



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES July 2, 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 and at the Hillcrest Pool bulletin board.

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

ALSO PRESENT: Vicky Langer, Association Manager, and Bo Banks, Executive Vice President, with The Management Trust, Kocal Division.

II. **APPROVAL OF MINUTES:**
A motion was made and seconded (Eva/Bonnie) to approve the minutes of the June 4, 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:

- **Asphalt Project Update:** A contract has been requested from CPM (California Pavement Maintenance) and will be forwarded to the Board and the Attorney for review. CPM is scheduling the approved work for mid-August.
- **Proposed Revised CC&Rs and Bylaws:** It was determined at the joint board meeting with Springfield that WOCA will start its balloting after the Springfield election is complete, on August 1st.
- **Springfield Gate Access Expansion Project Update:** A flier is being mailed out to all Springfield Owners. The gate phone boards have been

ordered. A decision is being requested about whether to separate the entry control box (add a new one) for Gates 13 and 14.

- **Grazing:** We have received some more complaints about the grazing, mostly from homeowners that we know are not in favor of the project overall, including that the grazing contractor is using Springfield water. The second phase of this year's grazing project is nearly complete.
- **Pool Rules:** The Board is being asked to consider adding the rule in the CC&Rs that limits guests of owners to common areas to no more than 10 to the Pool Rules. This will be discussed when the Handbook is updated. Recently complaints have been received regarding large parties at the Hillcrest Pool.
- **Miscellaneous:** Vicky noted the several items in her report to the Board, including the following: The area on the hill at the end of Live Oak Lane has gotten some new plants as well as a new battery operated irrigation controller. 3812 Heather Court plans to appeal an ARC denial for a paint color that is not on the approved list. Gate 18 had a bent picket that was repaired. Gate 3 gap that was left after the first repair (after being hit by garbage truck) was fixed.

IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported that Carol Tomlin had to resign from the committee. Twelve applications were processed in June. Eight were approved, two were approved with contingencies, and two were rejected. The Board reviewed the minutes of the last meeting.
- B. **Landscape Committee:** Holt Gedeit reported that the meeting schedule has been changed and the committee currently meets on the second Tuesday of each month. Among the items discussed with Bianco Landscape Management are the process and pending proposals for plant replacement, appropriateness of plants for various areas, keeping up with plant replacements, color spots (on hold due to drought), trail maintenance for weeds, and water saving measures. Replacement of controllers with "smart controllers" and changing out sprinkler heads to more water efficient ones are in the reserve study. Paul Marcillac has done drawings for remodeling Gates 8 and 20 as well as an area on Vivien. Bianco has offered to do a demonstration of Hydretain (one side of a gate area) to show the Association its effectiveness. The Association has attained the water savings goals set by the City of Rocklin.
- C. **Finance Committee:** Bill Jarrett reported on the June meeting and summarized where the Association is financially. Bill noted account balances, income for the month of June, and year-to-date, and income versus expenditures for the month of June and year-to-date. Bill made a

recommendation suggesting that \$200,000 be transferred to new CDs (staggered) with UP Capital (who will choose the banks). This money would not go into the portfolio they are already working with. The next meeting is July 31st. UP Capital will attend this meeting to give a quarterly update on the Association's investments.

V. **FINANCIAL REPORT**

- A. **Treasurers Report:** Rick Jordan, following the Finance Committee's report, did not need to review the financial reports for the month ending May 31, 2014.
- B. **Review Bank Statements:** The Board reviewed and approved the bank statements (quarterly requirement).
- C. **Bad Debt Write-Off Authorization:** A motion was made (Eva/Rick) to approve the proposed bad debt write-off pending clarification of whether it is legal to do so in this case (bankruptcy). The motion was unanimously adopted and Bo Banks clarified that this was proper.

Q.

