



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BUSINESS MEETING MINUTES

August 7, 2013 - 6:30 p.m.
The Oaks, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 6:30 p.m.

II. **ROLL CALL:**

a. **DIRECTORS PRESENT:**

Rick Jordan	President
Stan Laderman	Vice President
Bob Jones	CFO/Secretary
Sharon Theofelis	Director
Eva McLain	Director

b. **ALSO PRESENT:** Julia Plummer, Association Manager, The Management Trust Kocal Division.

III. **APPROVAL OF MINUTES:**

- a. **July 3, 2013 Meeting:** Upon a motion duly made and seconded (Stan Laderman/Eva McLain) and unanimously carried, the minutes of the July 3, 2013 meeting were approved as written.
- b. **June 28, 2013 Meeting:** Upon a motion duly made and seconded (Stan Laderman/Rick Jordan) and unanimously carried, the minutes of the June 28, 2013 meeting were approved as written.
- c. **July 12, 2013 Meeting:** Upon a motion duly made and seconded (Stan Laderman/Sharon Theofelis) and unanimously carried, the minutes of the July 12, 2013 meeting were approved as written.

IV. **EXECUTIVE SESSION REPORT:** Julia Plummer, Association Manager, reported the following:

At their meeting on August 5th the board visited homeowner payment plan requests, reviewed a homeowner's appeal to an ARC decision to expand the width of their driveway, and discussed legal matters relating to collections. Also, the Board voted to place the topic of Pioneer Way Oil Spill on this meeting's agenda as action required to address this matter falls under the guidelines set forth by California Civil Code as an emergency.

The Board then discussed the hydraulic oil spill caused by a Recology truck on Pioneer Way, Pioneer Court, Buckboard Court, and Vincent Court on Friday morning, August 2, 2013. Recology workers spent two days trying to clean the oil spill but the oil has set in the asphalt and further action is required. The Board discussed whether to have Julia Plummer contact the association's insurance

company to file a claim at this time, or wait to see if Recology will work directly with the association to resolve this matter. The Board voted to have Julia Plummer work directly with Recology at this time, and then revisit this matter and move forward accordingly.

V. **MANAGER'S REPORT:** Julia Plummer, Association Manager gave an update to all in attendance of the current activities of the association as follows:

- The The Board met in a duly noticed meeting on Friday, August 2nd to review the Governing Documents revision and review process. For the purpose of the revision, the Board will be meeting approximately every other Friday. The meeting location, dates, and times are located on the association website. The next meeting is scheduled for August 16th at 10:00, and the Board hopes to complete the review of the CC &R's. The By-law review is already completed.
- Reminder: Springfield has scheduled their annual garage sale for September 28th.
- The 2014 budget preparation is under way and at this time because of cost saving measures made this year by the Board (such as a new insurance carrier) it appears as if we may be able to maintain the current dues structures despite increases in contracts and water costs.
- The asphalt project seems to have gone off without a hitch. We only received one complaint.
- At their July meeting the Board approved to spend approximately \$10k on adding 3 picnic benches and BBQ areas to the grass area by the Hillcrest Pool. We anticipate that this project will be completed in the late fall.
- At their meeting in September the Board will review proposals for re-painting the red curbs in Unit 44, which are the 0 lot line houses located off of Park and Whitney Oaks Drive.
- The pools will close for the season on September 30th meaning that all pool chairs will be locked up, the pool heaters will be turned off, and there will no longer be a pool monitor. The pools are open for use throughout the year.
- Just a reminder than we're currently accepting self-nominations for the Board of Directors. There are three seats available and we've yet to receive any nomination forms. Forms are on the association website.

VI. **COMMITTEE REPORTS:**

- a. **Architectural Review Committee:** Bonnie Laderman from the ARC committee was present and provided a verbal report of committee happenings.
- b. **Finance Committee:** There was not a representative of the Finance Committee present to give a report.
- c. **Landscape Committee:** There was not a member of the Landscape Committee present to give a report.

VII. **FINANCIAL REPORT:**

- a. **Treasurers Report:** Bob Jones reviewed and provided all present with a verbal/thorough financial report of the June month-end financials.
- b. **Reserve Expense Authorizations:** Upon a motion duly made and seconded (Eva McLain/Sharon Theofelis) and unanimously carried, the

Board of Directors voted to approve the Reserve Expense Authorization for landscape renovations and pre-paid taxes.

- c. **Delinquencies:** The Board was provided information about delinquencies (having received a copy of the AR report in their Board packets) and Julia Plummer provided a verbal explanation/breakdown to all in attendance.
- d. **Bad debt Write Off:** The Board reviewed two requests for a bad debt write off for a total of \$3,449.68. Upon a motion duly made and seconded (Eva McLain/Sharon Theofelis) and unanimously carried, the Board voted to write off the bad debt.

