



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES September 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 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 August 6, 2014 Board of Directors Meeting as corrected and the August 19, 2014 Board of Directors (and Finance Committee) Meeting as corrected. The motion was unanimously adopted.

III. LIGHTING CONVERSION OPTION

Brent Estes, Ivan Longacre, and Shon Garten distributed and reviewed a package of information regarding cost analysis of a possible conversion of the street lights from the current halogen to LED lighting. Maintenance on new fixtures would not be expected/needed for 10 years (bumper to bumper warranty). There are 277 fixtures and the cost would be \$146,339 minus utility rebates from PG&E and estimated maintenance savings. The estimated payback is 62 months. The new lights would dim to 50% power when no movement is present. The "On-Bill Financing" program was also explained. The HOA would keep paying the regular energy bill with 0% financing. PG&E will estimate a buy-down amount after approval of a contract is given, so it was recommended that the Association, if it approves a contract, do so subject to approval of the buy-down amount. CREE fixtures are the recommended brand/product and their history and qualifications were explained. The Board will discuss the proposed conversion at the October

meeting. A color of 3000 to 3500 kelvin was recommended for this community. If the Association desires a yellower look, a sample can be seen at The Pavilions at Fair Oaks.

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 August 4th to discuss compliance issues, contracts, Attorney-Client privileged information, collections and foreclosures.

Asphalt Project Update – Contract, Schedule, and Additional Items: Details were given in the September Newsletter and a color coded map was put on the web site as well as posted on the bulletin board at the Hillcrest pool and at The Gables.

Red Curb Between Gates 13 & 14: The Board approved up to \$500 to paint RED with “No Parking Fire Lane” the third area at this gate area. The cost was \$335 and River City Painting has done the work. Also, the new box was installed and signs were made showing which box is for which gate.

Clean-Up Behind 3541/61 Black Oak: This area had a lot of blackberry bushes and dead tree material. In this same area sheep damaged the irrigation which needed a \$400 repair. We looked at it with BLM after receiving homeowner complaint and approved the clean-up at a cost of \$860.

Proposed Revised CC&Rs and Bylaws: Documents were distributed from August 4th through August 8th at The Gables and at the Hillcrest Pool. The last of the rest were mailed out on August 14th. September 15th is the date for the 30-day prize drawing and October 15th is the date for the 60-day prize drawing. 332 Homeowners picked up their documents, saving the Association \$952 in postage.

Gate 12 Damage: All expenses for repairs to this gate due to vehicle impact have been reimbursed by the driver's insurance company.

V. COMMITTEE REPORTS

A. Architectural Review Committee: The Board reviewed the draft minutes of the August meeting.

B. Landscape Committee: The Board reviewed the minutes of the July meeting.

- C. **Finance Committee:** Vicky summarized the items that were discussed at the last meeting. UP Capital attended the August 19th meeting and reviewed the year-to-date (July 31) numbers. The association has earned 5.85 on its investments year-to-date.

VI. FINANCIAL REPORT

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending July 31, 2014. Year-to-date the Association is under budget by \$15,677.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Eva/Bonnie) to approve the Reserve Expense Authorizations for the various reserve expenditures made in July 2014. The motion was unanimously adopted.
- C. **Bad Debt Write Off Authorization:** A motion was made and seconded to approve the bad debt write off of \$1,515 for account numbers 468174 and 795079.

