



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES September 2, 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 were present as well as approximately 12 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	
Bonnie Laderman	Vice President	
Rick Jordon	CFO	
Sharon Theofelis	Secretary	
Chris Krajewski	Member at Large	Absent
Vicky Langer	The Management Trust, Kocal Division	

Talk to Sterling Owner who asked for a parking variance. Did she ask for one?? Was this someone asking for a driveway or a parking variance?

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Bonnie/Rick) to approve the minutes of the August 5, 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:

- **Executive Session:** Executive Session Board Meetings were held on August 3rd and August 20th to discuss compliance issues, contract, litigation and collections.
- **Drains at Clubhouse Pond:** Permission from the Army Corps to let the golf club remove built up DG at the exit (pond area) of the drain at 2400 Clubhouse Drive is being sought. In another area, the golf course has cleared

away the bushes and helped us get access to the culvert from the pond side of it.

➤ **Construction Defect Drainage Repair Updates:** Areas have been completed as follows:

- Area #1: Behind 5131 Wedgewood Way: Bottom area is being finished in conjunction with the drain cleaning work under that contract.
- Area #2: From top of the drain area near Lariat Ct. and Coldwater Drive down to Clubhouse
- Area #5: Next to 2400 Clubhouse Dr.
- Area #6: Uphill side of Black Oak Trail to right of Red Hawk Entry (across from Abby Rd.)
- Area #7: Off Black Oak Trail by Red Hawk Ct. Entry
- Area #14: Chasen Court

The status of each other area is as follows:

- Area #4: Cancelled. Not needed at this time. Is in wetlands and may not have been approved anyway. Area #3 work will alleviate Area #4 drain. This area to be monitored/checked in the future.
 - Area #3: Next to 2380 Under Street to 2383 Clubhouse Drive. Revised engineered plans have been approved by South Placer Municipal Utility District. Permission from Corps needed to proceed.
 - Area #15: Above Vivien by bridge on Clarke-Dominguez Trail. Army Corps of Engineers said we cannot do this area. Cancelled. To be monitored.
 - Area #13: Above Hillcrest by Pheasant. Completed, but Corps is investigating a violation complaint. The Corps is in process of determining whether this is under their jurisdiction (has nexus to waterway) or the jurisdiction of the state (state regional control board).
- **Pool Deck Repairs:** Vicky met with concrete contractor to look at rusty areas on the Hillcrest Pool deck. Concrete contractor to attempt acid washing a portion. If that doesn't work he will draw up specification for repair/replacement of concrete.
- **Erosion Concern:** A resident that borders our open space, at 4831 Blaydon Road contacted us about the area behind her home. Have proposal from Bianco to place bio mat and waiting for permission from Army Corps of Engineers to do so. Cost is minimal.
- **Tree Issues/Concerns:** Arborist (Arborwell Tree Care) was asked to evaluate several tree concerns and make recommendations. Tree issues that came up this past month, include a suspected dead oak tree near 2310 clubhouse Drive,

a tree with broken branches hanging over two homes on Blaydon Rd., a large oak turning yellow near 2202 Raintree, and a tree with branches hanging over 2568 Clubhouse Dr.

- **Asphalt Issue:** The asphalt on a section of Hood Road is in bad shape. Considered to be installed too thin and also is in close proximity to willow trees along the creek area causing damage (roots going under).
- **Miscellaneous:** Vines are being trimmed off of and shrubs are being trimmed away from the fences in Unit 39 & 44 in preparation for the fence staining project. Board is reviewing bids at this meeting. A section of curbing in Unit 44 is being replaced. A retaining wall behind the Hillcrest Pool (High School property) is coming apart. A request has been sent to the school district to have it repaired or replaced. The way the filter back-washing was set up at the Hillcrest Pool equipment area is being looked into.
- **Client Appreciation Program:** Whitney Oaks has been chosen as one of The Management Trust's top 20 Homeowners Associations and is now part of a new Loyalty (Client Appreciation) Program.
- **ARC Membership Status:** There is no vacancy on the ARC committee.
- **Gate Maintenance:** A&D Gates has completed the preventative maintenance work on all of the gates. Management is waiting to get all reports as well as costs for proposed work.

IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King gave a verbal report highlighting the nature of recent applications. The Board reviewed the draft minutes of the August 25, 2015 committee meeting. The committee is continuing to work on a re-written Design Guidelines (Architectural Rules) document. The meeting day each 3rd week monthly may be changed. It was noted for an approved project at 3810 Whitney Oaks Drive that the ARC denied an application years ago due to excessive slope, but that the project was approved by the ARC at its last meeting.
- B. **Landscape Committee:** The Board reviewed the minutes of the August Landscape Committee Meeting. Vicky reported that a meeting was held to evaluate planting needs in Units 39 and 44. Volunteer Richard Campbell had attended that meeting as well as the regular August committee meeting and has offered to serve on the committee.

- C. **Finance Committee:** Bill Jarrett reported that the Finance Committee met with two board members on August 27th to review proposed 2016 operating budgets for the four cost centers. Changes were made. The September Finance Committee Meeting will be held on October 1st instead of the last Thursday of September. He reported that recent abrupt drops in the market have had a minimal impact on the Association's funds.
- D. **Trail Committee:** Richard Conrad reported that the committee did not meet but that once approval is given on asphalt and other trail repairs are approved, the committee will mark the areas.
- E. **Speed Task Force:** Bill Jarrett reported that the monitoring equipment software needs to be modified to get more specific measurements versus the previous average speeds. He will work with Dennis, the Springfield maintenance person, to make the changes that will hopefully make the data more useful.

V. **FINANCIAL REPORT**

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending July 31, 2015, highlighting account balances. The Association is over budget year to date by \$3,501 and expenses are under income year to date by \$31,391.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Rick/Bonnie) to approve the Reserve Expense Authorizations for reserve expenditures made in July 2015 as listed in the financial reports. The motion was unanimously adopted.
- C. **Lien Resolution:** In accordance with Civil Code 5673 a motion was made, seconded (Rick/Sharon) and unanimously adopted to authorize and instruct 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 members listed on the Association's delinquency report dated July 31, 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 assessments and of their rights as delinquent members in accordance with 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 numbers: 468008

VI. UNFINISHED BUSINESS

- A. Pool Fence and Structures Painting & Fence Staining in Rock Ridge:** Vicky was asked to seek bids for replacing the Hillcrest Pool fence with a 6 foot high fence with spikes on top of the pickets. After reviewing three proposals, a motion was made and seconded (Rick/Bonnie) to approve the proposal from MasterCraft Painting, except for the item of repainting the Hillcrest Pool fence (since it will likely be replaced soon), at a cost not to exceed \$52,460. The motion was unanimously adopted.
- B. Drain Cleaning Work:** Vicky gave an update and the Board reviewed and approved a proposal from Engineered Soil Repairs to clean six clogged and problematic storm drains at the last meeting. After reviewing a proposed contract for this work, a motion was made and seconded (Rick/Bonnie) to approve the proposed contract with a daily penalty for failure to complete the work by November 15th. The motion was unanimously adopted.
- C. Trail Repairs, Asphalt Repairs and Sealcoating Trails and Fire Access Roads:** The Board reviewed a proposed contract and again reviewed the lowest bid for trail repairs and asphalt work (all bids were reviewed last month). A motion was made and seconded (Rick/Bob) to approve both proposals and contracts (including sealcoating work) at a cost not to exceed \$68,514. The motion was unanimously adopted.
- D. Annual Meeting:** Vicky announced the names of the four candidates running for the three open seats on the Board of Directors this fall, which include Richard Campbell, Rick Jordan, Chris Krajewski, and Bonnie Laderman.
- E. Results of FHA Application Process:** Vicky reported that HUD denied the Association's application after many months of the process/review because owners in Units 39 and 44 are required to pay into the recreation fund. Unfortunately these two condominium communities will not be able to be FHA Certified because of that.
- F. Street Light Conversion Project:** Vicky reported that PG&E is reviewing and processing the paperwork for financing of the approved work to be done by Barnum & Celillo. Once approval from PG&E is obtained for the "On Bill Financing", this project will move forward.

VII. NEW BUSINESS

- A. 2016 Operating Budgets:** Bill Jarrett reviewed the budgets that the Finance Committee has already gone through for each of the four cost centers. He suggested and the Board agreed that a summary be put with the budgets and will work with Vicky on the preparation of that. In summary, the General operating budget assessments will be increased by \$2.00 per month, the

Recreation Center budget assessments will be increased by \$1.00 per month, The Unit 39 assessments will be increased by \$5.00 per month, and the Unit 44 assessments will be increased \$4.00 per month. Each of Units 39 and 44 will have infusions of “retained earnings” to offset what would have been higher increases. It is expected that once recommended tree work is accomplished, these recent increases will level out. After the review and discussion, a motion was made and seconded (Rick/Bonnie) to adopt the second draft of these four budgets. The motion was unanimously adopted.

