



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION

### BOARD MEETING MINUTES

October 7, 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
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 September 2, 2015 Board of Directors Meeting as corrected. 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:

- **Annual Meeting:** The Annual Meeting is being held on November 16<sup>th</sup> and “Candidate Night” is being held on October 14<sup>th</sup>. Ballots have been mailed out and vendors have been asked to donate door prizes.
- **Long Term Grazing Plan:** The Army Corps of Engineers has requested the Association submit a long term grazing plan. Lee Hazeltine has been asked to work on drafting something that can be reviewed by Jim Gibson, Wetland Consultant before being submitted.

- **New Plants:** Management worked with the Landscape Committee to review need for new plants in Units 39 and 44. Costs were within budget and management's authority to approve.
- **ARC and Landscape Committee Meeting Schedule:** The meetings for these two committees have been moved to the Wednesday rather than the Tuesday of their respective weeks.
- **Pool Rust:** Vicky met with Lee Rabe, of Telesis Construction, to look at the rust problem on the Hillcrest pool deck. He agreed to draw up a specification for concrete work that can be used for bidding but suggested first that the areas be acid washed which is expected to remove approximately 60% of the rust. If the rust returns, bids will be obtained to replace the concrete.
- **Vandalism:** Gate #3 has had several repairs related to vandalism.
- **Pool Plumbing:** Vicky is gathering information about the way the Hillcrest Pool filters are backwashed.
- **Fence Posts on Whitney Oaks Drive:** The approved work of replacing 75 rotten fence posts is complete. Only the new posts were painted. The entire fence will be painted in 2016. The fencing looks much better/straighter.
- **Large Orchard Valve Issue:** Due to an irrigation issue, some pear trees in the large orchard are stressed. The issues have been repaired but some of the trees may die.

#### IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Vicky Langer gave a verbal report highlighting the minutes of the September committee meeting.
- B. **Landscape Committee:** The Board reviewed the minutes of the September Landscape Committee Meeting. Vicky informed the Board that the committee has decided to conduct quarterly drive-walk-around meetings on a quarterly basis.
- C. **Finance Committee:** Rick Jordan reported that at the most recent meeting the committee reviewed the approved budgets and the notes/analysis that will accompany the budgets when they are mailed out.
- D. **Trail Committee:** Richard Conrad reported that Dryco has done a fantastic job repairing and sealcoating the trails. BLM is still working on their portion of the improvements. The committee plans to keep an eye on the trails over the winter months for any emergencies. The Board was thanked for approving the work and Richard and his committee were thanked for all of his work.

- E. **Speed Task Force:** Sharon Theofelis gave a verbal report.

## V. FINANCIAL REPORT

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending August 31, 2015, highlighting account balances. The Association is over budget year to date by \$4,911 and expenses are under income year to date by \$32,021.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Sharon/Bonnie) to approve the Reserve Expense Authorizations for reserve expenditures made in August 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/Bonnie) 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 August 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: 467704, 757233, and 828778
- D. **Bank Statements:** The Board reviewed the Association's bank statements, which is done quarterly at the request of the fidelity bond insurance underwriter.

## VI. UNFINISHED BUSINESS

- A. **Update on Wood Fence Staining:** Vicky reported that the paint contractor had reviewed the product specifications for the wood fence staining in Units 39 and 44 and recommended the Association wait until spring of 2016 to stain the fences in those neighborhoods due to concerns about the recommended temperatures.
- B. **Update on Street Light Conversion Project:** Vicky reported that a spreadsheet was put together of all of the meter locations and numbers and that all loan paperwork has been submitted and is being reviewed by PG&E. Once PG&E approves the loan ("on bill financing") the project will get underway.
- C. **Update on Drainage Work:** The Board reviewed correspondence to and from the Army Corps of Engineers, the Wetland Consultant Jim Gibson,

management, and Engineered Soil Repairs (the contractor doing the drain work). Things are moving forward. The consensus of the Board was not to have a new survey/map of wetlands conducted but rather to have areas looked at when work is proposed in them.

