitneyoaks.org) and the Hillcrest bulletin board for meeting updates.

**IX. Adjournment**

The meeting was adjourned at 7:34 PM.

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These minutes are unofficial until signed by the Board.

ATTEST:

*Rosalie J. Hayman*  
\_\_\_\_\_  
Director

January 6, 2021  
\_\_\_\_\_  
Date

Respectfully Submitted by:  
**Laura Smyth, CCAM**