VII. UNFINISHED BUSINESS

- A. **Drainage/Latent Defect Repairs:** Vicky gave an update regarding this project and reviewed an update from the Project Consultant. The contractor, ESR, is working on Plans and Specifications and will be conducting preliminary surveys in conjunction with that. ESR will then work with the City of Rocklin et al., to get permits as required. Weather and City permitting ESR might be able to do Areas 14 and/or 15 this fall. Otherwise the entire project will be done in 2015.
- B. **Trail Issues:** Vicky gave an update on a meeting that was held with the Mayor of Rocklin, the City Manager, Bob Jones, Ken Morrow, and herself.
- C. **Trail Issues – Next Step:** The Board considered an offer to develop a prioritized list of repairs and maintenance from Richard Conrad and Eric Hanson. A motion was made and seconded (Eva/Sharon) to form a committee in accordance with the proposal and ask them to get three more volunteers, up to 5 people. Rick Jordan volunteered to serve as Board Liaison and committee member. The motion was unanimously adopted.
- D. **Pool Calendar – Daily Testing of Logs/Chemicals:** A motion was made and seconded (Rick/Eva) to have Robb Cline test and log chemicals daily and to keep the pools open until October 1st. The motion was unanimously adopted.

- E. Architectural Review Committee Vacancy:** Jim Phelps, ARC Candidate, explained his educational background and construction experience. A motion was made and seconded (Sharon/Eva) to appoint Jim Phelps to the committee to fill the vacancy on the ARC. The motion was unanimously adopted.
- F. CC&R/Bylaw Balloting Progress and Deadline:** An update by Bea Morrow, Inspector of Elections, was reviewed. A motion was made and seconded (Eva/Sharon) to extend the balloting period from October 1st to December 1st. The motion was unanimously adopted.
- G. Proposed Tree Removal in Drainage Ditch Above Stone Temple:** This item was tabled to the October Board Meeting since no bid was available.

VIII. NEW BUSINESS

- A. 2013 Pyramid Court – Architectural Appeal:** Paul Swanson reviewed information regarding his appeal of the ARC’s denial of his proposed solar panels and trellis. He brought a model of his home and the proposed trellis and explained the layout of his home, his roof, and his lot. The Design Guidelines require structures to be set back at least 25 feet from the golf course. A motion was made and seconded (Eva/Sharon) to approve the architectural variance request. The motion failed on a 3 to 2 vote. The Homeowner was urged to pursue the option of putting the panels on the roof.
- B. Proposed 2015 Operating Budgets:** The Board members reviewed drafts of the proposed operating budgets for the four cost centers for 2015 which were previously reviewed by them and by the Finance Committee. A motion was made and seconded (Rick/Sharon) to approve the draft budgets with the following increases: General - \$2.00 per month, Recreation – no increase, Unit 39 - \$5.00 per month, and Unit 44 - \$5.00 per month, with prior year carry-over used to offset the balance of the recommended increases. The motion was unanimously adopted.
- C. Hillcrest Pool Gate – Proposed Modification:** A proposal from Controlled Access Consultants to add a panel to the entry gate that would make it more difficult to access from the outside was reviewed. A motion was made and seconded (Rick/Eva) to approve the proposal at a cost of \$396 each gate and to have both the front and back gates modified. The motion was unanimously adopted.
- D. Emergency Access Areas – Cobble:** The Board reviewed proposals to remove the lining that has been destroyed by squirrels and install cobble in two emergency exit areas (3240/50 and 3360 Black Oak). Management was asked to get a break down of labor and materials and get more bids for this project. This item was tabled to the October meeting.

