



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES May 7, 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.

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

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

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Bonnie/Eva) to approve the minutes of the April 2, 2014 Board of Directors Meeting as corrected. The motion was unanimously adopted.

III. **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:

- ✓ **Foreclosure Resolution:** The Association previously recorded, pursuant to Section 1367.1 of the Civil Code, a lien against Parcel #377-130-008-000. 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 held on 4/7/14.
- ✓ **Annual Backflow Testing:** Stephen LeDoux is testing all of the backflow prevention devices and will be sending the test results to Placer County Water. This is an annual requirement.

- ✓ **Fence Post Caps:** Many fence post caps on Whitney Oaks Drive and Park Ave. near Whitney Oaks Drive have been damaged and/or are missing.
- ✓ **Reserve Study:** The draft reserve studies are nearly complete and will be reviewed by the Finance Committee. Next month the Board will be asked to review the drafts.
- ✓ **Clean Up:** Per a hearing held in November of 2013, junk was hauled off from a particular problem lot.
- ✓ **Additional Gate Painting:** Two gates were not part of the approved gate painting project but should be painted during this cycle. River City Painting has been asked to provide a cost. One is at Coldwater and Black Oak and one is at the end of Buckboard Court at Park Drive.
- ✓ **Miscellaneous:** A backflow cover and other valve box covers were worn out and Bianco Landscape was asked to replace them. Also they were asked to remove various tree stumps throughout the community.
- ✓ **Gym Mini-Blinds:** The blinds approved for the gym have been installed and look great!
- ✓ **Landscape Improvements:** The area at the end of Live Oak will be getting some trees and shrubs, ground cover, and a new irrigation controller. Landscape is looking bad along Park Drive up the hill from Whitney Oaks Drive. A scope of work is being developed to beautify the landscaping in this area.
- ✓ **Couch Left in Open Area:** Someone put an old couch up on the hill under the big oak tree off of Park Drive. A Homeowner reported kids hanging out there and ropes hanging from the tree as well. These items were removed from the open space.

IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported that at the April meeting five landscape renovations were approved, one landscape request was denied because of lack of detail, and eight home painting applications were approved. Three Homeowners who wanted to use Kelly Moore's "Oxford Brown" for trim and not just for front doors and/or shutters were denied. The Board decided to revisit Oxford Brown as possible trim color and review the approved color palette.
- B. **Finance Committee:** Vicky reported that at the April committee meeting UP Capital Management gave a presentation on the 1st quarter results. It was highlighted by Bonnie, who attended the meeting, that the Association has earned approximately \$46,000 on its investments for the first quarter.

- C. **Landscape Committee:** Chairperson, Reinhold Gedeit reviewed the projects that the committee is working on. The right side of the downhill along Park near Whitney Oaks Drive needs improvements, several gate entry areas are being re-designed, and trail maintenance trimming or spraying is being discussed (whether to spray or string trim). It was requested by the Board that the committee and management have the landscape contractor replace plants as they die and/or are removed rather than leaving bare spots until renovations occur.

V. **FINANCIAL REPORT**

- A. **Treasurers Report:** Rick Jordan reviewed and provided all present with a verbal financial report of the March month-end financials, highlighting actual versus budgeted income and expenses.
- 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 March 2014. The motion was unanimously adopted.
- A. **Lien Resolution:** A motion was made and seconded (Eva/Sharon) to adopt the following resolution. The motion was unanimously adopted.

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 March 31, 2013 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 numbers:

468725, 676466, and 466521

VI. **UNFINISHED BUSINESS**

- A. **Proposed Revised CC&Rs and Bylaws – Homeowner Comments/Concerns:** There were written comments from three homeowners and several verbal comments from Owners attending the meeting. The following actions were taken:
- **Basketball Standards:** After a discussion, a motion was made and seconded (Eva/Bonnie) not to change the proposed wording. The

motion was restated to keep the same wording but to add “or the driveway”. (Eva/Bonnie). The motion was unanimously adopted.

- **RVs – Time Allowed On Street:** A motion was made and seconded (Eva/Bob) to leave the provision 4.19.3 regarding Restrictions Relating to Boats Trailers and RVs and not to change it.
- **Natural Open Space Use:** 2.9.10. No changes were made.
- **Commercial Work Vehicles:** An Owner asked the Board to add a provision not allowing commercial vehicles to park in the driveway. No action was taken to change the proposed language.

B. Proposed Revised CC&Rs and Bylaws –Whether/When to Vote: A motion was made and seconded (Sharon/Eva) to approve the versions of the proposed CC&Rs and Bylaws reviewed this date with the minor changes made and to move forward with the balloting process. The motion was unanimously adopted.

C. Proposed Revised CC&Rs and Bylaws – Vote Logistics: Eva explained an offer made by Springfield to use the lobby at The Gables to have people pick up their copies of the documents and submit their ballots. She also suggested that Whitney Oaks use a similar effort to get out the vote by having drawings after 30 days and 60 days for gift card prizes. A motion was made and seconded (Sharon/Eva) to authorize an expenditure of \$500 for gift cards as an incentive to get people to vote early. Two will be in the amount of \$100 and six will be in the amount of \$50. The motion was unanimously adopted. A motion was made and seconded (Sharon/Eva) to appoint Beate Morrow as the Inspector of Elections who will solicit two other volunteers to help. Ballots will be mailed to a P.O. Box. The motion was unanimously adopted.

