



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BUSINESS MEETING MINUTES September 21, 2011 - 6:00 p.m. The Gables, Rocklin, CA

- I. **CALL TO ORDER:** The meeting was called to order at 6:05 p.m.
- II. **ROLL CALL:**
- a. **DIRECTORS PRESENT:**
- | | |
|----------------|----------------|
| Stan Laderman | President |
| Eva McLain | Vice President |
| Julie Stadel | Secretary |
| Chris Willsher | Treasurer |
- b. **ALSO PRESENT:** Julia Plummer, Association Manager, and Tiffany Lynch, Vice President of Community Management, Kocal Management Group.
- III. **APPROVAL OF MINUTES:** *Upon a motion duly made and seconded (Eva McLain/Chris Willsher) and unanimously carried, the minutes of the August 17, 2011 meeting were approved with the following corrections: Delete bolded notes in parenthesis “Eva McLain made a motion, seconded by Stan Laderman, for the association to perform full weed abatement (on all areas that are typically only string trimmed for fire suppression) and to fully weed abate the lots of the homes on Newland Heights for a total cost of \$6,395.0. Add where deleted “all areas grazed in 2010”. Also, correct spelling of Bill Boeck’s last name.*
- IV. **HOMEOWNER FORUM:** Five homeowners were present at the meeting. No one addressed the Board of Directors.
- V. **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 reconstruction on Pioneer Way is scheduled to begin September 26th and be completed on September 28th. Homeowner’s in the Pioneer Way were mailed notification of the street paving, a homeowner informational meeting was held and another letter will be sent to all homeowners in the area as a reminder. A permit for homeowner’s to park on Park Drive was obtained and the contractor will offer a shuttle service (via golf carts) to drive people to and from their homes/vehicles.
- b. The budget will be reviewed and approved by the Board during this meeting. Over-all, through cost saving measures this year only one cost center will receive a very small increase in dues while others will remain the same.

- c. Dry-rot repairs on the pool buildings are being conducted this week.
- d. Candidate's Night has been established for October 17, 2011 at 6:00 p.m. in the Sunrise Room at the Springfield Club House.
- e. The Landscape Contract RFP will be going out upon the Board's approval at this meeting.
- f. The seal coating RFP has been mailed out and the Board will approve proposals at their October meeting. The area's scheduled for sealing this year are the Hillcrest area and Unit 41 (Benjamin Ct. & Rebecca Ct.)

VI. COMMITTEE REPORTS:

- a. **Architectural Review Committee:** Bonnie Laderman, chair of the ARC was present and provided an update on ARC activities.
- b. **Landscape Committee:** There were no members of the Landscape Committee present but the Board did receive a copy of the Landscape Committee's September 6, 2011 meeting minutes.
- c. **Finance Committee:** There was not a member of the Finance Committee present to give a report.
- d. **Traffic Control Ad-Hoc Committee:** There was no updated committee report but it was agreed that Julia Plummer would continue to work with the Rocklin PD to determine whether they would patrol within the Whitney Oaks Community, at what cost and how often they would patrol. Stan Laderman requested that Julia Plummer get a cost to replace all speed limit signs throughout the community.

VII. FINANCIAL REPORT:

- a. **Treasurers Report:** Julia Plummer reviewed and provided all present with a verbal/thorough financial report for August, 2011 and year-to-date activity including that currently the association's expenses are currently below budget.
- 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 September 9, 2011 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: 2011-5141, 2011-5140.

