



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES August 6, 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.

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

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

- II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Eva/Sharon) to approve the minutes of the July 2, 2014 Board of Directors Meeting as drafted. 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:

Executive Session Report: An Executive Session Board Meeting was held on July 7th to discuss compliance issues/hearings (including parking enforcement), contracts (latent defect bids and proposed asphalt contract with Attorney input), and collections. The following resolutions were adopted at an Executive Session Board Meeting held on August 4th:

The Association previously recorded, pursuant to Section 1367.1 of the Civil Code, a lien against Parcel #368-130-034-000. 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 Association previously recorded, pursuant to Section 1367.1 of the Civil Code, a lien against Parcel #374-040-037-000. 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 Association previously recorded, pursuant to Section 1367.1 of the Civil Code, a lien against Parcel #374-070-002-000. 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 should the proposed short sale not close escrow by 9/30/14.

- **Asphalt Project Update – Contract, Schedule, Additional Items:** A contract with additional language suggested by Deon Stein was executed at the July 7th Executive Session. CPM has scheduled the approved work for August and September as outlined in the August Newsletter. More details will be given in the September Newsletter and a color coded map will be put on the web site.
- **Possible Lighting Conversion Project:** Vicky contacted PG&E and met with Century Lighting and PG&E on August 6th to discuss getting a proposal to convert the Association's street lights to LED. More information is expected to be in hand for the September meeting.
- **Annual Meeting Plans:** The Gables Whitney Room has been reserved for the November 12th Annual Membership/Election Meeting and for the "Meet the Candidates Night" which will be on October 8th (members were encouraged to save these dates).
- **Bark Project:** The bark project is completed. On July 16th Vicky drove the community with Brendan Immers of Applied Materials and we checked all of the barked areas. There were six areas that got missed but are now completed. The contract for Units 39 and 44 was only for the fronts of the homes. While the contractor was finishing up this project we had them add bark to the back areas, approximately 60 extra cubic yards (at \$43.00 each).
- **Live Oak Column Repair:** In order to get the approved work of straightening up the column at the Live Oak entry area, the contractor needed to block access for a short time period. Notices regarding this were mailed to the affected residents and one was posted at the gate. This work has been completed.
- **Proposed Revised CC&Rs and Bylaws:** Documents are being distributed from August 4th through August 8th at The Gables and at the Hillcrest Pool in by volunteer Board members and Inspectors of Election. The balloting will continue until October 1 unless extended by the Board. Vicky requested clarification on the date that drawings for prizes should be conducted and

the consensus of the Board was to do the drawings 30 days after the packets not picked up by Homeowners are mailed out.

- **Gate 12 Damage:** On July 16th the entry side of Gate 12 was hit by a Springfield resident. Vicky has a copy of the police report and has been in contact with the driver's insurance adjuster and has sent them the repair estimate. The cost for Controlled Access to repair the damage was \$2,042. The repair has been completed and the insurance company has reimbursed the Association for this expense.
- **Pool Rules:** The pool rules are not in sign format posted at the pools. Once the pool rules are revised and refined, Vicky recommended a large sign be made and posted at each pool. The Board agreed this should be done.
- **Between 3240 and 3250 Black Oak:** At this location there is an Emergency Access area that the Association maintains. The area is barked but the underlayment material is damaged and has been removed by squirrels and other wild animals for nest building. There are two other areas like this. A bid has been requested from Bianco Landscape Management to install cobble in these areas.
- **Tree Trimming:** Arborwell is working on the approved tree trimming and removals. Proposals for additional work are also being reviewed tonight.
- **Street Sign Project:** Phase II of the approved sign replacement work is underway.

IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported on what was approved at the July meeting. The Board discussed whether approval of a temporary variance for a soccer net was within the scope of the committee's authority and/or should have been approved. A motion was made to approve the ARC decision for 3 years and to have management write a letter to the ARC asking that it not grant any variances to Homeowners until the time the new proposed CC&Rs are recorded. The motion failed with Bob, Rick and Bonnie voting against it. A motion was made and seconded (Bonnie/Rick) to send a letter stating that the ARC's decision has been rescinded because it wasn't in the ARC's purview to approve a variance for a soccer net. Management advised against this. The motion was adopted on a 3 to 2 vote with Eva and Sharon voting against it.
- B. **Landscape Committee:** Vicky summarized the items that the committee has been working on. Draft minutes were reviewed.
- C. **Finance Committee:** Vicky summarized the items that were discussed at the last meeting. Draft minutes were reviewed.

