



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION

**BUSINESS MEETING MINUTES**  
September 4, 2013, 2013 - 6:30 p.m.  
The Oaks, Rocklin, CA

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

**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.

II. **APPROVAL OF MINUTES:**

- a. August 7, 2013 Business Meeting
- b. August 2, 2013 Special Meeting
- c. August 15, 2013 Special Meeting

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

The September executive session meeting will be held on September 9<sup>th</sup> and a report on the meeting activities will be given at the October 2, 2013 business meeting.

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

- Reminder: Springfield has scheduled their annual garage sale for September 28<sup>th</sup>.
- The Board and Finance Committee will be meeting on September 20<sup>th</sup> at the Gables to review the 2014 draft budget, and the Board is scheduled to approve the budget at their October 2<sup>nd</sup> business meeting.
- I have been working with the insurance carrier for Recology to mitigate the damages from the oil spill on Pioneer Way and the surrounding courts. I have received a proposal to reseal the streets (with one coat to cover the oil stains) and have forwarded it with all supporting documentation and everything else they've asked for. My time frame to get the street sealed is mid- October and I'm hoping they work with me to do so.

- 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. All equipment has been ordered. The concrete will be installed between September 18<sup>th</sup> and September 20<sup>th</sup> and we anticipate that the area will be ready for use no later than October 1<sup>st</sup>.
- The pool monitors are no longer at the pools as we scheduled them through Labor Day weekend only. However, the pools are open year round so they're still available for use.
- Just a reminder than we're currently accepting self-nominations for the Board of Directors. There are three seats available and we've received one nomination form. Forms are on the association website and I've put a few on the corner in the back of the room if anyone would like to take one.
- Also, we need volunteers to count ballots for the annual election. If you're interested, please let me know and I'll forward your contact information to the Inspector of Elections.
- Last night I met with several homeowners on Pioneer Way and together we've identified the most ideal locations for the speed humps. The Board will review proposals tonight and we'll schedule the installation in the near future.
- The trees in Units 39 & 44 were trimmed in August and they look great!
- One of our homeowners who is a landscape architect has come up with some amazing new landscape plans for the community gates as well as the Black Oak Pool. We'll be getting proposals soon for the Board to review at their October meeting, and we'll begin enhancements soon.

#### V. COMMITTEE REPORTS:

- Architectural Review Committee:** Bonnie Laderman from the ARC committee was present and provided a verbal report of committee happenings. Because there was not a quorum of the ARC at their August meeting, upon a motion duly made and seconded (Eva McLain/Stan Laderman) and unanimously carried, the Board voted to ratify the minutes and decisions made at the ARC August 20, 2013 meeting.
- Finance Committee:** There was not a representative of the Finance Committee present to give a report.
- Landscape Committee:** Reinhold Gedeit, Chair of the Landscape Committee was present and provided a verbal report of committee happenings.

#### VI. FINANCIAL REPORT:

- Treasurers Report:** Bob Jones reviewed and provided all present with a verbal/thorough financial report of the July month-end financials.
- 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, Gate component replacements, signs, roof shingle replacement (pool building), and a street light replacement.
- 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.

- i. **Authorization to Lien/Lien Resolution: Lien Resolution:** Upon a motion duly made and seconded (Eva McLain/ Bob Jones) 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 July, 2013 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: 467871 and 467650.

- ii. **Bad debt Write Off:** The Board reviewed two requests for a bad debt write off for a total of \$14,747.99. Upon a motion duly made and seconded (Stan Laderman/Sharon Theofelis) and unanimously carried, the Board voted to write off the bad debt.

## **VII. OLD BUSINESS:**

### **a. Governing Documents Re-Write:**

- i. **Review/Approval of the Repair Matrix:** The Board reviewed the prepared Repair Matrix that will be incorporated into the new CC &R's and upon a motion duly made and seconded (Stan Laderman/Bob Jones) and unanimously carried, the Repair Matrix was approved as prepared.
- ii. **Review/Approval of the Notes/Changes to Draft Docs:** The Board reviewed the prepared notes to forward to the attorney as changes to the first draft of the restated Governing Documents and after discussion and additional changes and upon a motion duly made and seconded (Bob Jones./Eva McLain) and unanimously carried, the Board voted to forward the updated notes to the attorney as changes to the first draft of the restated Governing Documents.

- b. **Latent Defect Repairs Update:** The Board anticipates that they'll be interviewing project managers for the latent defect project in the fall.

## **VIII. NEW BUSINESS:**

- a. **Replacement of Street Signs:** The Board discussed that the replacement of street signs should be in the reserve Study on a rotating bases (coinciding with the asphalt project phases), and recognized that signs in some areas of the community are in need of replacement immediately. Therefore, upon a motion duly made and seconded (Sharon Theofelis/Eva McLain) and carried by a vote of 4/1 (Stan Laderman opposed as he wanted to see two more proposals), the Board voted to accept the proposal from Seale Signs to replace the streets signs within the Springfield

Community gates 6 & 9 and some stop signs in other areas in the community for a total cost of \$3,400.00

- b. **Red Curb Painting: Unit 44:** The Board reviewed three proposals to paint the red curbs in Units 44, and upon a motion duly made and seconded (Bob Jones/Stan Laderman) and unanimously carried, the Board voted to contract with Sierra Striping to paint all red curbs within Unit 44 at a cost of \$2,115.00.
- c. **Street Sweeping Proposals:** The Board reviewed three proposals to perform street sweeping throughout the community with the exception of those streets recently sealed. Upon a motion duly made and seconded (Eva McLain/Sharon Theofelis) and unanimously carried, the board voted to contract with Wells Sweeping (the vendor previously used) at a cost of \$2,520.00.
- d. **Speed Hump Proposals Pheasant Lane:** The Board reviewed proposals for the installation of speed humps on Pheasant Lane as previously approved by the Board, and upon a motion duly made and seconded (Rick Jordan/Stan Laderman) and unanimously carried, the Board voted to contract with Sierra Striping at a cost of \$2,950.00.
- e. **Appointment of Inspector of Elections:** Upon a motion duly made and seconded (Eva McLain/Sharon Theofelis) and unanimously carried, the Board voted that Bea Morrow will be the Inspector of Elections for the 2013 annual Election of Directors and thanked Mrs. Morrow for her service to the community.
- f. **Appointment of Nominating Committee:** Upon a motion duly made and seconded (Eva McLain/Bob Jones) and unanimously carried, the Board voted to not have a nominating committee for the 2013 annual elections.
- g. **Approval of the 2013 Annual Meeting Calendar:** Upon a motion duly made and seconded (Bob Jones/Stan Laderman) and unanimously carried, the Board voted to approve the annual meeting calendar as presented. The calendar will be posted on the association web site.

**IX. HOMEOWNER FORUM:** Several homeowners were present and asked the Board questions about the Governing Documents re-write project and the Pioneer Way oil spill (from a Recology truck), and discussed the history of Whitney oaks and the Trails.

**X. ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded (Stan Laderman/Rick Jordan) and unanimously carried, the meeting was adjourned at 8:35 p.m.

The next Board of Director's business meeting will be on October 2, 2013 at 6:30 p.m. in the Oaks Building in Springfield: 2801 Springfield Blvd., 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 September 4, 2013 as approved by the Board Members in attendance of a duly noticed Board meeting.



Bob Jones, Secretary

Date 10-2-13

NOT TO BE USED FOR TRANSFER OR RESALE