## **VII. NEW BUSINESS**

- A. Dog Poop Problems at Clubhouse Drive:** The Board discussed options for dealing with poop and poop bags around the top of Clubhouse Drive, including janitorial service and the installation of two or three poop stations. A motion was made and seconded (Bonnie/Sharon) to approve an expenditure of up to \$1,890 for three stations and to authorize Chris to determine whether to have two or three installed and to determine the locations.
- B. Fall Tree Trimming Work:** The Board reviewed several proposals for fall tree trimming work. A motion was made and seconded to approve the proposal from Eco Tree to trim and remove trees in accordance with the complete list at a cost of \$16,730. The motion was unanimously adopted.
- C. Proposed Irrigation and Turf Work at Pheasant/Vivien Park:** The Board reviewed proposals for over-seeding and for upgrading irrigation in this area. A motion was made and seconded (Rick/Sharon) to approve a bid to install a smart controller with rain gauge at a cost of \$1,478, to install new nozzles and relocate some sprinklers for better coverage at a cost of \$738, and to over-seed the turf in this area at a cost of \$480. The motion was unanimously adopted.
- D. Proposal to Survey Sidewalks for Trip Hazards:** A survey will be done without charge by a concrete grinding company rather than a survey being done by a concrete cutting company at a cost of \$1,500. One problem area will be ground down immediately. A list of other recommended grinds will be reviewed at the next meeting, if available.
- E. CPA Review:** The Board reviewed a proposal from its CPA, Propp, Christensen Caniglia, LLP to prepare tax returns and review the financial records of the Association for 2015. A motion was made and seconded (Bonnie/Sharon) to approve the proposal. The motion was unanimously adopted. The cost is the same as last year.
- F. Proposed Hydretain Application:** The Board discussed whether to have a second application of this moisture retention product applied. A motion as made by Rick and seconded by Chris. The motion was adopted on a three to two vote with Bonnie and Sharon voting against it.
- G. Proposed Landscape Improvements at 2912/16 Old Oak Tree Way:** The Board reviewed proposals for improvements at this location. Rick Campbell and Kim Storm were thanked for serving on the Landscape Committee

recently and in the past. A motion was made and seconded (Rick/Chris) to approve the proposals contingent upon approval by email of a drawn plan showing the location of and types of various shrubs. Homeowners in that area will be given an opportunity to review the plans.

- H. Street Sweeping:** The Board discussed whether to have the streets throughout the community swept and reviewed available bids.
- I. Internet at Fitness Center:** The Board considered whether to install WiFi at the Hillcrest Pool Fitness Center at a cost of approximately \$80 per month. No action was taken. This can be reconsidered at a future date if it is determined that WiFi is needed. It would make viewing and downloading clips from the security cameras over the internet possible.
- J. Monument Sign and Column Sign Replacements:** The Board reviewed proposals for replacement of an entry monument sign at Lake Tahoe Court (faded and cracking) and at the intersection of Crest and Park Drive. This item was tabled to the next meeting. Board Members will take a look at the new sign at the Clubhouse Drive West entry and note whether they like it or whether the standard new signs should be of matte finish and/or darker green.
- K. Hillcrest Pool Equipment Plumbing:** This matter was tabled until further information is gathered.
- L. Annual Meeting Record Date:** A motion was made and seconded (Sharon/Bonnie) to set the record date for the Annual Election and Membership Meeting for October 1<sup>st</sup> and to authorize management to determine the record date in the future. The motion was unanimously adopted. Members on that date are eligible to vote.

#### **VIII. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed. Topics included:

**School Cut-Through:** A board member suggested we notice a proposed rule change. A discussion was had about what such a rule would say. Management will contact the Fire Chief and ask that the congestion situation be evaluated from their point of view (whether access for emergencies is an issue).

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

- **Flooding Concerns:** A Homeowner reported that last year water flooded into her yard near the Hillcrest entry. Ken Morrow, retired Engineer, explained that some storms cannot be anticipated. He gave other input also to put the Association's responsibility into perspective (a 10-year storm). Larry Digmon from the Springfield board brought forth a concern about potential flooding if the reported "el nino" winter becomes a reality, especially homes at the bottom of cul-de-sacs. The Whitney Oaks

Community Association has had an environmental firm inspect all of the storm drains this spring and is cleaning out the drains that were noted as priority for cleaning. No drains in Springfield were noted on the report as being clogged or needing attention. Owners were urged to buy flood insurance if they think they are in a problem area.

- **Rental Restrictions:** A Homeowner suggested the board consider adding rental restrictions. This would require a CC&R Amendment and Owners at the time such an amendment were passed would have to be grandfathered.
- **Pedestrian Gate Issue:** A homeowner reported a problem with the Cody Court pedestrian gate locking.
- **Pool Closure:** Bob Stanley asked about why the pools are closed outside of Springfield but open in Springfield. It was explained that the two communities are separate.

- X. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 7:40 P.M. The next Board of Director's open meeting will be held on November 4, 2015 at 6:00 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 October 7, 2015 as approved by the Board Members in attendance of a duly noticed Board meeting.*

  
Secretary, Sharon Theofelis

11/4/15  
Date