V. FINANCIAL REPORT

- A. **Treasurers Report:** Rick Jordan, following the Finance Committee's report, reviewed the financial reports for the month ending June 30, 2014.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Eva/Rick) to approve the Reserve Expense Authorizations for the various reserve expenditures made in June 2014. The motion was unanimously adopted.
- C. **Signature Cards and Signers for UP Capital Management Accounts:** It was recommended that two Board Members be full signers and two Finance Committee members as well as Kim Gomez and Vicky Langer of The Management Trust be authorized at a level allowing information. A motion was made to appoint Rick, Bob as full signers, Bill Jarrett, Kim and Vicky Langer were authorized to obtain information only.
- D. **Whether to Add CDs to UP Capital Portfolio:** New CD's (2 x \$100,000) were purchased in accordance with last month's meeting. The Finance Committee's recommendation and the Board's motion to approve this included a provision that this money be kept "outside of the portfolio" (segregated). This was briefly clarified. Since UP Capital does not charge trading fees for CD purchases, a discussion at the most recent Finance Committee Meeting as to whether it should become part of the TD Ameritrade money or kept separate became irrelevant.

VI. UNFINISHED BUSINESS

- A. **3714 Lindbrook Asphalt:** The Board reviewed a proposal from California Pavement Maintenance, the contractor approved for the 2014 asphalt repairs and coating, to replace asphalt and curbing where the ground has sunken and the street light is crooked at the end of this street. Actually the curbing and gutter were already approved in the original contract (\$3,800). A motion was made and seconded (Sharon/Eva) to approve the proposal from CPM not to exceed \$13,200. The motion was unanimously adopted.
- B. **Sunset Trail:** After reviewing input from management, it was the consensus of the Board to wait until the City is consulted with to take any action. Ken Morrow was authorized to set up a meeting with officials from the City of Rocklin after all Board Members are briefed.
- C. **Trail Issues/Complaints:** Reported issues with the trails and whether to close any or all of the trails were discussed. No action was taken. Many Homeowner comments were received.

VII. NEW BUSINESS

- A. ARC Process and Painting Using Existing Colors:** A motion was made and seconded (Rick/Sharon) not to require ARC approval to paint trim, shutters, front doors and the like with the same color, but to require ARC approval to repaint the entire home the same or new colors.
- B. Architectural Review Committee Vacancy:** Sherri Peterson, Eric Reitzell, Ryan Rosas, and Jim Phelps will be invited to attend the next ARC meeting and meet the committee. The committee will then make a recommendation.
- C. Paint Colors for Units 39 & 44:** The Board discussed whether to adopt a different color list for these areas or whether the current approved list of colors applies to the entire community. The committee was asked to recommend a specific palate for these two communities.
- D. Fitness Center Restroom Tile Grout:** The Board reviewed proposals for re-grouting stained areas. A motion was made and seconded (Sharon/Eva) to approve the re-grouting proposals from The Grout Medic. The motion was unanimously adopted.
- E. Pool Inspections and Daily Pool Chemical Log Requirement:** Vicky reported that Placer County requires daily chemical testing and logs. Options were considered. The company that provides pool monitors has agreed, if a liability release is provided, to test and log the chemicals while they are on site each day during the swim season. It was the consensus of the Board to get a cost from Robb's Pool to stop by on non-service days and test/log the chemicals after swim season is over (but before the weather changes) and to discuss whether to close and lock the pools during the off-season and to review the pool schedule at the next meeting.
- F. Curb Drain and Additional V-Ditch Work Request/Bids – 2236 Rebecca Ct.:** A motion was made and seconded (Eva/Rick) to approve the proposed curb drain at 2336 Rebecca Court. The motion was unanimously adopted. A motion was made and seconded (Rick/Bob) not to approve the proposal to install a concrete dam on the low side of the v-ditch. The motion was unanimously adopted.
- G. Additional Tree Work:**
 - 1. Dead Tree at Black Oak Trail:** A motion was made and seconded (Eva/Sharon) to approve Estimate E65788 for removal of a dead oak tree by the Black Oak Trail. The motion was unanimously adopted.
 - 2. Dead Tree at Gate 6:** After looking at a photo of the dead tree, a motion was made and seconded to approve Estimate E65789 for the removal of it (Bonnie/Sharon). The motion was unanimously adopted.

