



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BUSINESS MEETING MINUTES

January 18, 2012 - 6:00 p.m.
The Oaks, Rocklin, CA

- I. **CALL TO ORDER:** The meeting was called to order at 6:00 p.m.
- II. **ROLL CALL:**
- a. **DIRECTORS PRESENT:**
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| Stan Laderman | President |
| Eva McLain | Vice President |
| Julie Stadel | Secretary |
| Rick Jordon | Treasurer |
| Chris Willsher | Director |
- b. **ALSO PRESENT:** Julia Plummer, Association Manager, The Management Trust Kocal Division.
- III. **APPROVAL OF MINUTES:**
- a. December 21, 2011 Meeting: Upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the minutes of the December 21, 2011 meeting were approved as written.
- b. January 10, 2012 Grazing Meeting: Upon a motion duly made and seconded (Eva McLain/Rick Jordon) and unanimously carried, the minutes of the January 10, 2012 meeting were approved as written.
- IV. **GRAZING:** Carol Rice from Wildlife Resource Management, Inc. and Chef Battalion Officers Jason Shear and Bart Petitclerc from the Rocklin Fire Department were present to discuss the effects of grazing in relation to fire suppression and wildlife habitat.
- a. Bryon Shrum from the Landscape Committee spoke on behalf of the committee in support of grazing in the community.
- b. The fire department representatives stressed the importance of homeowners performing weed abatement 100' from the structure of their home. Whatever the length of the lot, if it is not 100' then the association is responsible for weed abating the remaining area beyond the homeowner's lot.
- c. It was suggested by Carol Rice that Whitney Oaks develop an addendum to the current Open Space Management Plan to include vegetation management and fire suppression.
- d. It was also suggested by the Fire Department representatives and Carol Rice that the Board adopt a program to trim dead/dry tree limbs in the open areas up to 6' off the ground to raise the canopy of the trees and

increase the space between the ground cover and trees, and that large branches are kept in place when they fall (until they fall apart when kicked and become easily combustible) to provide habitat for wildlife.

- e. Upon a motion duly made and seconded (Eva McLain/Stan Laderman) and passed on a vote of 3/2 (Julie Stadel and Chris Willsher oppose) the board voted to send out the grazing RFP and obtain proposals for the Board's review at the February meeting. The Board requested that the RFP specify that the grazer is responsible for damage to homeowner's property.

V. **HOMEOWNER FORUM:** Many homeowners were present at the meeting. A homeowner requested that the Board do something more about parking in the Rockridge Community, and another mentioned problems with parking in the Hillcrest Community. The Board agreed to place the parking problems and possible solutions on the February Board Agenda for Board discussion.

VI. **MANAGER'S REPORT:** Julia Plummer, the Association Manager gave an update to all in attendance of the current activities of the association including Board decisions made in the previous executive session:

- a. RFP's are being prepared to get proposals for security and insurance services.
- b. The tree trimming project is completed.
- c. Two engineers are preparing reports for the Board prioritizing the latent defects in order to assist with the preparation of the RFP to have the defects repaired.
- d. Speed control, via radar, is now taking place and many cars have been recorded as speeding above the 20 miles per hour speed limit.

VII. **COMMITTEE REPORTS:**

- a. **Architectural Review Committee:** Bonnie Laderman, chair of the ARC was present and provided an update on ARC activities.
- b. **Landscape Committee:** No report was given at the meeting with the exception of the information provided during the grazing portion of the agenda.
- c. **Finance Committee:** There was not a member of the Finance Committee present to give a report but Julia Plummer gave a brief explanation of the Finance Committee discussions at their meeting on January 17, 2012 and that they committee has recommendations for CD placement for the Board to review at their February meeting.

VIII. **FINANCIAL REPORT:**

- a. **Treasurers Report:** Rick Jordon reviewed and provided all present with a verbal/thorough financial report of the December month-end and the year-end financials including that the association's expenses are below budget.
- b. **Bank Statement Review:** As provided by the Association By-Laws, the Board must approve the WOCA bank statements quarterly. Upon a motion duly made and seconded (Eva McLain/Rick Jordon) and unanimously carried, the Board approved the community bank statements.