- d. **Bad Debt Write-Off:** *Upon a motion duly made and seconded (Eva McLain/ Julie Stadel) and unanimously approved the Board of Directors voted to approve the bad debt write off of account 467243 in the amount of \$59.50.*
- e. **Reserve Expense Authorization:** *Upon a motion duly made and seconded (Eva McLain/ Julie Stadel) and unanimously approved the Board of Directors voted to approve the Reserve Expense Authorization for the Hillcrest Recreation Room remodeling expenses, roof repairs on both pool buildings and Landscape Renovations.*
- f. **Approval of Bank Statements:** *The Board reviewed the bank statements as required quarterly according to the association By-Laws and upon a motion duly made and seconded (Eva McLain/ Julie Stadel) and unanimously carried the Board of Directors approved the WOCA bank statements.*

VIII. OLD BUSINESS:

- a. **Adopting/Changing Rules:**
 - 1. **Association Collection Policy revision:** *As provided by California Civil Code, the proposed revision of the Association Collection Policy was published to the membership in the August newsletter allowing homeowners 30-days to respond in favor or against the adoption of the rules. Having no objections from WOCA homeowners and upon a motion duly made and seconded (Eva McLain/Chris Willsher) and carried by a vote of 3/1 (Julie Stadel obtained), the Board voted to adopt the revised Collection Policy to allow the Association to charge interest on delinquent assessments.*
 - 2. **Solar Panel Installation Guidelines:** *As provided by California Civil Code, the proposed new Solar Panel Installation Guidelines were published to the membership in the August newsletter allowing homeowners 30-days to respond in favor or against the adoption of the rules. Having no objections from WOCA homeowners and upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the Board voted to adopt Solar Panel Installation Guidelines.*

IX. NEW BUSINESS:

- a. **2012 Budget:** *The Board of Directors reviewed the prepared budget recommended by the Finance Committee and upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the Board voted to approve the 2012 Budget contingent on discussion in executive session (to follow this meeting) of the proposed Management Contract fee increase.*
- b. **Reserve Study Approval:** *The Board of Directors reviewed and discussed the new Reserve Studies which had been reviewed by the Finance Committee. Upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the Board voted to approve the new Reserve Studies as prepared.*

- c. **Approval of 2010 Tax Returns:** The Board of Directors reviewed and discussed the 2010 WOCA Tax Returns which had been reviewed by the Finance Committee. *Upon a motion duly made and seconded (Chris Willsher/Julie Stadel) and unanimously carried, the WOCA 2010 Tax Returns were approved.*
- d. **Landscape Contract RFP:** The Board reviewed the Landscape Contract RFP which had been revised by Julie Plummer and reviewed by the Landscape Committee. *Upon a motion duly made and seconded (Eva McLain/Julie Stadel) and unanimously carried, the Landscape Contract RFP was approved.*

X. HOMEOWNER CORRESPONDENCE:

- a. **Landscaping:** A Homeowner sent correspondence to the Board and Landscape Committee requesting that the culvert next to his home be landscaped and the drainage improved to avoid flooding on the street. The Board agreed to let the Landscape Committee review the request and await their recommendation.
- b. **Grazing:** A Homeowner sent correspondence to the Board asking that if the grazing company has a trailer on site in the future that it not be parked where it was during this year's grazing project.
- c. **Grazing/Easement:** A Homeowner sent correspondence to the Board expressing dissatisfaction about the Board's handling of the grazing project and decision to pursue the revision of the ordinance to allow a pedestrian gate to be installed on Pebble Beach Road.
- d. **Contest Dog Barking Complaint:** A Homeowner sent correspondence to the Board contesting a letter the homeowner received about their dog barking citing that they had taken measures to ensure that the dog doesn't bark.

XI. ADJOURNMENT: There being no further item of business to discuss, *upon a motion duly made and seconded (Chris Willsher/Julie Stadel) and unanimously approved, the meeting was adjourned at 7:45 p.m.*

The next Board of Director's meeting will be October 19, 2011 at 6:00 p.m. at the Gables.

In an Executive Session of the Board of Directors on September 21, 2011 the following was discussed:

- a. Homeowner Hearings/Dispute
- b. Legal Matters
- c. Personal 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 September 21, 2011 as approved by the Board Members in attendance of a duly noticed Board meeting.



Julie Stadel, Secretary

Date

10-19-11