- B. Landscape Committee Vacancy:** A motion was made and seconded (Sharon/Bonnie) to appoint Richard Campbell to fill the vacancy on the Landscape Committee.
- C. Requested Red Curbs on Corner of Pheasant at Hillcrest:** The Board discussed whether to paint the round part of the curbs at the end of Pheasant where it meets Hillcrest. No action was taken and it was noted that less cars have been parking in the “cut through” area since the High School urged students to park in the Ace Hardware (Vacant) parking lot.
- D. Log for Gate Repairs:** The Board discussed this item. No action was taken. Whether to have the gate contractor or management maintain a log will be discussed under “Contracts” in the upcoming Executive Session. In the meantime, A&D Gates will be asked to send recommendations for repairs that came as a result of the recent preventative maintenance done on each gate and to send a log monthly of all repairs sorted by gate number.
- E. Pool Janitorial Contract:** After discussing the options, a motion was made and seconded (Rick/Bonnie) to reduce the janitorial service at the Black Oak Pool for the months of October through April to two days per week. This will result in a savings of \$2,835 per year. If this level of service is not enough, it can be bumped up to three days per week at a savings of \$1,925. The motion was unanimously adopted.
- F. Driveway Extension/Modification Request:** A motion was made and seconded (Rick/Sharon) to approve a driveway modification request from 4517 Pheasant Lane. The motion was unanimously adopted.
- G. Pool Access During Off-Season:** After a discussion, a motion was made and seconded (Rick/Bonnie) to keep the pools open until October 1st and open again on May 1st each year, having the chemicals tested and logged daily (at an extra cost) but to have monitors only from Memorial Day through Labor Day. From October 1 through April 30 each year the pools will be closed and locked. The motion was unanimously adopted.
- H. Parking Variance Request - 3424 Kensington Ct.:** The Homeowners are asking for a 2 month temporary variance to park on the street. Bonnie

Bonnie reported that she went by and discussed this with the Homeowners and that they can park 2 cars on the garage and 2 in the driveway. Therefore a motion was made (Rick/Bob) to deny the request. The motion was unanimously adopted.

- I. **Striping of Stop and Pool Area Parking Lines:** A motion was made and seconded (Rick/Bonnie) to approve the proposal from CPM to re-do 60 stop signs and lines and parking lines at the pool areas. Other warranty work (repainting of many stop signs painted last year but already faded) will also be accomplished as part of this project (but with no charge).

- J. **2956 Fox Hill Drive Time Extension Request:** The Board reviewed the Homeowner's request for a 60-day extension of the deadline to appeal the ARC's denial of their plans. A motion was made and seconded (Bob/Bonnie) to ask that the Homeowner go back to the ARC for the proposed pool, backyard, and fence moving (expansion) once the application is complete. The motion was unanimously adopted.

- K. **Architectural Appeal – 3515 Pheasant:** Wendy Frazier asked the Board for permission to use the color "Carbon" on the trim. This is the original color put on by the developer. The Board unanimously agreed that she was grandfathered and that as a general rule the ARC does have the authority to grant approval for repaints with existing colors even if they are not on the current approved list.

- L. **Tree Trimming:** After a discussion, a motion was made and seconded (Rick/Sharon) to approve a proposal from Arborwell to trim the trees in the open space hanging over 2568 Clubhouse Drive at a cost of \$1,020. The motion was unanimously adopted.

- M. **Red Curbs at Fire Hydrants:** The Board discussed a suggestion from a Homeowner that the Association paint the curbs by all fire hydrants red. No action was taken.

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.

- **ARC Procedures:** A Homeowner inquired about the procedure for obtaining architectural approval to put in a pool.

- **Weeds:** A complaint about weeds at the park on Vivien and Pheasant was voiced.

X. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:15 P.M. The next Board of Director's open meeting will be the on October 7, 2015 at 6:00 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

Approved by the Board of Directors

Secretary

Sharon Hoefele

Oct. 7 2015

Date