

## Whitney Oaks

Board of Directors Meeting

<https://zoom.us/j/96935743926?pwd=NTJGekc5WHBYL2REYW41dnpBNFM1Zz09> • Meeting ID: 969

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Meeting Minutes – July 8, 2020

### I. **Call to Order**

The meeting was called to order by Director Jones at 6:03 PM 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 was held on June 23, 2020 to review new changes to guidelines and attorney recommendations or common area openings. Additionally, the regularly scheduled Executive Session meeting was held on July 6, 2020. During this meeting the following was reviewed, discussed, and/or approved; landscaping bids, trail bench Eagle Scout project approval, legal items, and homeowner delinquent accounts.

### 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) **June 3, 2020**

#### B. **Financial Review**

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

**C. Reserve Expense Authorization**

- 1) \$26,280.98 (General)
- 2) \$4,259.55 (Rec)
- 3) \$1,865.00 (39)

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

**IV. Reports / Committee Updates**

**A. ARC Committee Report**

Management noted that the ARC held their regularly scheduled monthly application review meeting. It was noted that the Association had received their first ADU application. It has been provided to the consulting architect for review.

**B. CFO Report / Financial Committee**

Director Campbell noted the current fund balances as of May 2020.

- Operating: \$207,796.19
- Reserve Balance: \$5,645,917.23
- Delinquent accounts have been referred to the collections vendor as needed.

**C. Landscape Committee**

Noted that a Landscape Committee meeting was held on June 24, 2020. Individual members are providing regular reports via email and during the meeting. The Committee reviewed several estimates provided by BLM and discussed recent walks with the vendor.

**D. Committee Roster Updates**

Mr. Victor Ortiz has submitted an application to volunteer for the Landscape Committee. A motion was made to approve Mr. Ortiz' application and appoint him as a member of the Landscape Committee. The motion was seconded and approved by all Directors.

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

**V. New Business**

**A. Common Area – COVID Related Closures**

The Board noted that common area closure and reopening are much more difficult than anticipated with the ongoing changes to guidance, as well as general liability issues. The Board discussed a member committee to evaluate current guidelines to advise the Board of ideas that would protect homeowners and the Association with the goal of opening recreational areas. A motion was made to authorize an ad hoc Safety Committee. The motion was seconded and approved by all Directors. [M-Campbell; S-Jones; All in Favor]

Management is to send out notification and volunteer requests.

**B. 2019 Year-End Financials / Taxes / CPA Review**

The Board reviewed PCC's reports for year-end financials and taxes. It was noted that the Finance Committee had also met with PCC previously and recommend Board approval of the reports provided. A motion was made to approve the financials as presented. The motion was seconded and approved by all Directors. [M-Jones; S-Campbell; All in Favor]

**C. 2021 Reserve Study Approval**

- 1) **General**
- 2) **Recreation Center**
- 3) **Unit 39**
- 4) **Unit 44**

The Board reviewed the Browning Reserve Study reports. The Finance Committee has also reviewed the reports and has noted concern over v-ditch cost estimates, but recommends approval. A motion was made to approve the studies as presented. The motion was seconded and approved by all Directors. [M-Jones; S-Hayman; All in Favor]

**D. Rule Review/Adoption – Maintenance Matrix**

Director Hayman noted that the Maintenance Matrix was intended to simplify the review of governing document maintenance obligations and provide a one point of reference as a general guide. A motion was made to table the rule review and/or adoption and establish a Townhall Maintenance Matrix meeting for membership, at a time when social distancing restrictions will act as an impediment to gatherings. The motion was seconded and approved. [M-Hayman; S-Laderman; All in Favor]

Although the Board has tabled the matter, they would like to hear comments and questions about the matrix and other items in open forum.

**VI. Open Forum**

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

- CC&R Updates
- Maintenance Matrix / Rule Change
- Homeowner Property vs Association Property
- Speeding
- Townhall Meeting
- Warning Lights
- Newsletter Advisements

**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. With current Covid-19 related restrictions, meetings may be rescheduled.

IX. Adjournment

The meeting was adjourned at 7:45 PM.

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These minutes are unofficial until signed by the Board.

ATTEST:

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

August 5, 2020  
\_\_\_\_\_  
Date

NOT TO BE USED FOR TRANSFER OR RESALE

Respectfully Submitted by:

Laura Smyth, CCAM

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