



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES December 3, 2014 - 6:30 P.M. The Oaks, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 6:30 P.M. by Board President Bob Jones.

**DIRECTORS PRESENT:** The following Board Members were present as well as approximately ten other Homeowners. Agendas were posted at least four days prior to the meeting at The Gables, at the Hillcrest Pool bulletin board, and on the Association's web site.

Bob Jones	President
Bonnie Laderman	Vice President
Rick Jordon	CFO
Eva McLain	Secretary
Sharon Theofelis	Director

**ALSO PRESENT:** Vicky Langer, Association Manager, with The Management Trust, Kocal Division.

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Eva/Bonnie) to approve the minutes of the November 5, 2014 Board of Directors Meeting as corrected. A motion was made and seconded (Eva/Bonnie) to approve the draft minutes of the November 12, 2014 ballot counting Board of Directors Meeting as drafted. A motion was also made and seconded (Bonnie/Sharon) to approve the minutes of the Board Organizational Meeting held on November 12<sup>th</sup> as drafted. All of these motions were unanimously adopted. The Board reviewed the draft Annual Membership Meeting Minutes and approved them as to form and content. The membership will be asked to approve them at the 2015 Annual Meeting.

III. **SPECIAL GUEST – PETER BRIDGES**

Peter Bridges, Developer of Whitney Oaks, distributed and discussed the concept of a proposed easement agreement being requested by Whitney Ranch. The Agreement would allow them to landscape and improve the land owned by Whitney Oaks at the corners of the entry to the Whitney Ranch development on Pebble Beach Road. The Board instructed management to get input from Deon Stein regarding the proposed easement agreement concept.

IV. **MANAGER'S REPORT:** Vicky Langer, Association Manager, reviewed items from her written report and logs with the Board and the members present. The following items were highlighted:

- **Executive Session Report:** An Executive Session Board Meeting was held on November 3<sup>rd</sup> to discuss compliance issues, contracts, Attorney-Client privileged information, and collections.
- **Black Oak Trail Channel Inlet Issue:** Erosion was caused by a clogged inlet on the Black Oak Trail. BLM was authorized to do an emergency repair to clear the culvert.
- **Existing Trail Conditions:** Photos of drain channels on the up-side of trails, problem asphalt areas and other erosion issues were viewed.
- **Buried Culvert:** A buried culvert (drain going under the trail) was reported to BLM for clearing.
- **Painted Cross on Entry Area at Gates 13 & 14:** At the Black Oak gates just past the call boxes, a large white cross has been painted on the street, apparently by a private company that uses these for camera alignment (aerial photos) without authorization from the Association. Arrangements have been made with CPM to seal coat over the marking.
- **Irrigation Repair:** There was a mainline leak that had to be fixed in the same area where approved planting is going in on Park Drive. The cost was \$950 for the repair because it was a 6" pipe.

V. **COMMITTEE REPORTS**

- A. **Architectural Review Committee:** Eric King gave a report on recent applications (fewer than during the summer months). The Board reviewed minutes of the November committee meeting. Also discussed was the status of the ARC Design Guideline revision project.
- B. **Landscape Committee:** Vicky noted items that were discussed at the November Landscape Committee meeting.
- C. **Finance Committee:** Rick Jordan reported that the Association has earned 6.7% on its investment funds YTD for 2014 (after fees).
- D. **Trail Committee:** Richard Conrad reported on several items including erosion control at a problem area on the Black Oak Trail, a meeting held with California Pavement Maintenance and the process of putting together a scope of work for asphalt repairs that the committee is recommending, and a meeting with Bianco Landscape Management regarding clogged drainage

ditches on the inside portion of the trails. Richard will be getting an additional bid from R&G Asphalt for the proposed asphalt work.

- E. Inspector of Elections:** Bea Morrow reported that only three additional ballots have been received and still over 200 are needed. She explained the balloting process to the members present.

## **VI. FINANCIAL REPORT**

- A. Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending October 31, 2014. Year-to-date the Association has spent \$26,500 more than it has brought in. Management noted that several expenditures are being reallocated from operating to reserves which should or could originally have been allocated to reserves, for a total of approximately \$20,000. There were no objections.
- B. Reserve Expense Authorizations:** A motion was made and seconded (Eva/Sharon) to approve the Reserve Expense Authorizations for the various reserve expenditures made in October 2014. The motion was unanimously adopted.
- C. Lien Resolution:** The Board adopted the following resolution with a motion that was seconded (Eva/Rick) and unanimously adopted:

In accordance to Civil Code 5673 a motion was made, seconded and unanimously adopted to authorize 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 31, 2014 and who are, or become, delinquent 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 5660. 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: *662269 and 807280*

- D. Foreclosure:** The Association previously recorded, pursuant to Section 1367.1 of the Civil Code, a lien against Parcels #368-130-029-000 and #374-200-007-000. The Association authorized the association's collection agency to foreclose on the lien to recover the delinquent amounts and any late fees, interest charges, and other collection-related amounts. The resolution was adopted by the Board of Directors at the Executive Session Board Meeting held on 12/1/14.

