



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES February 3, 2016 - 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 Rick Jordan.

**DIRECTORS PRESENT:** The following Board Members and management personnel 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.

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

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Bob/Sharon) to approve the minutes of the January 6, 2016 Board of Directors Meeting and the January 14, 2016 Joint Board 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 (violation log and work order log) with the Board and the members present. The following items were highlighted:

- **Executive Session Meeting:** It was reported that on January 4<sup>th</sup> the Board met in Executive Session to discuss compliance issues, contracts, and legal/litigation.
- **Parking Enforcement:** Vicky reviewed a meeting she, Rick, and Chris had with David Thao of Securitas at which parking enforcement and efficiencies were discussed.
- **The “Universal Gym” At Fitness Center:** This year, the reserve study contains \$14,183 for replacement of two treadmills and 2 elliptical machines.

Vicky suggested that the weight machine structure might be a higher priority as it has no instructions on use and is ergonomically outdated. A used/refurbished set of weight machines are available through FitGuard for a good price.

- **Blanket Lien Issue – Unit 44:** This item has been resolved.
- **Asphalt Project 2016:** DryCo Construction is inspecting the areas on this year's schedule for asphalt work and will also provide costs and information about the differences between sealcoat and slurry seal as well as between regular paint for striping and the higher quality long lasting thermal striping. On the schedule for this year are the following streets: Rebecca Ct., Benjamin Ct., Hillcrest Dr., Old Oak Tree Way, Western Way, Pheasant Lane, Wivien Way, Chasen Ct., Wedgewood Way, Thistle Ct., Burlwood Ct., Aaron Way, Foxhill Dr., Silver Park Ln., Silver Star Ct., Lake Tahoe Ct., Tahoe Vista Ct., Tahoe Vista Dr., Tahoe Star Ct., Silver Spur Ct.
- **Graffiti at 2367 Clubhouse Drive:** Homeowner's tires were slashed and home was tagged in several places. Owner paid a handyman to spray paint a primer over the graffiti while gearing up for and waiting for better weather to take care of painting and repairs.
- **LED Conversion:** The installation was slow in early January due to rain. Complaints are being addressed on a case by case basis (lights can be dimmed and/or shields can be installed).
- **Fence Relocation 2956 Fox Hill Drive:** Vicky has verified property line markers that the surveyor put in the ground. Homeowner has provided the requested letter from the City of Rocklin stating that moving the fence would not violate any portion of the Development Agreement with the City of Rocklin. He also provided a map done by the surveyor.
- **Insurance Renewal:** Loss runs have been obtained and renewal proposals are being sought. Russo Insurance Agent, Tina Keele, will attend the March 2<sup>nd</sup> meeting to review renewal options.
- **Grazing:** The Board met with several contractors on 2/1/16 to review proposals. It has approved a proposal from Lee Hazeltine who is working things out with the new Fire Chief regarding permitting rules which are being ironed out. Lee plans to graze in one heavy pass beginning in late April. Touch up or a second pass could be done and the cost (a cap was agreed upon) would not exceed the Association's budget of \$32,000.

#### IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported that at the January meeting, there were only six items up for consideration. The committee expressed displeasure about people requesting retroactive approval for projects after getting caught for doing projects without approval. The possibility of refunding part of the ARC processing fee for final notification and compliance with plans by the Homeowner was discussed. The new architectural rules are nearly complete and are being reviewed by the committee.
- B. **Landscape Committee:** The Board reviewed the minutes of the January 13<sup>th</sup> meeting. Richard Campbell gave a report highlighting the status of the proposed plantings (no cobble) at the wetland drainage area on Old Oak Tree Way, irrigation testing, Bermuda grass to be addressed in spring, proposed gate area remodels, planned removal of some of the wattles on the hillside on Whitney Oaks Drive, and the bad turf areas being over-seeded. There were no objections.
- C. **Finance Committee:** Vicky reported that minutes of the January 28<sup>th</sup> meeting will be included in the next meeting packet. The committee did not meet in November or December.
- D. **Trail Committee:** Vicky reported that the committee is keeping an eye on the trails through the winter season and will put together recommendations and a proposed scope of work for Phase II of trail repairs this spring.
- E. **Speed Task Force:** A report was given at the upcoming joint Springfield and Whitney Oaks board meeting. Owners discussed speeding. The report, in summary, says that there is not a significant speeding problem in the community. An Owner suggested the radar gun be used and residents be fined for speeding. Costs to run DMV checks on license plates and past Homeowner uproar were cited as reasons for not doing so. Speed lumps, lines that would make the roads seem more narrow, and other traffic calming measures were discussed.

#### V. FINANCIAL REPORT

- A. **Treasurers Report:** Bonnie Laderman reviewed the financial reports for the month ending December 31, 2015, highlighting account balances and monthly and year-to-date income vs. expenses. For the year-end, expenses are under income by \$17,884.
- B. **Reserve Expense Authorizations:** Motions were made and seconded (Bonnie/Sharon) to approve the Reserve Expense Authorizations for December reserve expenditures of as listed in the financial reports (a total of \$101,017). The motion was unanimously adopted.

