



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES

April 1, 2015 - 6:00 P.M.
The Oaks, Rocklin, CA

- I. **CALL TO ORDER:** The meeting was called to order at 6:00 P.M. by Board President Bob Jones.

DIRECTORS PRESENT: The following Board Members and management personnel and others were present as well as approximately other Homeowners who attended the evening portion of the meeting. 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.

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| Bob Jones | President |
| Bonnie Laderman | Vice President |
| Rick Jordon | CFO |
| Sharon Theofelis | Secretary |
| Vacancy | Director |
| Vicky Langer | The Management Trust, Kocal Division |
| Rick Holsinger | RA Holsinger, Geotechnical Engineer |
| Paul Buelna | Thunder Mountain Enterprises |
| Dave Smiley | Thunder Mountain Enterprises |

- II. **DRAINAGE REPAIR PROJECT – Update and Area #14 Discussion**
Rick Holsinger, the Engineer overseeing the drainage defect repair project, gave an update on the progress of the work in the 10 approved areas. None of the areas have been completed. Area 6 is nearly complete. Subsurface drainage pipes are being installed in Area 13 along Hillcrest. Areas 14 and 15 are temporarily on hold while the design of Area 14 is discussed with concerned homeowners. Plans for 7 areas have been reviewed and approved by him. Some may need minor changes due to houses being built in them. Area 4 for example is more difficult to access and Area 3 needs to be revised somewhat due to a retaining wall installed by the builder. Rick and the board members listened to concerns presented by Homeowners on Chasen Court about the improvements being made there (Area #14). Rick will consider the input and make recommendations to the Board. Homeowners requested a drawing or an engineering plan of the plan before it is done. Management will look into whether a letter was received by the contractor from the City Engineer regarding Area #14.

III. STORM DRAIN INSPECTION AND EVALUATION

Paul Buelna and Dave Smiley, with Thunder Mountain Enterprises, reviewed the results of their inspection and thorough evaluation/report of the storm drains throughout the community. The report included photo documentation of the drainage system, ratings on the condition of each, maps of the high priority areas, site maps and rainfall data. Some of the recommendations were dredging channels filled or partially filled with dirt, cleaning out catch basins and culverts that have deposition of sand and cobbles up to the flow line of the pipes, removing vegetation, and dredging the golf course pond (on golf course property). Cost/budget estimates were also provided. All of the items were prioritized, Level 1 items being the ones that need to be addressed first. Ken Morrow and Paul Buelna both explained the layers of types of rock, sand, soil and cobbles and that these (inks cobbly loam) add to the erosion problems in the area

IV. APPROVAL OF MINUTES:

A motion was made and seconded (Sharon/Bonnie) to approve the minutes of the March 4, 2015 and February 26, 2015 Board of Directors Meeting as drafted. The motion was unanimously adopted. The motion was unanimously adopted.

V. MANAGER'S REPORT: Vicky Langer, Association Manager, reviewed items not on the Agenda from her written report and logs with the Board and the members present. The following items were highlighted:

- **Asphalt Specifications:** Vicky is working with Trail Committee Chairman to develop a proposed specification for this year's asphalt work since it is for the trails.
- **Change Order #2 – Area #6:** Copies of the change order were distributed and reviewed. The change order came in at approximately \$3,500.
- **Watering:** The pond that the Association gets part of its landscape water from is being renovated by the City of Rocklin. From 3/15 until estimated completion date of 4/15 no water is being provided to the areas that use the recycled water. However, on 3/18 the city hooked up a fire hydrant at Gate #3 to supply water to approximately 70% of these areas. BLM is hand watering the rest of the affected areas by hand/truck at a cost of \$420 per day as needed.
- **Vandalism and Harassment at Fitness Center:** Two incidents of vandalism have been reported. Securitas was asked to adjust their hours for a week from 10 PM – 5 AM to 8 PM – 3 AM.
- **New Documents:** The CC&Rs have been recorded and cover sheets and signature pages are being mailed to all owners. Full sets of docs will be mailed only upon written request and will be available on the Association's website.

- **Rust at Hillcrest Pool Deck:** There are rust spots on the Hillcrest Pool deck. A bid from DRYCO has been obtained for replacing approximately 305 SF of the pool deck surface. Competitive bids are being obtained.
- **Wrought Iron Painting Specs:** These are being prepared along with an RFP and proposed contract which will be reviewed at the May meeting.
- **Tree of Heaven:** There were some tree of heaven missed in the removals that could be seen from the mailbox cluster on Pheasant near Vivien. These have been removed.
- **Street Light Conversion Project:** Century Lighting has removed the old samples and put up the new warmer ones.
- **Finance Committee Meeting Time:** The monthly finance committee meetings will start at 3:30 PM rather than 3:00 PM to better accommodate Rick Jordan's school pick up schedule.
- **Proposed Towing Policy:** This was mailed out again for another 30 day comment period since the changes were substantial.
- **Unit 39 and 44 Proposed Paint Colors:** These were adopted and announcement was made in the April Newsletter. The list was mailed to the owners of these units.

VI. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King gave a verbal report highlighting the nature of recent applications. The Board reviewed the minutes of the March ARC meeting.
- B. **Landscape Committee:** Vicky informed the Board that Paul Marcillac, a Homeowner and Landscape Design Architect, is working with Bianco Landscape Maintenance to get specifications/plans drawn up for landscape improvements at six gate entry areas.
- C. **Trail Committee:** Richard Conrad reported that the committee is reviewing the proposed RFPs for asphalt and trail work. He expressed concern about the proposed terms and conditions such as insurance limits and wrap policy, that he fears would raise the costs submitted because the requirements are cumbersome.