## **VII. UNFINISHED BUSINESS**

- A. Architectural Appeal – Paul Swanson – Solar Panels and Trellis:** Paul Swanson gave a presentation of his appeal of the Architectural Committee’s denial of his revised solar plans. Paul noted that for roof-top panels versus the trellis mounted panels there was an \$8,000 cost difference (trellis install being cheaper). A motion was made to approve the proposed trellis installed panels as presented (Eva/Sharon) and was later withdrawn. Paul was asked to provide bids/documentation from the solar provider to confirm said cost difference.
- B. Ratification of Board Business:** A motion was made and seconded (Bob/Sharon) to ratify the business taken at the Board Meeting immediately following the Annual Membership Meeting on November 12, 2014, to consider Eva McLain’s conditional resignation and to elect Board officers.
- C. IDR Policy Review:** The Board continued its discussion of changes recommended by the Association’s Attorney and reviewed a draft revised IDR Policy. A motion was made and seconded (Sharon/Bob) to leave paragraph #9 and to change the number of Directors to be appointed to conduct IDRs to “one or two”. This will go to the members for a 30-day notice and comment period (in conjunction with towing policy and possible paint color palette for Units 39 and 44).
- D. Black Oak Trail Entry Areas 3541/3561 and 3361– Water for Trees:** The Board discussed the response by owners regarding a proposed sub-metering agreement. The owners preferred continued hand watering of the trees until they are established. It was the consensus of the Board to add hand watering of the trees in these areas to the draft new landscape contract.

## **VIII. NEW BUSINESS**

- A. Towing Policy:** The Board reviewed a proposed draft towing policy. A motion was made and seconded (Rick/Sharon) to approve the proposed policy for sending out to owners for the required 30-day comment period. Adopting the policy will be on the February 4<sup>th</sup> meeting agenda.
- B. Grazing RFP:** The Board reviewed a proposed RFP for the grazing work for 2015. A motion was made and seconded (Bob/Eva) to send it out to Lee Hazeltine. The motion was unanimously adopted.
- C. Landscape Contract:** The Board scheduled to review a proposed RFP for bidding the landscape maintenance work. This matter was tabled to the January meeting due to time constraints.

- D. Tree Injections and Fertilization:** The Board reviewed proposals from several contractors. This matter was also tabled to the January meeting due to time constraints. Injections should be done in January or February.
- E. Collections Service Agreement:** The Board reviewed a proposed updated agreement with the Association's Collections Agent, Allied Trustee Services. A motion was made and seconded to approve the proposed updated agreement. The motion was unanimously adopted.
- F. Tree Removals:** The Board reviewed requests from Homeowners and proposals to remove trees at 2132 Sterling Drive and 3701 Abby Court. A motion was made and seconded (Sharon/Eva) to approve the proposed removals. The motion was unanimously adopted.
- G. Parking Variance Requests:** The Board considered street parking variance requests from the Owners of 4051 Clubview Ct. and 3204 Burlwood Ct. A motion was made and seconded (Bonnie/Sharon) to deny the request from 4051 Clubview Court to park two cars on the street. Either vehicle can be parked on the street overnight but not both. This motion was unanimously adopted. A motion was made and seconded (Rick/Sharon) to approve the temporary parking variance for 3204 Burlwood Ct. until February 28<sup>th</sup>.
- H. Monument Sign – Gate 20:** The Board reviewed a proposal from Signs in One Day to replace the broken monument sign at Gate 20 (Clubhouse Drive West). A motion was made and seconded (Rick/Sharon) to approve the proposal at a cost of \$1,100. The motion was unanimously adopted.
- I. Sidewalk Replacement:** The Board reviewed proposals for replacement of some sidewalk area in front of 2403 Scenic Court. A motion was made and seconded (Rick/Bonnie) to approve the proposal from Lobo Services to replace a section of the sidewalk and gutter at a cost of \$2,940. The motion was unanimously adopted.
- J. Gate Video Cameras:** The Board reviewed a proposal for a new type of video camera that would not require internet for downloading images. This matter was tabled to the January meeting due to time constraints.
- K. Calendars:** The Board reviewed proposed meeting and management calendars for 2015 and approved them.

**IX. CORRESPONDENCE**

- **Creek Clean-Up:** A motion was made not to participate in the "Adopt a Stream" spring clean-up program suggested by Homeowner Michael Stark. The motion was unanimously adopted.

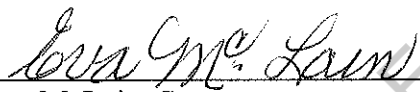
- **Railing on Black Oak Trail:** The Board agreed to review the matter of the missing railing on a portion of the trail (near latent defect area #6) after the trail improvement work is done.
- **Signage Complaint:** Vicky explained that the association cannot prohibit non-commercial signs such as the small signs noted.
- **Smoking Complaint:** The Board reviewed a complaint about outdoor smoking and determined it would not get involved as it was a neighbor to neighbor issue.

X. **HOMEOWNER FORUM:** No items were brought to the attention of the Board under this portion of the Agenda.

XI. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:50 P.M.

The next Board of Director's business meeting will be the on January 7, 2015 at 6:30 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

*I, Eva McLain, 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 December 3, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.*

  
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Eva McLain, Secretary

1-7-15  
Date