



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES November 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 ten other Homeowners. Agendas were posted at least four days prior to the meeting at The Gables, at the Hillcrest Pool bulletin board, and on the Association's web site.

Bob Jones	President	
Eva McLain	Vice President	
Rick Jordon	CFO	
Sharon Theofelis	Secretary	Absent
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/Bonnie) to approve the minutes of the October 1, 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 October 6<sup>th</sup> and on November 3<sup>rd</sup> to discuss compliance issues, contracts, Attorney-Client privileged information, collections and a settlement offer.
- **Gate #4 Damage:** A truck ran into Gate #4 and the pillar holding up the gate had to be replaced (including steel outriggers) by a mason. The cost to replace the post and repair the gate was \$3,900.

- **Annual Meeting:** Vendors for the Association have been asked to donate door prizes for the meeting. UP Capital Management will give a presentation on the performance of the Association's investment funds. Refreshments will be served.
- **Asphalt Project:** Two small areas will be coated in the spring by CPM at no extra charge. One was not the Association's responsibility but was crack sealed so it should be coated. The other was a small one off of Pebble Beach Rd.
- **Street Cleaning:** This project was completed per the approved proposal by Walker Sweeping but they did not stick to the published agreed upon schedule. Vendor has adjusted their invoice from \$1,890 to \$1,690 and apologized.
- **3270 & 3280 Black Oak:** The surveyor had uncovered one of the buried property line markers while he was on site the first time doing the survey. He went back and found the other ones and marked them with flags after contacting each of the owners for access. It appears that both owners are moving forward with the requested correction.
- **CC&R Vote and Prizes:** As noted in the Newsletter, six more winners were drawn on 10/15 (60-days after balloting began) and prizes were delivered or mailed.
- **Tree Removals:** A large willow behind a home on Hillcrest next to a concrete V-ditch should be removed to prevent damage (agenda item). A request to remove a locust tree in Unit 39 that was planted between driveways was received. Management approved the removal at a cost of \$367.
- **Golf Club Fireworks:** The Golf Course Manager noted on 10/17 that there were going to be fireworks at a wedding being held at the golf course on 10/23. The fireworks alarmed some and could have been enjoyed by more residents if more timely notice had been given.
- **Cameras for Gate Damage Documentation:** A meeting was held with Chris from Precision West Technologies Inc. and possibilities for gate cameras that do not require Internet access were discussed.
- **Unit 44 Landscape Improvements:** The scope of work was revised after meetings with GP and the Landscape Committee and was within the amount previously approved by the Board. The planting is being done.
- **Sod Damage:** Re-sodding was done in some areas of Unit 44 due to damage from turkeys, skunks, and/or raccoons.
- **Tree Injections and Fertilization Proposals:** A list of trees in the four various cost centers that can be injected for prevention of aphids and fruit reduction (pear trees) and that can be fertilized for health has been put together and was sent to 4

vendors with a request for proposals. This will be on the December meeting agenda.

- **Bender Board Removal:** Dead plants at the bottom of Live Oak Lane (behind 4330 Live Oak Drive) are being replaced under the 1-year plant warranty. Bender boards delineating a trail/walkway exist but don't look good and should be removed. There were no objections.

#### IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King gave a report on recent applications. The Board reviewed minutes of the October committee meeting. It was noted that on a recent landscape submittal existing trees were not shown. A note was added to the ARC Application form that landscape submittals must include photos of the existing conditions.
- B. **Landscape Committee:** Holt Gedeit reported that on October 14<sup>th</sup> Bianco Landscape Management Account Managers attended the committee meeting. Irrigation reports are now being generated on a monthly basis. Some plants were added at the Hillcrest Pool. The committee is working with management to put together proposed specifications for rebidding the landscape maintenance contract.
- C. **Finance Committee:** Rick Jordan reported that UP Capital Management gave a presentation regarding performance of the Association's investment funds at a recent October (Board and) Finance Committee Meeting.
- D. **Trail Committee:** Richard Conrad reported that the committee has reviewed the wording on the existing landscape contract and has recommended changes. The committee is focusing on the unpaved trails but is also recommending asphalt repairs in some areas. After reviewing a draft, a motion was made and seconded (Eva/Rick) to approve a proposed Ad Hoc Trail Committee Charter. The motion was unanimously adopted. The committee will look at 203 bids for DG work and refine a scope of work after meeting with the contractor. A motion was made, seconded, and unanimously adopted (Eva/Bonnie) to approve the trail committee roster as follows:

Richard Conrad	Chairperson
Ken Morrow	
Eric Hanson	
Ken Lembach	
Rick Jordan	Board Liaison

- E. **Inspector of Elections:** Bea Morrow reported that due to a slowdown in ballots being received, the inspectors recommend a second mailing that includes only those that have not voted. A motion was made and seconded (Rick/Eva) to do a second mailing to those that have not yet voted after the

holidays. The motion was also to extend the balloting period to March 4, 2015. The motion was unanimously adopted.