VIII. OLD BUSINESS:

- a. **Speed Control:** The Board discussed speed control throughout the community as well as speed control measures and homeowner feedback regarding speed hump installation, specifically on Pheasant Lane where a majority of the homeowners have expressed a desire to have speed humps installed. Sharon Theofelis made a motion, seconded by Eva McLain, that the association either rent a run table or use security (with a radar gun) to determine the speed cars are traveling, how many cars travel down a particular street, and the time of day streets are busiest. After all information is compiled, management will send a survey to all Pheasant Lane residents with the information that was compiled asking for homeowner's to either approve or disapprove speed humps on Pheasant Lane. After discussion of the costs to do the above, the motion failed. Upon a motion duly made and seconded (Rick Jordan/Sharon Theofelis) and carried by a vote of 4/1 (Eva McLain opposed) the Board voted to install two speed humps on Pheasant Lane and to make sure that the homeowners on Pheasant Lane are aware of the installation and provide feedback to determine speed hump locations. Eva McLain opposed the installation of speed bumps on Pheasant Lane at this time stating that she would like to have a speed survey completed on the street. The survey would involve measurement cables (pneumatic road tubes) to be placed across the street (Pheasant Lane) which would collect data as to how many vehicles drive on the street, at what time of day, in which direction and at what speed. The data from the survey would be compiled into a report/questionnaire/vote provided to all homeowners on Pheasant Lane so that Pheasant Lane homeowners can provide their input to the Board after reading the results of the survey. The Board would then be able to make a determination based on the data compiled from the survey, the results of the questionnaire/vote from the homeowners on Pheasant Lane, consideration of the potential impact to other streets in the vicinity of Pheasant Lane, and the fiscal impact on the WOCA budget.
- b. **Governing Documents Re-Write Update:** Julia Plummer reported that the Board met in duly noticed meetings and completed their review of the draft restated By-Laws and started their review of the draft restated CC 7R's. The Board will meet on August 16th in a duly noticed meeting to complete their review of the CC &R's and anticipated sending all requested changes to the association's attorney in mid-September.
- c. **Latent Defect Repairs Update:** The Board anticipates that they'll be interviewing project managers for the latent defect project in September.

- d. **Trellis Replacement Proposals: Hillcrest Pool:** The Board reviewed three proposals to replace the trellis at the Hillcrest pool, and upon a motion duly made and seconded (Eva McLain/Bob Jones) and carried by a vote of 4/1 (Rick Jordan opposed) the Board voted to use Patio Perfections to replace the wood trellis at the Hillcrest Pool with a Weatherwood (aluminum) material for the cost of \$9,876.86 not including permits and engineering fees. The total amount budgeted per the reserve study is \$10,000.00.

IX. NEW BUSINESS:

- a. **Tree Trimming Proposals:** The Board of Directors reviewed four tree trimming proposals for all of the trees in Units 39 & 44, and upon a motion duly made and seconded (Stan Laderman/Eva McLain) and unanimously approved, the Board voted to contract with Acorn Arboricultural Services for the tree trimming project for a total cost of \$1,320.00 for Unit 39, and \$4,080.00 for Unit 44.

X. HOMEOWNER CORRESPONDENCE/BOARD ACTION REQUESTED:

- a. **Request to Adjust fence Lines in Unit 44:** The Board reviewed homeowner correspondence requesting that the fence lines in Unit 44 be adjusted to allow homeowners to encumber upon common area. Julia Plummer had spoken with a title company who explained that the logistics and cost to do so would be very time consuming and expensive, and upon a motion duly made and seconded (Bob Jones/Stan Laderman) and unanimously carried, the Board voted to deny the request.
- b. **Springfield Board Correspondence:** The Board received correspondence from the Springfield Board of Directors regarding the use of the Gables (Springfield facilities) for Whitney Oaks meetings. The letter received kindly explained that the current schedule for use of the rooms was being accommodated, and clarified that executive session homeowner hearing's should be relocated off site of the Gables (they have been moved to the Whitney Oaks Golf Club).
- c. **On Street Parking Variance Request:**
1. At their July meeting, the Board reviewed and denied a resident's request for a parking variance to allow them to park one vehicle on the street overnight. The resident appealed the Board's decision citing that the resident was entitled to reasonable accommodations because the resident had a handicap placard for their vehicle. The Board considered that the two car driveway of the home was level with the home and the home has a two car garage. Therefore, upon a motion duly made and seconded (Stan Laderman/Rick Jordan) and carried by a vote of 4/1 (Sharon Theofelis opposed) the Board voted to deny the request for the parking variance but to advise the resident that the board will gladly reconsider (as the Board wants to accommodate the resident) upon written verification from the resident as to why the resident currently does not have reasonable accommodations via parking in the garage or on the driveway.
- d. **Homeowner Request: Reimbursement for Vehicle Damage:** A homeowner sent the board a letter and supporting documentation for damaged done to the homeowner's vehicle while entering a gate (the gate

closed on the vehicle as she was entering). Upon a motion duly made and seconded (Eva McLain/Stan Laderman) and unanimously carried, the Board approved the request to reimburse the homeowner \$353.46.


- e. **Homeowner Concern: Asphalt Project:** A homeowner wrote to the Board with concerns over the asphalt seal coating workmanship on Black Oak Drive, The Board asked management to notify the homeowner that the homeowner's feedback is very much appreciated and that the Board will monitor the area of concern and work with the contractor to repair the asphalt as needed.
- f. **Resignation: Committee Member:** The Board received the written resignation of Sharon Theofelis from the Architectural Review Committee as Sharon is now serving the community as a member of the Board of Directors.

XI. **HOMEOWNER FORUM:** Several homeowners were present but no one addressed the Board.

XII. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded (Stan Laderman/Bob Jones) and unanimously carried, the meeting was adjourned at 8:30 p.m.

The next Board of Director's business meeting will be on September 4, 2013 at 6:30 p.m. in the Oaks Building in Springfield: 2801 Springfield Blve., Rocklin, CA.

I, Bob Jones, 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 August 7, 2013 as approved by the Board Members in attendance of a duly noticed Board meeting.



Bob Jones, Secretary

Date 9-4-13