- D. **Reserve Expense Authorizations:** A motion was made and seconded (Eva/Rick) to approve the Reserve Expense Authorizations for the various reserve expenditures made in May 2014. The motion was unanimously adopted.
- E. **Lien Authorization Resolution:** After reviewing pending lien authorization forms, the following resolution was adopted by a motion by Eva, seconded by Bonnie and unanimously adopted.: In accordance with Civil Code 1367.1 a motion was made, seconded and unanimously adopted to authorize and instruct 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 5/31/14, 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 1367.1. The Board further authorized 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 as follows:
468174, 795079, 467414, 467935, 797409
- F. **Signature Cards and Signers for UP Capital Management Accounts:** Rick Jordan reported that new signature cards may be needed for the UP Capital funds. A Finance Committee member contacted UP Capital for information and the investment professional brought this up as an issue. Rick will follow up and this will be on the August Board Meeting Agenda.

- G. **Finance Committee Recommendation:** In response to the Finance Committee's recommendation regarding transferring money to CD's to reduce the amount of money at Pacific Western Bank due to FDIC insurance limits, a motion was made (Rick/Eva) to go ahead with putting \$200,000 into new CDs as recommended by UP Capital outside of the portfolio. The motion was unanimously adopted.

VI. UNFINISHED BUSINESS

- A. **Active Speed Monitors – Apollo Response – From Joint Meeting:** Bill Jarrett, President of the Springfield Board of Directors relayed ongoing complaints and suggested that the Whitney Oaks Community Association pursue active speed monitoring. A system could be purchased that would monitor speed in various areas of the community. Portable speed bumps were mentioned as an option in conjunction with the monitoring. After a discussion, a motion was made and seconded (Rick/Eva) to purchase the system at a cost not exceeding \$600. The motion was adopted on a 3 to 1 vote with Bonnie Laderman voting against.
- B. **3714 Lindbrook Asphalt:** The Board reviewed recommendations from Engineer Rick Holsinger with regard to replacing asphalt and curbing where the ground has sunken and the street light is crooked at the end of this street. Bids will be obtained.
- C. **2336 Rebecca Ct.:** The Board reviewed a revised proposal from Bianco Landscape Management to help prevent flooding from a v-ditch above this address. Since the last meeting, Bianco met with Engineer/Consultant Rick Holsinger and made some changes to the proposed scope of work. A motion was made and seconded (Rick/Eva) to approve the proposal dated May 6th from Bianco Landscape Management for \$1,570. The motion was unanimously adopted.
- D. **3270 & 3280 Black Oak Property Lines:** Results of a land survey were reviewed. This matter and Attorney input will be discussed in a future Executive Session Board Meeting.

VII. NEW BUSINESS

- A. **Reserve Study:** The Board reviewed revised draft reserve studies with site visits for each of the four cost centers. The Finance Committee changes were reviewed. A motion was made and seconded (Bob/Eva) to approve the proposed 2014 reserve studies.
- B. **Parking Variance Requests:** Rick Jordan distributed some details about each of the pending requested parking variances. The following decisions were made. No other variance requests were received by the requested deadline. Future requests will be considered as they come in. Those not

turning in the form will be removed from the variance list. Those refused a variance will be notified of their right to request Internal Dispute Resolution:

1. **3130 Black Oak:** A motion was made and seconded not to approve this request (Rick/Eva) because they can park two cars in the garage and two in the driveway. The motion was unanimously adopted.
 2. **3270 Black Oak:** A motion was made and seconded not to approve this request (Bob/Bonnie) because they can park two cars in the garage and two in the driveway. The motion was unanimously adopted.
 3. **4051 Clubview:** A motion was made and seconded to approve this request (Bonnie/Eva) because of an ADA request for accommodation. The motion was unanimously adopted.
 4. **3706 Lindbrook:** A motion was made and seconded not to approve this request (Rick/Bonnie). The motion was adopted on a 3 to 1 vote with Eva voting against.
 5. **3708 Lindbrook:** A motion was made and seconded not to approve this request (Bonnie/Bob) because this has a three car garage. The motion was adopted on a 3 to 1 vote with Eva voting against.
 6. **3707 Stone Temple:** A motion was made and seconded not to approve this request (Bonnie/Rick) because the car can be parked on the driveway. The motion was adopted on a 3 to 1 vote with Eva voting against.
- C. **Proposed Tree Removals:** A motion was made and seconded (Rick/Bonnie) to approve the proposed tree removals behind 4829 Blaydon and 4519 Shenandoah at a cost not to exceed \$1,448. The motion was unanimously adopted.
- D. **Street Sweeping:** After review and discussion, a motion was made and seconded (Rick/Eva) to approve the proposal from Walker's Sweeping Service at a cost of \$1,890 to sweep all of the streets in the community except for those being seal coated this summer.
- E. **Parking Rules re: Horse House and Other Trailers:** The Board reviewed the proposed restrictions relating to boats, trailers and recreation vehicles. No action was taken.
- F. **Gates 13 & 14 – Separating Phone Boards:** After discussing options, a motion was made and seconded (Eva/Bob) to approve the proposal from Controlled Access Consultants, Inc. to separate the entry system at this gate