- C. **Lien Resolution:** In accordance with Civil Code 5673 a motion was made, seconded (Bonnie/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 December 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: 466945, 467722, 845510, and 467331.
- D. **Proposed New Bank Accounts:** Bonnie reviewed the Finance Committee's recommendation to move money out of the Pacific Western bank accounts. After a discussion, a motion was made and seconded (Rick/Bob) to close the Wells Fargo accounts and move that money over to UP Capital to reduce the total balance of the Pacific Western Bank accounts by approximately \$300,000 and move it to TD Ameritrade. The motion was adopted on a 4 to 1 vote with Chris voting against.
- E. **Bank Statements:** The Board reviewed the bank statements as it does on a quarterly basis.

## VI. UNFINISHED BUSINESS

- A. **Speed Bumps:** The Board continued its discussion of whether to install speed bumps at gate entry areas that have had a lot of gate vs. vehicle incidents. The consensus of the Board was not to do so.
- B. **Hillcrest Survey Results:** Updated results were reviewed since many responses were received in January. In summary, to the question of whether residents are affected by the congestion, 48 said yes, and 24 said no, and to the question of whether residents are in favor of adopting parking restrictions, 58 are in favor and 17 are opposed. A lengthy discussion ensued regarding adopting parking restrictions. A motion was made and seconded (Rick/Chris) to publish a 30-day notice or a proposed rule change that would limit parking in the Hillcrest area to 3 hours per day without a permit. The areas for signage would include Hillcrest from the top of the hill down to Western Way, Pheasant, Vivien and Chasen Ct. The motion was unanimously adopted. Management will get legal input regarding notification requirements, reserve a meeting room, set a date for a special meeting, send out a notice of proposed rule change, determine proposed wording and design for signs, determine proposed wording for rule, find out how far apart

signs need to be installed, determine how many are needed, order signs, and order numbered parking permits for residents on those streets.

- C. **Fence Replacement at Hillcrest Pool:** Vicky reported that the building department would not allow a 7' fence without a special use permit (lengthy process, expensive, difficult to get).
- D. **Tree Fertilization:** The Board discussed whether to fertilize the trees at this time after reviewing input from BLM (landscape contractor) and an Arborist. A motion was made and seconded (Bob/Bonnie) not to fertilize the trees this year. The motion was unanimously adopted.

## VII. NEW BUSINESS

- A. **2015 Goals & Results:** Board members reviewed last year's goals and summary of each provided by management that were in the packet. These were not reviewed with the members present.
- B. **2016 Proposed Goals:** A motion was made and seconded (Chris/Bob) to adopt the proposed goals for 2016 compiled by management. The motion was unanimously adopted.
- C. **2016 Proposed Reserve Projects:** The Board reviewed a spreadsheet containing the proposed projects and budgeted costs for this year as well as last year's reserve study. Vicky will move forward with getting the reserve study updated accordingly.
- D. **Annual Meeting Date and December Meeting Date:** The Board agreed to set November 14<sup>th</sup> as the Annual Membership Meeting date and November 30<sup>th</sup> for the December regular Board Meeting date.
- E. **Request from Springfield for Securitas to Respond to Clubhouse Alarms:** The consensus of the Board was not to do this because logistically this would not work because the security company that WOCA uses cannot go into a building to reset the alarm.
- F. **Request for IDR:** The Board reviewed a request for IDR from Tom Garland at 2371 Clubhouse Drive. Bonnie and Chris were appointed to do conduct the IDR. There were no objections.
- G. **Whether to Update Paint Palette:** The consensus of the Board was to get a recommendation from the ARC on this and to think about it.
- H. **Whether to Put Golf Club Notices in Newsletter:** There were no objections.

- I. **Entry Signs for Eleven Areas:** The Board discussed a proposal and whether to replace several entry signs or only one at a time. Management was asked to request a discount for several signs at a time and to get other bids.
- J. **Pedestrian Gate Closers for Six Gates:** The pedestrian gates at Gates #3 - #5 are often left open. A request from a homeowner on Fox Hill to put in automatic gate closers has been received. Both of these areas are near the schools and get a lot of pedestrian traffic. A motion was made and seconded (Rick/Chris) to add gate closers at six gates at a cost of \$575 each. The motion was unanimously adopted.
- K. **Fence Repair/Replace on Park Drive:** Management approved a bid for \$1,190 for this repair work.
- L. **Mistletoe Removal:** After reviewing proposals a motion was made (Bob/Sharon) and seconded to approve the bid from Eco Landscape and Tree for \$2,240 to remove mistletoe at the gate and orchard areas. The motion was unanimously adopted.

**VIII. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed. No action was taken. A motion was made and seconded (Bob/Chris) not to approve removing some of the red curb that was recently painted on Sterling Drive. The motion was unanimously adopted.

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

- Mark Siemens, questioned the “reasonableness” of the proposed expansion of the 1 month period in which after a tow tag is issued and someone can be towed (without further warning) to 1 year. He suggested that the Board use fines in addition to towing as a penalty for chronic parking violators. A lengthy discussion ensued.

**X. ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:50 P.M. The next Board of Director’s open meeting will be held on February 3, 2016 at 6:00 P.M. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

*Approved by the Board of Directors*  
  
 Sharon Theofelis, Secretary

3/2/16  
 Date