D. Latent Defect Repairs – Update: Vicky updated the Board on the status of this project, highlighting the inspection of the work areas with the contractors that took place on 5/7/14. The consensus of the Board and Ken Morrow was to move forward with the Consultant RA Holsinger and without Ken’s help reviewing specifications or bids. Ken was thanked for all of his invaluable input.

E. Gate Painting – Update: The Board discussed the project which is going well.

F. Bark Replenishment Bids: After reviewing four proposals, a motion was made and seconded (Bob/Sharon) to approve the proposal from Applied Landscape Materials to replenish bark throughout the community at a cost of \$92,234. The motion was unanimously adopted.

- G. Property Line Behind 3280 & 3270 Black Oak –Proposed Survey Agreement:** The Board reviewed a proposed survey agreement and a motion was made and seconded (Eva/Rick) to approve the agreement. The motion was unanimously adopted.
- H. Replacement of Deco Drain at Gym Entry – Plastic Vs. Metal:** After reviewing the options, a motion was made and seconded (Rick/Eva) to approve the proposal from River City Restoration to install a metal channel in the concrete in front of the gym entry (rather than a plastic one) at a cost of \$1,600. The motion was unanimously adopted.
- I. Proposed Emergency Access Gate Replacement at 2817 Hillcrest:** A motion was made and seconded (Eva/Rick) to approve the proposal to repair the fire access gate at this address. The motion was unanimously adopted.
- J. Grazing – Update:** Vicky updated the Board. A second pass will be done starting in late May. There were no objections.
- K. Sterling Drive Red Curb Request at Gate 14:** Owner input was received about whether to paint the other side of Sterling from the entry to Kensington red since no residents are using it and residents are having to deal with nuisance issues. The consensus of the Board was to solicit responses from the three homeowners that border that street by sending a letter before making a decision.

VII. NEW BUSINESS

- A. Request for Proposals – Asphalt Work & Sealcoating:** A motion was made to approve the proposed Request for Proposals for asphalt work with the spreadsheet (Eva/Sharon). The motion was unanimously adopted.
- B. Design Guidelines – Whether to Update :** A motion was made to ask the Architectural Committee to start work on revising the Design Guidelines.
- C. Gate 12 Vehicle Damage Incident:** The Board discussed a recent gate versus driver incident and input from the gate contractor that checked out the gate that was working fine when the incident happened. A motion was made and seconded (Bonnie/Rick) not to approve the reimbursement request.
- D. Whether to Upgrade Springfield Gate Phone Boards to Increase Capacity:** A motion was made and seconded (Eva/Rick) to upgrade the 7 gate phone boards to higher capacity boards at a cost of \$4,648 and to have management add all of the Springfield gates to all of the remotes of Springfield residents. The motion was unanimously adopted. Management will publish this in the Springfield Newsletter.

- E. Review/Discussion re Open Space Rules:** The Board reviewed the CC&R section on Natural Open Spaces in Article VII. It was noted that Springfield rules do not allow an Owner to move a fence out into the open space to their property line. This item was put on the Agenda because an Owner wanted clarification of the rules.
- F. 2014 Goals – Whether to Hold a Community Picnic:** A motion was made and seconded (Eva/Sharon) to rescind the goal of having a community picnic this year. The motion was unanimously adopted.
- G. Request for Reimbursement - Storm Drain Overflow 2336 Rebecca Ct.:** After a discussion, this matter was tabled to the June meeting for clarification and for a proposal for erosion control in the open space above this lot.

VIII. CORRESPONDENCE

- L. Emails from Manjit Takhar re Gate 13 and 14 Entry Area – Request for Red Curbs:** A motion was made (Rick/Bonnie) to paint the curbs at Gates 13 and 14 red. The motion was unanimously adopted.
- M. Email dated 4/07 from Carolyn Thomas re Gate Access Request:** This was taken care of under “New Business” Item “D”.
- N. Email dated 4/10 from Golf Club re Request to Send Email Blasts:** A motion was made (Bonnie/Sharon) not to allow the golf club to send promotional information through the Association to the WOCA Homeowners who have authorized the Association to send electronic communications. The motion was unanimously adopted.
- O. Email dated 4/13 from Wendy Jensen re Pool Furniture for Early Use:** A motion was made and seconded (Bonnie/Rick) not to unlock the furniture until the swim season officially opens. The motion was unanimously adopted.
- P. Email dated 4/15 from Stanley Clark re Speed Problem at Crestwood/Coldwater:** It was noted that this item will be discussed at the joint Board Meeting with Springfield and Whitney Oaks Community Association.
- Q. Email dated 4/22 from John Bellis re Adding Stakes on Coldwater for Grazing:** John Bellis distributed photos/maps and reviewed his request to have the back property line of all of the Coldwater lots marked off. Unfortunately the electric fence around his lot was knocked over in the middle of the night creating a problem this year during the first pass and in two previous years. The Board discussed this but no action was taken.


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

- **Trees:** Trees in open areas being eaten by sheep/goats. A suggestion was made that the Landscape Committee look at the open spaces that are grazed and propose planting new trees.
- **Grazing:** It was noted that deer also eat new/baby trees, and not just sheep.


A. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 9:05 P.M.

The next Board of Director's business meeting will be the on June 4, 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 May 7, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.



Sharon Theofelis, Secretary



Date