



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES March 2, 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.

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 February 3rd Board Meeting and the January 28th Finance Committee/Board Meeting as drafted. The motion was unanimously adopted.

- III. **SPECIAL GUEST - INSURANCE**

Tina Keele attended the meeting to review the proposed insurance renewal with the Board and members present. Because of some open claims, the Gallagher program decided not to submit a proposal this year. It was noted that the cost of insurance renewal policies has gone down slightly. Multiple markets were shopped. The limits for Umbrella coverage options were discussed. A motion was made and seconded (Bonnie/Bob) to approve the proposed renewal at a total cost of \$20,691 plus \$677 for additional Umbrella coverage (to bring the limit up to \$15 million). The motion was unanimously adopted.

- IV. **SPECIAL GUEST - FITNESS EQUIPMENT**

Ryan Meier, of FitGuard, attended meeting to discuss the "Universal Gym" and other equipment at the Hillcrest Fitness Center. This year, the reserve study contains \$14,183 for replacement of two treadmills and two elliptical machines. These items seem to be working O.K. (need maintenance from time to time but parts still available). Ryan recommended that the weight machine structure be replaced with dual function single station machines (4) due to concerns about there being no instructions for use and that it

is outdated ergonomically. One of the elliptical machines is light commercial model and older. He suggested it might be replaced with a refurbished adaptable type of elliptical machine (refurbished heavy duty commercial machine \$3,900). A motion was made and seconded (Sharon/Rick) to approve the proposal by Fitguard for four single station machines at a cost of \$4,455 and to approve the purchase of the recommended "Precor Adaptive Motion Trainer" at a cost of \$3,900. The motion was unanimously adopted. Carpet replacement will be coordinated and Fitguard will assist with equipment moving for install of carpet.

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. Additionally a motion was made, seconded, and unanimously adopted to authorize Bonnie Laderman and Rick Jordan to give final approval once any input is received from the Finance Committee so that the Financial Review prepared by the Association's CPA can be mailed out to all owners per civil code requirement in a timely manner. Other items noted by Vicky in her report included:

- **Executive Session Meeting:** It was reported that on February 2nd the Board met in Executive Session to discuss compliance issues, contracts, and legal/litigation.
- **Asphalt Project 2016:** Nick from DryCo Construction is inspecting areas on this year's schedule for asphalt work and getting measurements together. He also will be providing 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. An RFP should be available for review soon and then bids will be solicited.
- **LED Conversion:** This project is complete. Five complaints and two or three compliments have been received. Complaints have been responded to on a case by case basis by reducing/dimming the switches by 20% and 40% (if needed) and installing shields. All adjustments were included in the contract.
- **Fence Replacement at Hillcrest Pool:** A contract has been executed for a new six foot fence with spiked pickets (top). The concrete replacement work is completed, and the fence replacement project is underway. It will be completed before swim season starts.
- **Signs on Abby Ct.:** It was noted that the address number signs in Unit 39 were faded and the letters/numbers were peeling off. I ordered new signs to replace the old ones (4) on Abby Court and a faded "No Parking" sign. These have been installed. Cost was approximately \$350.
- **Accident on Park Drive:** AAA Insurance contacted Vicky on 2/24 about the fence and landscape damage caused by their driver in January. The invoice from Lobo Services for the fence replacement and the invoice from BLM for landscape repair were sent to the Adjustor the Association was reimbursed for these items.

