



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION

### BOARD MEETING MINUTES

May 6, 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.

Bob Jones	President
Bonnie Laderman	Vice President
Rick Jordon	CFO
Sharon Theofelis	Secretary
Chris Krajewski	Member at Large
Vicky Langer	The Management Trust, Kocal Division

- II. **APPROVAL OF MINUTES:**  
A motion was made and seconded (Bonnie/Sharon) to approve the minutes of the April 1, 2015 Board of Directors Meeting as drafted. The motion was unanimously adopted.

- III. **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:

- **Gate Incidents:** It was noted that there were vehicle vs. gate incidents at Gates #3 and #27. There was no actual vehicle damage at Gate #3. At Gate #27 the driver's insurance company is processing a claim and full reimbursement is expected.
- **Storm Drain Maintenance/Repairs/Cleaning:** Competitive bids for the top priority items (5) of the storm drain work recommended by Thunder Mountain Enterprises will be sought. The top priority work is approx. \$87,000. Thunder Mountain suggests starting with the two drains at Vivien and Hillcrest.

- **TRAC Program:** It was noted that Vicky has spoken to her corporate office about the concerns Richard Conrad brought up about the new contract we are using for large jobs.
- **Construction Defect Drainage Repair Updates:** A proposed Change Order for Area 14 (Chasen Ct.) was reviewed and approved (conceptually) in Executive Session on 5/4/15. Vicky will arrange a meeting to review the revised plan with Chasen Court Homeowners. Area 13 (behind Hillcrest) is being finished up. Some of the homeowners requested ESR extend the subdrain system another 150 feet to extend it behind their properties as well. Consultant advised that a change order is not necessary. The V-ditch in this area is not in very good shape. Repairing it is not part of the drainage improvements. ESR is preparing a proposal for repairs. Some of the work areas are wetlands. Whether the planned work in three areas requires wetland permits is being discussed. A meeting was held with Wetland Consultant Jim Gibson who is talking with the Corps of Engineers to discuss this. The need for permits will likely delay work in the three areas. The process is expected to take 6-9 months. It was noted that weekly construction meeting are being held on Wednesday mornings Areas numbered 1 and 4 both have very deep gully erosion. It was noted that the gullies will be filled and otherwise improved as part of the scope of work for these areas.
- **Vandalism at Fitness Center:** Several recent incidences of vandalism were reviewed. The approved surveillance cameras are being installed along with signs notifying guests of the video surveillance and electrical outlet for equipment. Audio will be disabled upon recommendation by Precision West Technologies for several reasons, including the amount of ambient noise, past experience with objections
- **Pool Deck Complaint:** A complaint was received about the Hillcrest pool deck being slippery and asking that the deck be coated with a non-skid coating. Robb's Pool was asked to power wash the decks using a degreaser instead of the usual hosing off to remove any accumulation of sunscreen etc. that is making it slippery to limit liability before the pools open Memorial Day Weekend.
- **Dead Tree:** Locust tree on Whitney Oaks Dr. died and is being removed (minimal cost).
- **Gate Damage Reimbursement:** The subcontractor for Hills Construction, the company building the new home at 4006 Legend, reimbursed the Association for the gate damage they caused.
- **Boy Scout Benches:** Confirmation has been received from Jacob that his project got approved by the Boy Scouts. He is raising funds for the project and the Board consented to a donation of \$100 towards the project (with the understanding that if the project is not completed, the money will be returned).

It was suggested that something be put in the next newsletter about how residents can contribute.

- **2015 Asphalt Project:** Specifications, contract and RFP were sent to 5 vendors on 4/9/15 with a 4 week turn-around time. Bids will be in and a comparison spreadsheet will be put together for the June board meeting.
- **2014 Asphalt Project Follow Up:** Three small items from last year are being completed on May 13<sup>th</sup> by California Pavement Maintenance.
- **2015 Trail Work:** Specifications, contract and RFP were sent to vendors on 4/9/15 with a 4 week turn-around time. Bids will be in and a comparison spreadsheet will be put together for the June board meeting.
- **Admin/Assistant Manager Change:** Nikki Williams has replaced Nicole Ross, who has served the Association for seven years and is now serving other Associations. Nikki provided service during Nicole's absence last fall and has been shown around the community.

#### **IV. 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 April ARC meeting. There were 25 applications processed in April. Artificial turf was discussed.
- B. **Landscape Committee:** Vicky gave a summary of what was discussed at the April Landscape Committee Meeting, including recommended irrigation upgrades.
- C. **Finance Committee:** Rick Jordan reported on what took place at the March meeting, including the draft CPA Review and closing of the UBS account.
- D. **Trail Committee:** Richard Conrad reported that the committee is awaiting bids for the recommended trail repairs and asphalt trail work.

#### **V. FINANCIAL REPORT**

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending March 31, 2015. The Association's income exceeds expenses by \$36,535 year to date.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Rick/Sharon) to approve the Reserve Expense Authorizations for the

various reserve expenditures made in March 2015 as listed in the financial reports. The motion was unanimously adopted.

- C. **UP Capital Management:** The Board reviewed a proposed revised agreement including a recent change in fee structure. A motion was made and seconded (Sharon/Rick) to approve the updated agreement with UP Capital Management. The motion was unanimously adopted.