- E. Proposed Landscape Remodels:** The Board reviewed proposals from two landscape contractors to remodel the landscaping at Gates 8 and 10 and to convert the lawn area and remodel the Vivein/Pheasant corner area. The Landscape Committee recommended approval. A motion was made and seconded (Eva/Rick) to approve the bids with BLM at a cost of \$19,280. The motion was unanimously adopted.
- F. Plant Replacement Bids for Gates Areas:** The Board reviewed proposals from BLM, the current landscape contractor, to add plants where needed at many gate areas that are not being remodeled in the near future. A motion was made and seconded (Rick/Sharon) to approve the proposals. The motion was unanimously adopted.
- G. Proposed Tree Removals:** The Board reviewed a proposal from BLM to remove an invasive species of trees (“Tree of Heaven”) and dead trees at the Vivien/Pheasant park area, the area where Vivien meets Hillcrest, removal of the dead trees across from Gate 26 and at Gate 7. Management was asked to get additional bids for this work.
- H. Proposed Sidewalk Drains:** The Board reviewed proposals for new sidewalk and curb drains at 4400 Vivien and 2212 Live Oak Court. A motion was made and seconded (Rick/Bonnie) to approve the proposed drains for these locations. The motion was unanimously adopted.
- I. Reserve Study – Tree Work:** The Board reviewed input from The Browning Reserve Group and considered whether to add line items for tree work to the reserve study. No action was taken due to the fact that tree expenditures are fairly consistent year over year.
- J. CPA Proposal:** The Board reviewed a proposal from the Association’s CPA to prepare taxes and the year-end financial review for 2014 for \$8,500 (the same cost as last year). A motion was made and seconded to approve the proposal (Sharon/Bob). The motion was unanimously adopted.
- K. Gate #1 vs. Vehicle Incident:** The Board reviewed input regarding this incident including three proposals for repairs. After a discussion and noting that the gate maintenance contractor thought speed was a factor, a motion was made and seconded (Rick/Bonnie) to deny the request for reimbursement. The motion was unanimously adopted.
- L. Gate #3 vs. Vehicle Incident:** The Board reviewed input regarding this incident including three proposals for repairs. After a discussion, a motion was made and seconded (Rick/Sharon) to deny the claim/request for reimbursement of the \$500 deductible. The motion was unanimously adopted.

- M. Parking Variance Request – 4407 Vivien Way:** The Board reviewed a variance request from a Homeowner with five licensed drivers living in the home and asking for a variance to park two of the vehicles on the street. A motion was made and seconded (Bonnie/Rick) not to approve the request. The motion was adopted on a 4 to 1 vote with Eva voting against.
- N. Black Oak Pool Equipment Area:** The Board reviewed a proposal from Nor Cal Restoration to replace the fence around the equipment at the Black Oak Pool. A motion was made and seconded (Sharon/Rick) to approve the proposal to replace the pool equipment enclosure at the Black Oak Pool. The motion was unanimously adopted.

IX. CORRESPONDENCE

Correspondence listed on the Agenda was reviewed. Any action taken is noted below.

- A. Emails to/from Clifford Turner re: Graffiti/TP Incident and Security Protocol:** The Board deemed this a civil matter. No action was taken.
- B. Email to/from Charlotte Greenhalge re: Over-Grazing:** No action was taken.
- C. Emails to/from Leon Shoenfeld re: Proposed CC&Rs:** No action was taken.
- D. Letter from 4205 (Carol Winter) re: Voter Incentives:** No action was taken.
- E. Request from 3706 Lindbrook Drive re: Request for Reconsideration re: Parking Variance:** Rick Held showed a picture of the driveway and explained that it is difficult to get the large Denali in and out of the driveway due to the 180 degree turn. No action was taken. The Homeowner will be notified of the Association's IDR policy.
- F. Request for New Street Light at 3804 Sylvan Drive:** The Board discussed this. A motion was made and seconded (Bonnie/Bob) not to approve the request. It was suggested that the Homeowner put lights on the front of the home with ARC approval. The Board may approve a request to put in a light pole if the Owner was willing to pay for it.

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

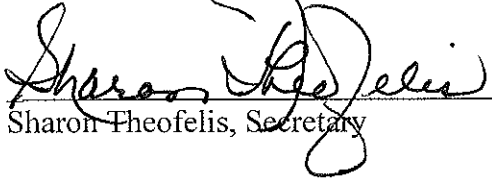
- **Lighting Conversion:** Ken Morrow noted that he was concerned that the lights may not cover the same area.

- **Correspondence:** A member asked for more detail on correspondence items.
- **Lighting:** A Homeowner asked for clarification about what light poles were included in the Association's maintenance responsibility and which ones were the City of Rocklin's responsibility.

XI. **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 October 1, 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 September 3, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.



Sharon Theofelis, Secretary

10/1/14
Date