VII. FINANCIAL REPORT

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending February 28, 2015. The Association is under budget by \$21,745 year to date.
- B. **Reserve Expense Authorizations:** A motion was made and seconded to approve the Reserve Expense Authorizations for the various reserve expenditures made in February 2015 as listed in the financial reports package. The motion was unanimously adopted.
- C. **Lien Resolution for Delinquent Assessments:** *In accordance to Civil Code 5673 a motion was made and seconded (Rick/Bonnie) 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 February 28, 2015 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: Acct: 468037*
- D. **Bank Statements:** The Board reviewed the bank statements which it does on a quarterly basis per the request of the D&O Insurance provider.
- E. **CPA Financial Review:** The Board reviewed the draft financial review of the 2014 fiscal year prepared by Propp, Christensen & Canaglia (PCC). The Finance Committee has approved the draft with some changes. A motion was made and seconded (Sharon/Bonnie) to approve the draft and to approve and sign the proposed representation letter. Once a final review is issued it will be mailed to all Homeowners by 4/31 in accordance with civil code requirements.
- F. **UBS Account:** The Board discussed whether to close an inactive account at UBS with a balance of approximately \$5,000. A motion was made and seconded accordingly (Sharon/Bonnie) to close the account and transfer the money to the Pacific Western Bank reserve account. The motion was unanimously adopted.

VIII. UNFINISHED BUSINESS

- A. **Gate Video Cameras – Costs for Electrical and Cameras:** The Board continued discussing the possibility of installing video cameras at some of the high traffic gate entries. No action was taken but it was agreed that the reserve study update (draft) should include money for video cameras at the fitness room, pool, and several high traffic gate areas.

IX. NEW BUSINESS

- A. ARC Appeal – Patio Cover – 2932 Fox Hill Drive:** Eric reviewed the application with the Board and the reason it was denied (only a 2’ setback from the side). A motion was made and seconded (Bonnie/Rick) to deny the appeal. The Homeowner will be requested to revise their application to comply with the setbacks.
- B. Board Secretary Position:** A motion was made and seconded (Bonnie/Rick) to appoint Sharon Theofelis to the Secretary position on the Board of Directors. The motion was unanimously adopted.
- C. Board Vacancy:** The Board discussed whether to appoint or elect to fill the Board vacancy created by Eva McLain’s resignation. It was the consensus of the Board to hold interviews for interested candidates and appoint someone to fill the vacancy. Management will reserve a meeting room and coordinate a meeting time that works for everyone.
- D. Wetlands Conservancy:** The Board discussed whether to appoint someone to act as a Liaison between the Association and the Wetlands Conservancy and attend their meetings (annual). Bonnie Laderman volunteered to serve in this capacity and a motion was made (Bob/Sharon) to appoint her to do so. The motion was unanimously adopted.
- E. FHA Certification:** The Board reviewed a proposal for going through the process of getting Units 39 and 44 certified so that buyers can get FHA loans. The cost is \$1,250. A motion was made and seconded (Bonnie/Sharon) to approve the proposal. The motion was unanimously adopted.
- F. Asphalt Work and Trail Work:** The Board reviewed draft specifications, request for proposal, and a draft contract for this year’s scheduled asphalt work which is to repair, crack fill, and seal coat the asphalt trails, trail entries, and fire access roads and for the pending trail work the Trail Committee has prioritized and recommended be accomplished. A motion was made (Rick/Bonnie) to approve the RFPs and draft contracts for both projects.
- G. Pool Monitors:** The Board reviewed a draft RFP for pool monitor services for this year’s swim season and it was also approved in the motion noted above.
- H. Request for Tree Trimming:** After reviewing a proposal to trim a large oak tree behind 4311 Newland Heights, a motion was made and seconded (Bonnie/Sharon) not to approve the work. The motion was unanimously adopted.

I. **Additional Lighting at Pool Area:** This item was tabled to the May meeting until additional bids are received.

J. **Video Cameras for Pool Area:** The Board reviewed a proposal for 2 video cameras at the Hillcrest Pool and 1 video camera in the fitness center at a cost of \$4,410. A motion was made and seconded (Rick/Sharon) to approve the proposal and have the cameras installed. The motion was unanimously adopted. The cost will be allocated to undesignated reserve funds for the recreation cost center.

X. **CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed. The following action was taken:

A. **Solar Application – Delay in Start of Work:** A motion was made and seconded (Rick/Sharon) to approve 90 days rather than the usual 45 days to start the work. The motion was unanimously adopted.

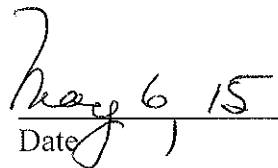
XI. **HOMEOWNER FORUM:** The following items were brought to the attention of the Board under this portion of the Agenda.

- Ken Morrow asked for a copy of the Thunder Mountain report. He expressed concerns about the amount of soil that has come off the hillsides and into the golf course property and the buildup of silt in the pond.
- Bea Morrow expressed a safety concern about deep ditches that the report given at this meeting noted were 12' to 20' deep. Management will get a recommendation on this.

XII. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:40 P.M. The next Board of Director's open meeting will be the on May 6, 2015 at 6:00 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

Approved by the Board of Directors


Secretary


Date