3. **Cedar Tree Removal Request at 3724 Abby Ct. and Locust Tree Removal Request (2) at 3703 Abby Ct.:** A motion was made and seconded (Sharon/Bonnie) to approve the removal of three trees, Estimate E65730, at a cost not to exceed \$1,017.50. The motion was unanimously adopted.
 4. **Vines in Trees Behind 4315 Newland Heights:** A motion was made and seconded (Bonnie/Sharon) to cut back the vines off of the trees behind 4315 Newland Heights Drive, Estimate number E65794, not to exceed \$4,080. The motion was unanimously adopted.
- H. **Landscape Proposal – Plants on Park Drive:** A motion was made and seconded (Eva/Sharon) to approve proposal number 061614-0800 to replace plants along Park Drive at a cost not to exceed \$4,140. The contractor will be requested to wait until the weather cools/turns to do the planting. The motion was unanimously adopted.
 - I. **Landscape Proposal – Controller Upgrades at Abby Ct.:** A motion was made and seconded (Bonnie/Sharon) to approve proposed smart controller replacements/installations where needed at 3715 Abby Ct (18 station) and at 3708 Abby Court (25 station) at a cost of \$3,300. The motion was unanimously adopted.
 - J. **Landscape Proposal – Clean Up Behind 3561 Black Oak:** This item was tabled until a bid is received.
 - K. **Red Curbs at Gates 13 and 14:** The Board reviewed a request that the area at the Springfield sign between the entries to these gates also be painted red. A motion was made and seconded (Bonnie/Sharon) to paint that area up to 4 feet before each gate at a cost not to exceed \$500. The motion was unanimously adopted.

VIII. CORRESPONDENCE

Correspondence listed on the Agenda was reviewed. Action was taken on the following:

- A. **Request for Parking Variance – Commercial Vehicle:** A motion was made and seconded (Bonnie/Bob) to deny the request for a parking variance for a commercial truck. The motion was unanimously adopted.
- B. **Email re: Trail Issues Volunteer:** The Board considered Eric Hanson's offer to help with trail issues and the process of trying to improve them and discussed it with him. Richard Conrad is also interested. The consensus of the Board was to wait until after the proposed meeting with the City of Rocklin to consider appointing any volunteers to work on this.

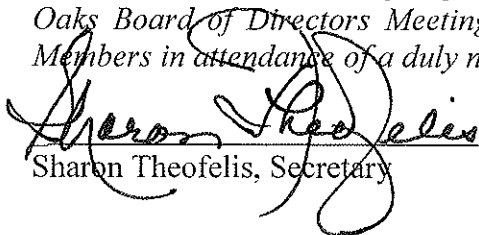
- C. **Email Complaint re: Overgrazing:** The Board considered a complaint but no action was taken. The soil is compacted and not thought to be easily eroded.

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

- **Speed Monitoring:** Lu Ah Nee asked for information on the status of the purchase and delivery of the speed monitoring equipment that was approved for purchase at the July meeting. The equipment has been ordered and is expected to arrive in approximately 4-6 weeks.
- **Radar Gun:** It was requested that the Association's radar gun be brought to the Board President's home and be kept in his possession. The Board had no objections. Management will deliver the radar gun to Bob Jones.
- **Recommended Tree Removal:** Ken Morrow recommended the Willow or Dogwood tree growing in the drainage area at the top of the fire exit road between Stone Temple and Coldwater Drive be removed so as not to obstruct drainage. Management will obtain a bid.
- **Encroachments:** Ken Morrow requested an update on the status of the issue brought forth about two homes allegedly having moved their backyard fences past their property lines.
- **Latent Defect Repairs:** Ken Morrow asked for and was given an update on the status of this project. The Board approved a proposal from ESR in Executive Session.
- **2.9.10 of the Proposed Revised CC&Rs re: Natural Open Space Use:** Ken Morrow pointed out that the last item is a mistake. The proposed revised CC&Rs say "...there shall be no trespassing on the common areas..." In his opinion this should say " "...there shall be no trespassing on the natural open space..."

X. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:45 P.M. The next Board of Director's business meeting will be the on September 3, 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 August 6, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.


Sharon Theofelis, Secretary

9/3/14
Date