## V. FINANCIAL REPORT

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending September 30, 2014. Year-to-date the Association is over budget by approximately \$20,000. This number is expected to be somewhat reduced before the end of the fiscal year.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Eva/Bob) to approve the Reserve Expense Authorizations for the various reserve expenditures made in September 2014. The motion was unanimously adopted.
- C. **Lien Resolution:** The Board adopted the following resolution with a motion that was seconded (Eva/Bob) and unanimously adopted:

*In accordance to Civil Code 5673 a motion was made, seconded and unanimously adopted to authorize 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 September 30, 2014 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 5660. 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 number: 804517, 467649 468412, 741942, 468051*

- D. **Foreclosure:** The Association previously recorded, pursuant to Section 1367.1 of the Civil Code, a lien against Parcel # 377-100-022-000. 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 11/3/14.

## VI. UNFINISHED BUSINESS

- A. **Architectural Appeal – Paul Swanson – Solar Panels and Trellis:** This item was not addressed as the Homeowner withdrew his request and informed management of his plan to resubmit a revised plan to the ARC.
- B. **IDR Policy Review:** Eva explained the changes recommended by the Association's Attorney. In summary, the paragraph regarding appeals would be deleted. Something also would be added about the Homeowner's right to bring an Attorney with appropriate notice (new civil code).

- C. **Asphalt Project – Additional Crack Sealing and Repair at Silver Peak Gate:** A motion was made and seconded (Rick/Eva) to approve a proposal from CPM to seal additional cracks, do a repair, and do some touch up seal coating on areas that were coated this summer but were damaged by utility company repairs. The motion was unanimously adopted.
- D. **Water Meters at 3541/61 and 3361 Black Oak Trail Entry Areas:** Management was authorized to draw up an agreement and have sub-meters installed at a cost of approximately \$500 each if/where the owners are agreeable.

## VII. NEW BUSINESS

- A. **Erosion Concern behind Hillcrest Pool Equipment Area:** A motion was made and seconded (Rick/Bob) to approve a proposal from River City Restoration to install a retaining wall behind the Hillcrest pool equipment area to address erosion issues at a cost of \$600. The motion was unanimously adopted.
- B. **Trails Committee – Request for Consultant Input:** The committee had originally requested the Board approve some time with the latent defect Consultant, but noted that it would try getting recommendations from a company that does trail work in conjunction with getting a bid for such work (without paying consulting charges). Therefore, no action was taken.
- C. **Trails – Bids for Repair Work Recommended by Trails Committee and BLM:** Richard Conrad reviewed the proposed DG work and drainage repair bids from BLM (from 2013) and recommended that the Board not take action at this time. The committee will meet with BLM to iron out the scope of work and then additional proposals will be obtained.
- D. **Removal of Dead Tree at 2837 Hillcrest – Review Proposal:** After reviewing proposals, a motion was made and seconded (Rick/Bonnie) to approve removal of the large willow tree by ValleyCrest at a cost of \$1,440. The motion was unanimously adopted.
- E. **Removal of Dead Mitigation Oaks along Black Oak Trail:** A motion was made and seconded (Rick/Bonnie) to approve removal of all of the small dead mitigation oak trees along the Black Oak Trail at a cost of \$960. The motion was unanimously adopted.
- F. **Additional “Poop Stations” at Cody to Gables and Legend by Gate #21:** The Board unanimously approved by a motion that was duly seconded (Eva/Rick) having two new doggie poop stations with garbage cans installed at these locations at a cost not to exceed \$1,260.

**VIII. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed. No action was taken.

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

- **Drainage Area by Hillcrest Pool:** Owners discussed the history of the issue of students crossing through this area.
- **Open Space Violations:** Ken Morrow urged the Board to enforce CC&R violations involving members walking on the open space area between Rocklin High School and the Hillcrest Pool area.
- **Tree Removal Request:** The Owner of 3704 Abby Court requested a tree be removed at his address.
- **Street Light Conversion Project:** A Homeowner requested an update on the proposed street light conversion project.
- **Red Curbs:** The Board was thanked for having red curbs painted by Gates 13/14 and at the Sterling Drive entrance.
- **Tree Trimming:** The Owner of 2144 Sterling Drive asked about a tree in front of her home that was not addressed during the tree trimming this year.
- **Black Oak Trail Missing Railing:** Ken Morrow noted that there used to be a railing on an area of the Black Oak Trail with a fairly large drop off.
- **Possible Path:** Rick Jordan suggested looking into the possibility of putting a path on the non-open space area of the Association's property going to the High School.

**X. ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:25 P.M.

The next Board of Director's business meetings will be the on November 12<sup>th</sup> and December 3, 2014.

*I, Eva McLain, 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 November 5, 2014 as approved by the Board Members in attendance of a duly noticed Board meeting.*

Eva McLain  
Eva McLain, Secretary

12-3-14  
Date