- **Accident at Crest & Park Drive:** After learning that the wall on Park Drive behind 2415 Horseshoe Court was the maintenance responsibility of WOCA, Vicky obtained the police report and insurance information, filed a claim with the driver's insurance carrier. She approved two boulders at a cost of \$700 that will hopefully be a deterrent or provide more buffer for future similar accidents. Farmers sent \$10,137 to reimburse for expense for wall repair by DRYCO and landscaping done by BLM. Wall cost was \$8,962 and landscaping was \$1,175.
- **Hood Road Brush Clean Up:** The golf course has cleaned out some of the brush that was blocking the people on Hood Road from seeing the golf course. This was requested a few months ago when the asphalt on a part of Hood Road was replaced. The willow trees along the creek were sending roots under the asphalt.
- **Whitney Tomb Vandalized:** The city notified the Association that the tomb holding Joel Parker Whitney's ashes was vandalized. The tomb is at the end of a walkway that goes by the end of Hood Road. It is on private property that is maintained by the Whitney family.
- **Fallen Oak Tree:** On the weekend of February 12th a tree (1/2 of a two trunk tree) fell onto the back fence of 3523 Pleasant Creek. We sent Eco Tree to clear the tree from the area and to evaluate the rest of it. The fallen portion was removed and the tree company thought the rest of the tree was fine.
- **Landscaping Project at Old Oak Tree Way:** The Army Corps approved the proposed landscape improvements that the Board approved at the drainage area on Old Oak Tree Way with native plants and no cobble. The plants have been put in and will fill in over time (many are 1-gallon). The Corps also approved a requested bio-mat installation at the wetland area behind a non-WOCA home on Blaydon Road. This was looked at by the Homeowner, the Corps, our landscape contractor and me back in early 2015.
- **Vandalism Incident and More:** Vandalism and stalking incidents at 2367 Clubhouse Drive were noted.
- **Fence Staining in Units 39 and 44:** This project was approved in 2015 but postponed due to cold weather and product specifications. MasterCraft Painting plans to start work on March 7th (weather permitting) and notices were mailed out to residents of those areas. Eric from the Architectural Committee and Vicky were authorized to determine the product and color in conjunction with the paint supplier and painting contractor's input.
- **Post Caps on Park Drive:** It was noted that there are 25 missing post caps along Park Drive/ River City Restoration was contracted to replace them with metal caps at a cost of \$960. Much more in the way of post and fence repairs are expected.

- **Pool Deck (Rusty) Replacement:** Lobo Services has completed the replacement of the drain, surrounding concrete, and rusty concrete per the approved contract. The work looks good. They were able to use some color in the mix so the new sections are pretty close to the color of the old sections.
- **A Special Board Meeting** for proposed parking restrictions in Hillcrest neighborhood will be held on March 23rd where Homeowners will have the opportunity to comment and the Board will vote on this.

V. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported on the items discussed at the February meeting. The committee
- B. **Landscape Committee:** The Board reviewed the minutes of the February 10th 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, 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 & Trail Committee:** No reports were given by the Finance or Trail Committees.

VI. FINANCIAL REPORT

- A. **Treasurers Report:** Bonnie Laderman reviewed the financial reports for the month ending January 31, 2016, highlighting account balances and monthly and year-to-date income vs. expenses. For the year-end, expenses are under budget by \$17,899 and under income by \$16,039.
- B. **Reserve Expense Authorizations:** Motions were made and seconded (Bob/Sharon) to approve the Reserve Expense Authorizations for January reserve expenditures of as listed in the financial reports (a total of \$17,488). The motion was unanimously adopted.
- C. **Proposed New Ameritrade Fund:** At the February meeting, the Board voted to close two Wells Fargo accounts and move money from Pacific Western Bank accounts (both reserve and operating). Since currently there is only a reserve account at Ameritrade, a motion was made and seconded (Sharon/Chris) to open up another Ameritrade account for operating account money (\$89,000 being transferred from Pacific Western Bank). The motion was unanimously adopted.

- D. **Bad Debt Write-Off:** The Board reviewed a proposed bad debt write-off in the amount of \$793.80 for an unpaid debt at the end of a foreclosure for Account number 467704. A motion was made and seconded (Bob/Sharon) to approve the bad debt write off. The motion was unanimously adopted.

VII. UNFINISHED BUSINESS

- A. **IDR re: Patio Cover/Pergola – 2371 Clubhouse Drive:** Chris Krajewski reviewed a recent IDR meeting held with Bonnie, Tom and Brenda Garland, and him regarding a requested patio cover setback variance denial. The proposed resolution was to allow a variance to the setback. A motion was made and seconded (Rick/Bob) to approve the proposed resolution. The motion was unanimously adopted.
- B. **Paint Palette:** The Board discussed whether to update the Association’s paint color palette in conjunction with the updated brochure that Kelley-Moore has published. The Architectural Committee has recommended the new brochure be the color palette and that the current colors from the “Historic Lifestyles” brochure be removed from the list. Changing the palette will require a 30-day notice of rule change. The consensus of the Board was to move forward with this.
- C. **Yield and Stop Signs at Gates 13 & 14:** The Board reviewed bids and discussed whether to paint stripes and markings at both of these exits and at the entry to this congested area. The consensus of the Board was not to add this striping (cost approximately \$1800).

