

Whitney Oaks

Board of Directors Meeting
2801 Springfield Drive – The Oaks Building
Meeting Minutes
February 5, 2020

I. Call to Order

The meeting was called to order by Director Jones at 6:00PM in The Oaks building at the Springfield facilities.

Directors Present:

Bob Jones, President
Rosalie Hayman, Vice President
Stan Laderman, Secretary
Richard Campbell, Treasurer

The Management Trust

Julia Souza, PCAM
Greg Vorster, PCAM

Directors(s) Absent:

Rick Jordan, Director

A. Confirmation of Agenda Posting

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

II. 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 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) January 8, 2020

B. December 2019 – Financial Review

- 1) Lien Resolution
- 2) Small Balance Write-off

C. Reserve Expense Authorization

- 1) \$20,641.33 (General)
- 2) \$695.73 (Rec)

Upon a motion duly made and seconded (RC/RH) and unanimously carried, the consent calendar was approved as submitted.

III. Executive Session Disclosure

Management noted that the Board of Directors met on February 3, 2020 in an Executive Session meeting to discuss the following:

Third party contracts related to mistletoe removal, waterway debris cleaning, the weed abatement/goat contract, and compliance matters.

IV. Reports / Committee Updates

A. ARC Committee Report

Committee Chair Eric King provided an update to the Board of Directors regarding the last ARC meeting and requested that the ARC minutes be sent to the Board of Directors for their review and approval after they have been approved by the committee (instead of in draft form). The Board agreed to consider this change.

B. CFO Report / Financial Committee

Director Campbell provided the Financial Committee updates. It was noted that dues are comprised of four categories;

- Whitney Oaks – All homes
- Recreation Center – All homes, less Springfield
- Unit 39; includes dues for Whitney Oaks, Recreation Center, and Unit 39
- Unit 44; includes dues for Whitney Oaks, Recreation Center, and Unit 44

As had been requested, management prepared a graph showing how assessments were broken down by cost centers. The Board complimented management on the well-prepared graph.

Director Campbell also noted the following account balances as of December 31, 2019.

- Operating: \$ 291,266.22
- Reserve: \$5,697,403.98

C. Landscape Committee

The committee noted that they had a successful meet and greet meeting between the Landscaping Committee and prospective volunteers on January 22, 2020. Director Hayman stated that the committee is currently reorganizing and would like to work more closely with the landscape company and city. In addition, there are three new volunteers on the committee.

D. Committee Roster Updates

- Landscape Committee: Upon a motion duly made and seconded (Hayman/Laderman) and unanimously carried, the Board appointed Sigrid Biddle, Margaret Johnson, and Timothy Dawes to the Landscape Committee.
- ARC: Upon a motion duly made and seconded (Jones/Hayman) and unanimously carried, the Board appointed Jeff Henderson to the ARC.

V. New Business

A. Holiday Gate Décor

The Board discussed holiday gate décor and complaints received about the inconsistency in the décor. The Board agreed to discuss this item at their March meeting, and to consider having the association purchase attractive holiday gate décor.

B. Security Post Orders

The Board delayed this discussion and asked that this topic be placed on the next executive session agenda.

- ##### C. Parking on Hillcrest:
- A homeowner had complained that people were parking their vehicles along Hillcrest to gain access to the high school. Upon a motion duly made and seconded (Hayman/Jones) and unanimously carried, the Board voted to have security park on Hillcrest by the pool area once weekly on random days between 7:30-8:30 a.m. to prevent people from parking on the street.

VI. Open Forum

The following items were reviewed/discussed during open forum:

- Proposed divider at Whitney Oaks/Whitney Ranch to prevent sideshows. All in attendance were asked to contact local government to support having the divider installed.
- Some of the pedestrian gates do not close easily.
- Mistletoe removal is needed (the Board advised that this has already been addressed).
- Bleach was used on the sidewalk to remove moss. This was not approved. The Board asked management to contact the sidewalk cleaners to address this concern.
- Christmas lights still in the community.

VII. Informational

- **2020 Meeting Calendar:** The Board was provided the meeting calendar for 2020. No objections or changes were noted at this time.
- **The Management Trust Board Seminar:** The Management Trust Board Seminar is scheduled for March 5, 2020
- **Priority List:** The January priority list was provided in the meeting packet. No objections or changes were made.
- **Task Tracking:** The task tracking sheets were provided. No objections or changes were made.
- **Work Order Log:** The work order log was provided. No objections or changes were made.
- **Conservancy Board Information:** The Whitney Oaks Wetland Conservancy 2019 annual meeting agenda, minutes, financials, and 2019 annual report were provided in the board packet.

VIII. Announcements

The following tentative meetings are planned for February 2020:

- February 19, 2020 – Architectural Committee Meeting
- February 26, 2020 – Landscape Committee Meeting
- February 27, 2020 – Finance Committee Meeting

IX. Adjournment

The meeting was adjourned at 6:35PM.

These minutes are unofficial until signed by the Board.

ATTEST:

Rosalie J. Hayman

Director

March 4, 2020

Date

Respectfully Submitted by:
Julia Souza, PCMA

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