- c. **Delinquencies:** The Board was provided information about delinquencies having received the AR report followed by an explanation/breakdown by Julia Plummer.
- d. **Lien Resolution:** *Upon a motion duly made and seconded (Eva McLain/ Julie Stadel) and unanimously approved, the Board of Directors voted to approve all lien requests as submitted.*

In accordance to Civil Code 1367.1 the Board of Directors hereby authorizes and instructs the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest, and collection fees and costs against that property owned by the member(s) listed on the association's delinquency report dated October 3, 2011 and who are, or become, delinquent in their assessments beyond 60 days. This authorization shall only apply to those members who have been properly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code 1367.1. The Board further authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in these minutes as identified by their association account number: 2011-5953, 2011-5954.
- e. **Reserve Expense Authorization:** *Upon a motion duly made and seconded (Eva McLain/ Julie Stadel) and unanimously approved the Board of Directors voted to approve the Reserve Expense Authorization for the Tree Trimming Project and Asphalt Project.*

IX. OLD BUSINESS:

- a. **Collection Company Information:** The Board reviewed collection company information and after discussion, upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the Board voted to begin using Allied Collection Services for collections beginning January, 2012. After further discussion including the desire to make a list of the Board's expectations of the collection company, the Board voted to place this matter on their February meeting agenda for further discussion and review of the association's collection policy.
- b. **Review of Delegation of Authority:** The Board discussed delegating authority within the board and all agreed that the Board would rather meet more often if needed than delegate authority to only a few board members for any board action. Upon a motion duly made and seconded (Stan Laderman/Eva McLain) and unanimously carried, the Board voted to not use the practice of delegating authority.
- c. **Board Goals and Mission Statement:** Julia Plummer read aloud the goals the board developed during the organizational meeting. Eva McLain read aloud the Mission and Vision Statements prepared by Julia Plummer and upon a motion duly made and seconded ((Eva McLain/Stan Laderman) and unanimously approved, the Board voted to adopt the Mission and Vision Statement.
- d. **Homeowner Follow-Up – Damaged Plants due to goats/grazing:** The board reviewed a report provided by the landscape company and a picture showing that the lantana the homeowner wanted replaced was in the open area of the homeowner's lot which, according to the Governing Documents, is not to be planted in. The board asked Julia Plummer to

notify the homeowner that the request for reimbursement for the plants is denied as planting is not permitted in the area in question.

X. NEW BUSINESS:

- a. **Business and Professional Code Disclosure:** As provided by California Civil Code annually, Julia Plummer provided the Board of Directors with a Business and Professional Code Disclosure which states that she is a certified community association manager (including the date of certification), the location of Julia's primary office, that The Management Trust Kocal Division holds Fidelity Insurance that covers the association's operating and reserve funds, and that Julia Plummer is a licensed real estate agent.
- b. **Rocklin Burglary Alert:** Eva McLain read the Rocklin Burglary Alert from the Rocklin Police Department and the need to be able to provide this information (and all other information of importance) to homeowners. Julia Plummer was asked to put an article in the newsletter about the memo and to post the Burglary Alert on the Community web-site.
- c. **Surveillance Cameras:** Julie Stadel stated that another community had installed cameras on their gates and incidences of gate damage and neighborhood crime decreased. The board asked Julia Plummer to get pricing for the installation of gate cameras on all gates for the board to review at the February board meeting.
- d. **Parking on Kensington Court:** The Board reviewed the information on the parking problems on Kensington Park and homeowners present who live in the neighborhood expressed their desire for a remedy to the situation. Upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the board voted to have Julia Plummer send out a memo to all homeowners on Kensington Court telling them that the Board will discuss painting the curbs red on their street at the February meeting. The Board also addressed the need for more aggressive parking policy implementation, and upon a motion duly made and seconded (Chris Willsher/Stan Laderman) and unanimously approved, the Board voted to have Julia Plummer obtain information from towing companies for the Board review at their February meeting.

XI. ADJOURNMENT: There being no further item of business to discuss, *upon a motion duly made and seconded (Stan Laderman/Julie Stadel) and unanimously approved, the meeting was adjourned at 8:30 p.m.*

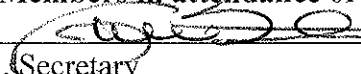
The next Board of Director's meeting will be on February 15, 2012 at 6:00 p.m. at the Gables.

In an Executive Session of the Board of Directors on January 18, 2012 the following was discussed:

- a. Homeowner Payment Plan
- b. Homeowner Settlement Offer
- c. Small Claims Court Processing

I, Julie Stadel, the Secretary of the Whitney Oaks Homeowners Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the

Whitney Oaks Board of Directors Meeting held on January 18, 2012 as approved by the Board Members in attendance of a duly noticed Board meeting.


Julie Stadel, Secretary

Date 2-15-12

NOT TO BE USED FOR TRANSFER OR RESALE