



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BUSINESS MEETING MINUTES

February 5, 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 eleven other Homeowners. Agendas were posted at least four days prior to the meeting at The Gables and at the Hillcrest Pool bulletin board.

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

ALSO PRESENT: Vicky Langer, Association Manager, and Tiffany Lynch, Senior Manager and V.P., The Management Trust Kocal Division.

II. **APPROVAL OF MINUTES:**

A. **January 8, 2013 Business Meeting:** A motion was made and seconded to approve the minutes of the January 8, 2014 Board of Directors Meeting as submitted. The motion was unanimously adopted.

III. **EXECUTIVE SESSION(S):** An Executive Session Board Meetings was held on February 3, 2014 to hold compliance hearings, and to discuss contracts, an attorney-client privileged information, a settlement offer, and collections.

IV. **MANAGER'S REPORT:** Vicky Langer, Association Manager, reviewed items from her written report that were not on the Agenda and logs with the Board and the members present. The following items were highlighted:

- **Golf Club Meeting Charge:** The Golf Club is implementing a new charge of \$25 fee for each meeting to cover expenses.
- **Parking Enforcement:** A meeting with Securitas was held to discuss tightening up the enforcement of the parking rules and several other things.
- **Security Cameras for Gates:** Securitas has given a preliminary estimate to install leased security cameras and the necessary communication technology at the gates. Cost exceeds \$100,000.

- **Security – Other:** Securitas offers “vacation watches” for Homeowners/Residents.
- **Exercise Equipment:** FitGuard did their preventative maintenance visit and recommended repairs have been completed at a cost of \$391.
- **Fire Reported:** A Homeowner reported that there was a fire in the open space between Vivien Way and Fox Hill.
- **Signs for Dental Offices:** These signs are in bad shape. Letters are being sent to three owners. There is no property management company for the building near the Live Oak neighborhood.
- **Whitney Oaks Drive Sign:** New sign that the city put in on Whitney Oaks Boulevard is confusing and causing people to come down into Live Oak neighborhood looking for Clubhouse Drive. The City of Rocklin (Public Works) Traffic Division has been contacted about the issue.

V. COMMITTEE REPORTS

- Architectural Review Committee:** Bonnie Laderman from the ARC committee was present and reported that the committee reviewed seven requests at its January meeting, including a fence replacement, two oak tree removals, a patio cover, and two whole house painting projects.
- Landscape Committee:** Chairperson, Reinhold Gedeit, gave a review of the committee’s recent meeting with Bianco Landscaping. He recommended the Board approve proposed application(s) of Hydretain that would be applied in March and reapplied after re-evaluation every three months. Draught conditions and possible scenarios, and irrigation equipment upgrades that will be done over time as areas are upgraded were discussed. The committee is looking at upgrading Gates #8 and #20 next and is prioritizing the rest of the gate areas. Work will be done as the budget allows. Also bark replacement is scheduled for 2014 and the committee is currently identifying areas where bark refreshment is needed.
- Finance Committee:** Vicky Langer gave a recap of the January committee meeting. Minutes will be posted on the Association’s web site.

VI. FINANCIAL REPORT

- Treasurers Report:** Rick Jordan reviewed and provided all present with a verbal financial report of the December month and year-end financials, highlighting that the Association spent \$1,161 less than budgeted for the 2013 fiscal year.
- Reserve Expense Authorizations:** A motion was made and seconded (Eva McLain/Rick Jordan) to approve the Reserve Expense Authorization for the various reserve expenditures made in December 2013. The motion was unanimously adopted.

- C. **Lien Resolution:** No lien resolution was adopted as there were no pending lien authorization requests.
- D. **Foreclosure – Authorization to Publish:** At its Executive Session Meeting held 2/3/14, the Board of Directors authorized commencement of publication of a Notice of Trustee’s Sale for APN # 375-050-003-000.

VII. OLD BUSINESS

- A. **Mission Statement & 2014 Goals:** The Board reviewed a proposed revised mission statement and draft 2014 goal list. A motion was made, second (Eva/Sharon), and unanimously adopted to approve the new mission statement. A motion was made, seconded (Eva/Bob), and unanimously adopted to approve the list of proposed 2014 goals. These will be published in the next Newsletter.
- B. **Proposed Revised CC&Rs and Bylaws:** A special board meeting will be scheduled to discuss items brought up at the January Town Hall Meeting.

VIII. NEW BUSINESS

- A. **Architectural Committee Appointments/Changes:** A motion was made (Bob/Rick) to approve the following roster for the ARC for the remainder of 2014. Bonnie Laderman and Bob Sackerson will no longer be on the committee, but have offered to attend upcoming meeting(s) to assist with the transition.

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| Carol Tomlin | Continuing |
| Paul Marcillac | Continuing |
| Rick Held | New |
| Eric King | New |
| Patrick Quarry | New |

- B. **Reserve Study Update:** A motion was made and seconded (Eva/Rick) to approve the proposal from the Browning Reserve Group. The motion was unanimously adopted.
- C. **Trail Maintenance – Granite Trail Stairs:** A motion was made and seconded (Eva/Bob) to approve a proposal from Bianco Landscape Management to install concrete mixed with granite to solidify the steps on the Granite Trail and prevent the decomposed granite from washing out as quickly. The motion was unanimously adopted.
- D. **Trail Maintenance – Decomposed Granite: No action was taken.** Management was requested to get other bids for filling in the washed out areas of the trails with decomposed granite.

