

## Whitney Oaks

Board of Directors Meeting  
The Oaks Building at Springfield  
Meeting Minutes – November 2, 2022

### I. Call to Order

The meeting was called to order by President Hayman 6:00 PM at the Gables at Springfield – Whitney Room.

#### Directors Present:

Rosalie Hayman, President  
Ross Ainsworth, Vice President  
Rick Jordan, Secretary  
Richard Campbell, Treasurer/CFO

#### The Management Trust

Jasmine Brinson, CCAM

### A. Confirmation of Agenda Posting

Management confirmed that agendas were posted in accordance with civil code requirements.

### II. Executive Session Disclosure / Summary

Management noted that the Board of Directors held an Executive Session on the date noted below to discuss vendor contracts, legal matters, and homeowner account and compliance issues.

- November 1, 2022

### III. Consent Agenda

*Consent agenda items do not require discussion or debate; they are routine procedures or already have unanimous consent. The consent agenda allows the Board of Directors to approve all items together without discussion or individual motions. The Board of Directors may agree to pull any item(s) from the consent agenda and move it under new/old business for discussion or debate.*

#### A. Prior Meeting Minutes

- 1) October 5, 2022

#### B. Financial Review

- 1) September 2022 – Monthly Review
- 2) Lien Resolution – Account #19092467029 & Account #19092659095
- 3) Small Balance Write-off

#### C. Reserve Expense Authorization

- 1) \$39,053.27 General
- 2) \$2,305.79 Rec Center
- 3) \$200 Unit 39
- 4) \$3,489 Unit 44

A motion was made to approve the content agenda items as presented. The motion was seconded, and approved by all Directors. [M-Ainsworth; S-Hayman; All in Favor]

#### IV. Association Committee Reports

Committee Chairs gave brief updates on the items below:

- A. ARC
- B. Finance
- C. Landscape
- D. Social
- E. Roster Updates

#### VI. New Business

##### A. 2021 Tax Returns

A motion was made, seconded, and approved, to approve the 2021 Tax Returns as prepared by CPA, Cheryl Lasiewicz. [M-Hayman; S-Campbell; All in Favor]

##### A. 2023 Operating Budgets

A motion was made, seconded, and approved to approve the 2023 Operating Budgets for the fiscal year commencing January 1, 2023 to reflect a monthly assessment for the following Cost Centers:

General - \$72 (\$2 increase over 2022)

Gates - \$4 (This cost center will be new as of January 1, 2023)

Rec Center - \$30 (\$1 increase over 2022)

Unit 39 - \$160 (\$2 increase over 2022)

Unit 44 - \$130 (\$7 increase over 2022)

[M-Hayman; S-Ainsworth; All in Favor]

##### B. 2023 Reserve Study Updates

A motion was made, seconded, and approved, to approve the Browning Reserve Group Reserve Study/Annual Disclosure Statement to reflect a monthly contribution for the following Cost Centers:

General - \$35.66 (\$3.02 increase from 2022)

Rec Center - \$3.29 (\$.10 increase from 2022)

Unit 39 - \$55.78 (\$0 increase from 2022)

Unit 44 - \$42.09 (\$3.82 increase from 2022)

[M-Hayman; S-Ainsworth; All in Favor]

#### V. Open Forum

Open forum consisted but not limited to the following topics:

- Assessment Dues
- Reserve Study
- Fence Staining
- Gates Maintenance
- Golf Course Easement
- Tree Maintenance
- Coupon Books

**VII. Announcements & Adjournment**

Board plans to meet again in Executive Session on January 3, 2023 and in Regular Session on January 4, 2023. The December Board meetings have been cancelled. The meeting was adjourned at 7:07PM.

These minutes are unofficial until signed by the Board.

ATTEST:

  
\_\_\_\_\_  
Director

1/4/2023  
\_\_\_\_\_  
Date

Respectfully Submitted by:  
**Jasmine Brinson, CCAM**

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