and to install another control box for gate #14 at a cost of \$4,134. The motion was unanimously adopted.

- G. Sunset Trail Grade:** Vicky gave input with regard to a complaint that was received about the steep slope of the Sunset Trail. She has met with a contractor regarding the possible installation of steps and/or railings. The contractor recommended installing asphalt on the trail to make it safer. A bid from CPM for such a project has been requested.
- H. Other Trail Issues:** Bea and Ken Morrow gave the Board background and information on their concerns about the steep slopes and condition of the trails. She reported that Ken has been asking the City for information on the development of the trails. The trails allegedly were not installed according to the conceptual plans/drawings. Ken has spoken with the City Manager and has obtained three conceptual drawings and would like to request a meeting with the Mayor Scott Yuill, the City Manager, a City Council member, some WOCA Board Members, the Association Manager, and himself to discuss the issue. Bonnie and Bob volunteered to attend a meeting with the above noted entities.
- I. ARC Appeal – 3812 Heather Court:** The Homeowner has requested that this matter be tabled to the next meeting as she is working on getting a photo rendering of her home with the proposed body color “Mendocino Hills”. The ARC rejected the application for this color since it is not on the approved palette and the Homeowner would like the Board to consider allowing it. This was tabled to the next meeting.
- J. Annual Meeting – Set/Confirm Dates for Meeting and Candidate Night:** November 12th was confirmed as the date for the Annual Membership Meeting. Candidate Night is normally held the week before the ballots are mailed out and a room reservation will be made for that as well for the first part of October.
- K. Annual Meeting – Appoint Inspectors of Election:** A motion was made and seconded (Bob/Bonnie) to appoint Bea Morrow, Susan Beck, and Terri Baldwin to serve as Inspectors of Election for the upcoming board election.
- L. Annual Meeting Appoint Nominating Committee:** The Board discussed the balloting process and the fact that Homeowners are mailed self-nomination forms, and decided not to appoint a Nominating Committee.

VIII. CORRESPONDENCE

- A. Emails To/From Controlled Access:** The Board reviewed emails to and from Controlled Access regarding a recent power outage and battery back-ups that failed. Management was asked to find out some more information about batter back-ups, including whether the battery back-ups can be tested

when preventative maintenance is done to determine capacity and then be replaced if low, and whether an inventory could be kept and batteries replaced on a schedule. According to the gate maintenance contractor batteries last 4-6 years and are expensive.

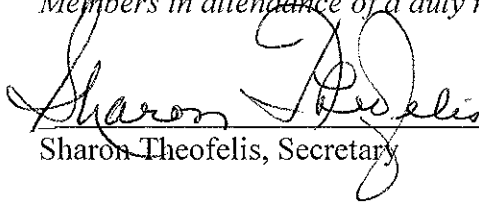
IX. HOMEOWNER FORUM: The following items were brought to the attention of the Board under this portion of the Agenda:

- **Quorum:** Bea Morrow urged people to review the CC&Rs with regard to 51% for quorum for passing the CC&Rs.
- **Grazing:** John Bellis reported that once again sheep were an issue and some damage was done. He reported that his fence was used as the upper fence and that the fence that was put around his lot was not electrified. He also complained that the grazing contractor tapped into Springfield water rather than using his water tank. He asked for an apology from the contractor, a fence repair, and a new plant that the sheep ate in his yard. He also asked that this should be addressed future grazing contracts.
- **Grazing:** Ken Morrow stated that he was very happy with the grazing project.

X. 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 August 6, 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 July 2, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.



Sharon Theofelis, Secretary

8/6/14
Date