- E. Landscaping Proposal – French Drain:** The Board discussed a backyard drainage issue brought up by the Homeowner of 2843 Hillcrest and reviewed a proposal to install another portion of French drain to help deal with the water run-off (caused by natural springs on the hillside). No action was taken on this one specific area as the Board plans to address the larger problem in the defect repairs project. Management was asked to arrange a meeting at the home where Board Members could look at the problem.
- F. Landscaping Proposal – Soil Hydretain:** The Board discussed a proposal for application of Hydretain and tabled it to the March Board Meeting. Input will be sought from the golf course as to whether they have used it and benefited from it. The Landscape Committee recommends the application be made. It was noted that Springfield recently applied Hydretain in their community.
- G. Landscaping Proposal – Additional Cobble at Hillcrest Mailbox Area:** After reviewing options, a motion was made to approve a proposal to put in cobble behind the wrought iron fence at the Fox Hill mailbox area (Eva/Sharon) at a cost of \$2,100. The motion was unanimously adopted.
- H. Black Oak Pool Resurfacing Specifications:** The Board reviewed a draft Request for Proposal for resurfacing of the Black Oak Pool which is due in 2014. Management will meet with the pool maintenance contractor to determine whether pool plaster is needed at this time.
- I. Gate Painting Specifications:** The Board reviewed a draft Request for Proposal for gate painting which is due in 2014. Bids will be reviewed at the March meeting. Colors were discussed and will be put on the March Agenda. A motion was made and seconded (Eva/Sharon) to approve the proposed specification prepared by Kelly Moore Paints. The motion was unanimously adopted.
- J. Late Fee Policy:** The Board reviewed a proposed policy regarding management's authority to waive late fees upon request. A motion was made, seconded (Eva/Sharon) and unanimously adopted. The resolution is as follows:
RESOLVED, that the Board of Directors authorizes The Management Trust, Kocal Division, upon receipt of a written request from the Owner and review of the account history, to reverse one (1) assessed late fee/cost of collection within a twenty four (24) month period provided the assessment for which the late fee was charged has been received and posted to the Owner's account.
- K. Small Claims Court:** The Board discussed who would represent the Board in a small claims collection action scheduled for 2/14/14 if a settlement offer is not complied with. It was decided that either Rick or Sharon will attend if necessary.

L. Gate Code Change Request: The Board reviewed a request from 3105 Aaron Drive that the gate codes be changed. After a discussion a motion was made and seconded (Rick/Sharon) not to change the gate codes as the gates are privacy gates, not security gates.

M. Newsletter Preparation/Distribution: The Board discussed this matter and it was tabled. Management will get input from another provider.

IX. CORRESPONDENCE

The Board reviewed the correspondence listed on the Agenda. The following action was taken:

A. Request for Access Gates on Sterling Drive: The Board reviewed a request from a Homeowner to have gates installed on Sterling Drive. It was noted that the fire department will not allow gates to be put in that location. Additionally it was noted that it is not feasible because the developer built the home at 2101 Sterling and didn't leave room for a mechanical gate. There may be additional reasons. Therefore no action was taken.

X. HOMEOWNER FORUM: The following items were brought to the attention of the Board under this portion of the Agenda:

➤ **Red Curb:** Owners on Sterling Drive requested that the curb on the corner of Whitney Oaks onto Sterling Drive be painted red. They expressed a concern about safety because Sterling is a narrow street.

➤ **Fire Pit Issue:** A Homeowner reported a nuisance and noise issue and was urged to send a written complaint to the management office.

➤ **Dogs in Open Area:** A Homeowner reported that Animal Control was contacted for a dog that is often let loose in the open area.

➤ **Whitney Ranch:** A Homeowner asked whether the Association had any control over the Whitney Ranch area and reported some bon fires are being built by kids loitering in the area.

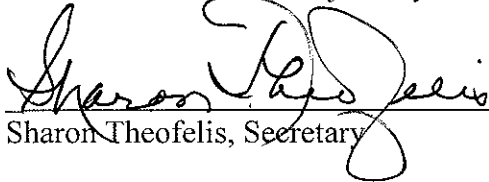
➤ **Kids at School:** A Homeowner requested the cut through area between Hillcrest and Rocklin High School be closed off. Another Homeowner urged the Board to build a concrete block wall, regardless of the cost or Homeowner vows to destroy any such wall or fence, to prevent access to the open space.

➤ **Padlocked Gate Arms:** A Homeowner brought a concern about the locked drive-in gate arms and urged the Board to unlock the pins so that in an emergency, a person with disability would be able to manually open the gate.

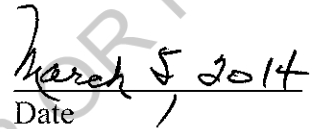
B. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 7:50 P.M.

The next Board of Director's business meeting will be the on March 5, 2014 at 6:30 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

I, Sharon Theofelis, 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 February 5, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.



Sharon Theofelis, Secretary



Date

NOT TO BE USED FOR TRANSFER OR RESALE