VIII. NEW BUSINESS

- A. **Architectural Appeal – 3808 Sylvan Drive – Columns/Lights:** After a discussion, a motion was made and seconded (Bob/Chris) not to approve the appeal and to stand with the Architectural Committee’s decision. Two columns need to be removed, two need to be shortened to 24”, and no lights were approved.
- B. **Architectural Appeal – 2501 Clubhouse Drive – Patio Cover Setback:** Levi, with Red Leaf Developments, attended the meeting and reviewed revised full sized plans with the Board. The house is uphill from the golf course and it was thought that a patio cover would not be intrusive. The ARC recommended approval. A motion was made and seconded (Sharon/Bonnie) to approve the revised plan. The motion was unanimously adopted.
- C. **Proposed Hydretain for Shrubs and Turf Areas:** The Board discussed whether to have this product applied to help hold moisture in the soil over the summer months. An idea of applying it only to the shrub areas and not the turf areas. No action was taken on this because

of it still being rainy spring weather. The Board will reconsider this at the May Board Meeting.

- D. Proposed Sidewalk Drain at 3204 Burlwood Court:** The Board considered an area where water passes over the sidewalk and creates a slippery situation and a motion was made and seconded (Sharon/Bonnie) to approve a proposal from Bianco Landscape Management to install a sidewalk drain at a cost of \$400. The motion was unanimously adopted.
- E. Proposed Parking Enforcement Change:** The Board discussed whether to change the policy and expand the window for tagging and towing particular vehicles from 1 month to 6 months or 1 year. This would help the Association more aggressively enforce the Association's parking restrictions. After comments were reviewed and received, a motion was made and seconded (Rick/Bonnie) to expand the window for tagging and towing particular vehicles from 1 month to 3 months. The motion was unanimously adopted.
- F. Request Parking Variance – 2874 Hillcrest Road:** After a discussion, a motion was made and seconded (Bonnie/Bob) to deny the request for a street parking variance. The motion was unanimously adopted.
- G. Requested Parking Variance – 2122 Sterling Drive:** The Owner has requested a variance because she owns a truck that is too long to fit in the driveway or in the garage. The vehicle was tagged for towing when parked on the street so lately it has been parked in the driveway, where it protrudes over the sidewalk. A motion was made and seconded not to approve the request. The motion was unanimously adopted.

IX. CORRESPONDENCE

Correspondence listed on the Agenda was reviewed. No action was taken.

Fence Moving: Ken Morrow's correspondence regarding moving of fences was discussed. In 2004 the Board approved the ARC allowing fences to be moved. The developer's intention that the fences not be moved was noted in the Springfield meeting minutes of the February 6, 2004 meeting. The reasons why the Board back in 2004 allowed it were discussed.

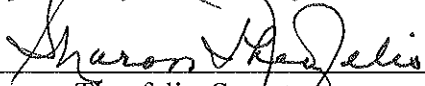
X. HOMEOWNER FORUM: The following items were brought to the attention of the Board under this portion of the Agenda.

- **Landscape Overgrowth:** A Homeowner on Mariella (between golf course 2nd and 8th hole) complained about overgrowth on the golf course.

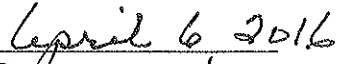
- **Old Oak Tree Drainage Area:** A Homeowner on Old Oak Tree Way thanked the Board for their hard work but complained about the Old Oak Tree Way landscape project. He showed pictures and discussed his desire to see the water flow more freely to keep mosquitoes from breeding in that area. Management will discuss the feasibility of doing more work in that area with Wetlands Consultant Jim Gibson. Ken Morrow explained the problem of drainage ditches being flattened out over time by silt coming down the hillsides.

XI. ADJOURNMENT: There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:33 P.M. The next Board of Director's open meeting will be held on March 23rd and April 6th, 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



Date