## VI. UNFINISHED BUSINESS

- A. **Board Vacancy:** At the beginning of the meeting it was announced that the Board voted in Executive Session on 5/4/15 to appoint Chris Krajewski to fill the vacancy created by the resignation of Eva McLain. This term will expire in November of this year.
- B. **Additional Lighting for Pool Area:** The Board reviewed proposals and a motion was made and seconded (Bonnie/Rick) to approve the proposal from Murray Facilities not to exceed \$3,294 to install 5 light fixtures at the pool area.
- C. **Street Light Conversion Project:** The Board considered input from owners about the warmth/color options for the proposed retrofit project and again reviewed the proposed contract for this project. Owners commented on their preferences and one homeowner objected to the lights being converted. This item was tabled to the next meeting. Management will arrange a meeting with Century Lighting to discuss the samples (whether actual lamps will shine downward more than samples) and to discuss options with regard to shielding/masking fixtures if complaints are received by neighboring residents.
- D. **Proposed Towing Policy:** An approved version was mailed out with a 30-day notice of comment period and intent to adopt a new policy regarding towing procedures. However, the consensus of the Board was to continue working on this. Rick Jordan and Vicky Langer will meet to work on another draft for the Board's consideration and this will be discussed at the next meeting.
- E. **Gate Video Cameras – Costs for Electrical and Cameras:** After a discussion, it was the consensus of the Board to put some money into the reserve study to add cameras at a few of the gates next year. The approximate cost is \$8,500 per gate area which includes two cameras, the recording equipment, heat resistant storage box, and related electrical work.

## VII. NEW BUSINESS

- A. Temporary Parking Permits – Authority of Management to Issue:** The Board discussed the time frames of management authorized temporary guest parking variances. A motion was made and seconded (Bonnie/Bob) to authorize management to grant no more than two weeks plus 72-hour guest parking variances. The motion was unanimously adopted. Also, after reviewing the parking variance log, management was asked to write a letter to one of the listed vehicle owners (law enforcement) requesting a variance request form be submitted.
- B. 2015 Painting Project:** The Board reviewed the RFP and specifications for the painting project on the schedule for 2015. Input from the paint supplier regarding the need for painting was presented by management. Management was asked to solicit a bid from River City Painting in addition to the others that have been solicited.
- C. Proposed Gate Landscape Remodels and Whether to Plan for Turf Elimination:** The Landscape Committee asked for clarification before drawing up plans for upgrading six landscape areas. A motion was made to hold off on having drawings done for the six areas that are on the schedule for remodels for this year (Sharon/Rick). The motion was unanimously adopted.
- D. Pool Monitor Proposal for 2015 Swim Season:** A motion was made and seconded (Rick/Bonnie) to approve the proposal from Custom Care Services to monitor the pools this summer. The hours will be 11:00 AM to 7:00 PM. The motion was unanimously adopted.
- E. Parking Variance Request – 4517 Pheasant Lane:** The Board discussed a requested parking variance where the owner has been parking on top of a planting area that has only bark. A motion (Rick/Chris) to deny the parking variance request, require that bushes be planted, and suggest that he park on the driveway and pursue ARC approval to widen the driveway. The motion was unanimously adopted.
- F. Fire Gate/Fence Replacement Proposal – 2833 Hillcrest Dr.:** A motion was made and seconded (Rick/Sharon) to approve the proposal from River City Restoration to replace the fire gate at this address. The motion was unanimously adopted.
- G. Whether to File Insurance Claim for Gate vs. Vehicle Damage:** The Board discussed whether to submit a claim for the recent loss in small claims court over gate versus vehicle matter. A motion was made and seconded (Sharon/Rick) not to file a claim. The motion was unanimously adopted.

**H. Whether to Put New Storm Drain at 2847/2849 Hillcrest Dr.:** After a discussion, a motion was made and seconded (Rick/Bob) not to install a new storm drain at this location at this time, but rather to wait and see how much improvement is seen due to the construction defect repair work on the hillside behind the area. The motion was unanimously adopted.

**VIII. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed and the following action was taken:

**A. Input from Homeowner CPA re: Investment Report**

**Requested/Suggested:** It was the consensus of the Board to refer this suggestion to the Finance Committee for a recommendation.

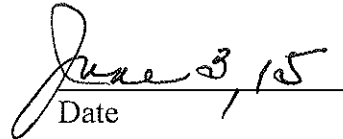
**B. Thanks:** Positive input from Homeowners on Vivien re: Vivien “Park” not being converted (landscaping) and from Homeowners regarding the grazing program was reviewed.

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

- Grazing and related matters were discussed.
- Rick Bento from Pebble Beach suggested that the Board consider changing the design on that gate.
- The differences between the size and direction of the various gates were discussed.
- Gino Pirintoni brought up a complaint about speeding and other issues related to the drop off and pick up for the High School on Hillcrest Road. An intense and lengthy discussion ensued. Management will ask the Association’s Attorney to write a letter to the Rocklin School District. There were no objections.
- Speed bumps were suggested to slow down the students rushing to park in that area. This was considered in the past, and there was reportedly much opposition to the installation of speed bumps.

X. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:10 P.M. The next Board of Director's open meeting will be the on June 3, 2015 at 6:00 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

Approved by the Board of Directors  
  
Secretary

  
Date