



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BUSINESS MEETING MINUTES

June 18, 2012 - 6:00 p.m.
The Oaks, Rocklin, CA

- I. **CALL TO ORDER:** The meeting was called to order at 6:12 p.m.
- II. **ROLL CALL:**
- a. **DIRECTORS PRESENT:**
- | | |
|---------------|----------------|
| Stan Laderman | President |
| Eva McLain | Vice President |
| Julie Stadel | Secretary |
| Rick Jordon | Treasurer |
- b. **ALSO PRESENT:** Julia Plummer, Association Manager, The Management Trust Kocal Division.
- III. **APPROVAL OF MINUTES:**
The May 2, 2012 Meeting: Upon a motion duly made and seconded (Rick Jordan/Stan Laderman) and unanimously carried, the minutes of the May 2, 2012 meeting were approved as written.
- IV. **MANAGER'S REPORT:** Julia Plummer, the Association Manager gave an update to all in attendance of the current activities of the association including Board decisions made in the previous executive session:
- a. The asphalt project for the Hillcrest Division begins in July, and Clubhouse Drive (and all courts) and Coldwater (and all courts) will be sealed in August. Homeowners have been and will continue to be notified of the schedule.
- b. The second grazing pass is coming to an end.
- c. The Board interviewed a construction manager and a construction firm for consideration in repairing the latent defects. They will interview one more contractor prior to making a decision on what company to move forward with. However, completion of the repairs will likely be done in 2013.
- V. **COMMITTEE REPORTS:**
- a. **Architectural Review Committee:** Bonnie Laderman, chair of the ARC reported on recent activities of the ARC.
- b. **Landscape Committee:** Julia Plummer announced that the Landscape Committee continues to work hard at determining areas of concern for landscape improvements and working with management and the landscape company in maintaining a beautiful community.

- c. **Finance Committee:** Rick Jordan announced that the Finance Committee met and all financial matters are well under control.

VI. FINANCIAL REPORT:

- a. **Treasurers Report:** Rick Jordon reviewed and provided all present with a verbal/thorough financial report of the May month-end financials including that the association's operating expenses remain below budget.
 - i. **CD Placement:** The Finance Committee recommended that the Board take the proceeds from a \$30,000.00 CD at SAFRA scheduled to mature in June and use it to purchase a CD at Wells Fargo for the same denomination.
- b. **Delinquencies:** The Board was provided information about delinquencies having received the AR report followed by an explanation/breakdown by Julia Plummer.
- c. **Lien Resolution:** Upon a motion duly made and seconded (Eva McLain/ Stan Laderman) and unanimously approved, the Board of Directors voted to approve all lien requests as submitted.

In accordance to Civil Code 1367.1 the Board of Directors hereby authorizes and instructs 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 member(s) listed on the association's delinquency report dated May, 2012 and who are, or become, delinquent in their assessments beyond 60 days. This authorization shall only apply to those members who have been properly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code 1367.1. 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 number: 468425

VII. OLD BUSINESS:

- a. **Board Vacancy:** The Board discussed the current vacancy on the Board. Eva McLain motioned to allow Chris Wilshire to serve on the Board of Directors until the annual meeting in November, and with a vote of 2/2 (Stan Laderman and Rick Jordon opposed) the motion did not carry. Stan Laderman suggested that Bob Jones be selected to be the new board Member until November. Stan Laderman motioned that the matter of filling the Board vacancy be tabled until the annual meeting in November, and with a vote of 2/2 (Eva McLain and Julie Stadel opposed), the motion did not carry. Therefore, this matter remains unresolved.

VIII. NEW BUSINESS:

- a. **Tree Damage from Grazing:** There was a general discussion regarding trees located below home on Tahoe Vista that had been damaged by the goats during the grazing process. The City of Rocklin is currently working with WOCA & Springfield management, and all are cooperating to ensure the matter is handled as required by the City.
- b. **Bollard Proposals for Fire Access Road:** The Board reviewed three proposals to have bollards placed at the button of the fire access road located on Stone Temple, and upon a motion duly made and seconded

(Eva McLain/Rick Jordan) and unanimously carried, approved a proposal from Specialty Commercial at a cost not to exceed \$1,200.00.

- c. **CAI Membership:** The Board discussed WOCA becoming members of CAI (Community Associations Institute) which is an organization for community volunteer leaders, managers, and vendors that offers education and information. Upon a motion duly made and seconded (Stan Laderman/Eva McLain) and unanimously carried, the Board voted that WOCA will join CAI as members.
- d. **Re-Writing Governing Documents:** The Board discussed that the Governing Documents for WOCA were outdated and needed to be updated (as they do about every ten years). The Board asked management to contact the attorney who is working on the Governing Document revision for Springfield to see what they would charge Whitney Oaks. The Board also discussed forming a Governing Documents Revision Committee. The project itself will not take place until 2013. However, in preparation of the project and expenses, initial information is required.
- e. **Attorney Retention:** The Board discussed that it may be beneficial to the association and save money to have an attorney who specializes in HOA law on retainer to assist with legal matters. The Board asked Management to invite attorneys to the next executive session to interview them in consideration of putting one on retainer.
- f. **Scheduling Executive Sessions:** The Board discussed the need to have more time in executive session to meet all of the community needs. Upon a motion duly made and seconded (Stan Laderman/Eva McLain) and unanimously carried, the Board voted to hold executive session on the first Monday of every month, with the business meeting remaining on the first Wednesday of each month.
- g. **Limitation of Managers Expenditures:** Eva McLain stated that currently the manager's limit of expenditures (per the management contract with WOCA) without Board approval is \$1,000.00, and that because of restrictions in inner-Board correspondence and email votes the manager's expenditures for emergency or incidental items should be increased. Upon a motion duly made and seconded (Eva McLain/Rick Jordan) and unanimously carried, the Board approved an increase in the manager's limit of expenditures to \$2,500.00 a month.
- h. **Approval of Storage Unit for Hillcrest Pool:** The Board discussed the need for a storage unit at the Hillcrest Pool, and upon a motion duly made and seconded (Stan Laderman/Eva McLain) and unanimously carried, the board voted to have management by the locking storage unit and bolt it to the ground.

IX. HOMEOWNER CORRESPONDENCE: The Board reviewed homeowner correspondence and asked Julia Plummer to write and thank the homeowner's for their correspondence.

X. HOMEOWNER FORUM: Several homeowners were present but no one addressed the Board of Directors during this time.

XI. ADJOURNMENT: There being no further item of business to discuss, *upon a motion duly made and seconded* (Rick Jordan/Julie Stadel) *and unanimously approved, the meeting was adjourned at 7:32 p.m.*

The next Board of Director's meeting will be on July 5, 2012 at 6:00 p.m. in the Oaks Building.

In an Executive Session of the Board of Directors on June 18, 2012 the following was discussed

- a. Third Party Contracts
- b. Homeowner Requests: Settlement Offer
- c. Legal Matters
- d. Personnel Matters

I, Julie Stadel, 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 June 18, 2012 as approved by the Board Members in attendance of a duly noticed Board meeting.


Julie Stadel, Secretary

7-5-12
Date