



**WHITNEY OAKS COMMUNITY ASSOCIATION  
BOARD MEETING MINUTES  
March 1, 2017  
The Oaks, Rocklin, CA**

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**I. CALL TO ORDER:** The meeting was called to order at 6:03 P.M. by Board President Ryan Rosas at 2801 Springfield Drive, Rocklin, CA

**DIRECTORS PRESENT:** The following Board Members and management personnel were present as well as approximately 11 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 website.

Ryan Rosas	President	<i>Present</i>
Bob Jones	Vice President	<i>Present</i>
Bonnie Laderman	Member at Large	<i>Present</i>
Melissa Bell	Management	<i>Present</i>
Mikki Cooper	Management (via FaceTime)	<i>Present</i>

**II. SPECIAL GUESTS:** Kristi from the Rocklin Fire Department attended the meeting to discuss the upcoming grazing project.

**III. APPROVAL OF MINUTES:**  
A **motion** was made and supported, to approve the February 1, 2017 meeting minutes as submitted. *Resolved, motion carried 3-0.*

**IV. MANAGER'S REPORT:** The following items were briefly discussed with the Board and the members in attendance.

- 1) **Executive Session Summary:** The Board met in Executive Session to discuss the following items:
  - i. **Compliance Issues**
  - ii. **Formation of Contracts**
  - iii. **Legal**

**V. COMMITTEE REPORTS**

**A. Architectural Review Committee:** The committee met on February 15, 2017 and reviewed (4) Landscaping applications (*2 denied, 1 partially approved, 1 approved*), (1) application for fencing (*approved*), (2) exterior painting (*approved*), (1) security door (*approved*), (1) garage door (*approved*), (3) solar applications (*approved*).

**B. Landscape Committee:** The committee met on February 08, 2017 and discussed the status on old and new landscaping projects.



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- A. **Finance Committee:** The committee met on February 23, 2017. Up Capital attended to present a performance summary. The committee is pleased with the investment strategy and management of UpCapital. The committee needs additional volunteers. Anyone interested are to contact management.
1. **Up Capital Investments:** After discussion and review, the finance committee recommends to continue with Up Capital Investments to manage the association's portfolio. *Motion to approve the finance committee's recommendation. Resolved 3-0.*
- C. **Trail Committee:** No Report.

### VI. FINANCIAL REPORT

- A. **Treasurers Report:** Ryan Rosas provided a summary on the association's financials dated January 30, 2017. Total operating balance \$464,653.35, total reserve balance \$4,221,910.03. Year to date net income \$27,898.55. There are 159 accounts on the delinquency report with \$66,789.16 in accounts receivables that includes collection costs, interest, late fees and assessments.
- B. **Reserve Expense Authorizations:** The following reserve expenditures were approved so funds could be moved to operating. (i) *A&D Automatic Gate Co = \$6,895.18* (ii) *Bianco Landscape = \$1,166.00* (iii) *Dryco Construction = \$12,586.00. Total transfer amount = \$20,647.18.*
- C. **Bad Debt Write Off:** No bad debt was presented
- D. **Lien Resolution:** *In accordance to Civil Code §5740 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 January 31, 2017 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 §5740.*

*The Board authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in the attached delinquency report identified by their association account number. The report will be attached hereto the association's minutes.*



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### VII. NEW BUSINESS

- A. **Finance Committee Chair:** With the resignation of Bill Jarrett, acting Chair Don Biddle will now be appointed to committee Chair. With no further discussion, a *motion was made and Resolved 3-0*
- B. **Resignation of CFO, Chris Krajewski:** With the resignation of Chris Krajewski, the board called for applications to fill the two open seats on the board. All interested members had to submit their candidate statement prior to March 1, 2017 end of business. The board will interview all interested candidates and announce the appointments in the newsletter. The Board announced that five (5) candidate's statements were submitted.
- C. **ARC Landscape Appeal:** The application submitted by Lot 036/1276 was denied at the January ARC meeting. *All bark area noted as "9" on submitted drawing requires plants that provide 50% yard coverage when mature. Rock as identified by "8" on drawings should cover no more than 15% of yard; ARC calculates 20% to 25% coverage. ARC requests revised drawing from owner that identifies (i) plant types, (ii) number of plants that will be planted, (iii) area that mature plants would cover at full growth (to be drawn by owner on revised plans), and (iv) drawing dimensions that identify area of rock coverage in yard. Although the design was denied, it was documented that the resident proceeded with the modifications anyway. A *motion was made to have the owners submit the information back to the ARC with the list, quantity, type and location of the plants that will mitigate the rock within thirty (30)-days. Appeal denied, Resolved 3-0**

### VIII. OPEN FORUM:

- A. Comment on the newsletter
- B. Gate 13 and 27 may need larger motors. Recent work on the gate may have corrected the issue and prior to spending additional money, it was advised to wait a few weeks.

### IX. ANNOUNCEMENTS:

- April 5, 2017 Regular Board of Directors Meeting(s) at 6:00PM – The Oaks
- April 10, 2017 Executive Session Meeting at 6:00PM – Whitney Oaks Golf Club (*private meeting of the directors*)

- X. **ADJOURNMENT:** There being no further business to discuss, the meeting was adjourned at 7:42 P.M.

Respectfully Submitted and Prepared by:



Melissa Bell, CAMEx | CCAM®  
The Management Trust



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*I 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 February 1, 2017 as approved by the Board Members in attendance of a duly noticed Board meeting.*

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*Signature*

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*Date*