

**Whitney Oaks**  
Board of Directors Meeting  
Rocklin Library  
4890 Granite Drive  
Rocklin, CA 95677  
Meeting Minutes – October 4, 2023

**I. Call to Order**

The meeting was called to order by President Jordan 6:00 PM at the Gables at Rocklin Library

Directors Present:  
Rick Jordan, President  
Rosalie Hayman, 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.

- September 5, 2023

**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) July 12, 2023

**B. Financial Review**

- 1) June, July & August 2023 – Monthly Review
- 2) Lien Resolution
- 3) Small Balance Write-off

**C. Reserve Expense Authorization**

- 1) \$27602.68, \$22,591.92 & \$36,048.75 - General
- 2) \$2,693.45 & \$34,956.38 - Rec Center
- 3) \$580 - Unit 39
- 4) \$1,225, \$330 & \$840 - Unit 44

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

#### IV. Association Committee Reports

Brief Committee updates were given on the items below:

- A. ARC
- B. Finance
- C. Landscape
- D. Social
- A motion was made, seconded, and approved to approve the following Social Committee Events: a car show on November 4<sup>th</sup>, Santa Meet & Greet with Golf Cart Decorating contest on December 9<sup>th</sup> and a House Holiday Decorating contest on December 15<sup>th</sup>. The Board would like to note that no alcohol is allowed at the car show, driveways are not to be blocked and cars cannot park on the grass. [M-Hayman; S-Campbell; All in Favor]
- E. Roster Updates

#### VI. Old Business

None.

#### V. New Business

##### A. 2024 Budget

A motion was made, seconded, and approved to approve the 2024 Budgets for the fiscal year commencing January 1, 2024, to reflect a monthly assessment for the following Cost Centers:

General - \$74 (\$2 increase over 2023)

Gates - \$4 (\$0 increase over 2023)

Rec Center - \$30 (\$0 increase over 2023)

Unit 39 - \$163 (\$3 increase over 2023)

Unit 44 - \$132 (\$2 increase over 2023)

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

##### B. 2024 Reserve Study Update

A motion was made, seconded, and approved to approve the Trust Reserves 2024 Reserve Study/Annual Disclosure Statement to reflect a monthly contribution for the following Cost Centers:

General - \$35.66 (\$0 increase from 2023)

Rec Center - \$3.40 (\$.11 increase from 2023)

Unit 39 - \$58.79 (\$3.01 increase from 2023)

Unit 44 - \$42.09 (\$0 increase from 2023)

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

##### C. 2022 Tax Returns

A motion was made, seconded, and approved to approve the 2022 Tax Returns as prepared by CPA, Cheryl Lasiewicz. [M-Hayman; S-Campbell; All in Favor]

##### D. Appointment of Board Member

A motion was made, seconded, and approved to appoint Michael Miles to the Board of Directors. Term to end November 2024. [M-Hayman; S-Campbell; All in Favor]

VI. Open Forum

Open forum consisted but not limited to the following topics:

- Street Cones

VII. Announcements & Adjournment

The Board plans to meet again in Executive Session on November 7, 2023 and the Annual Membership Meeting will be held on November 8, 2023.

The meeting was adjourned at 6:22 PM.

These minutes are unofficial until signed by the Board.

ATTEST:

Rosalie J. Hayman  
Director

02/28/2024  
Date

Respectfully Submitted by:  
Jasmine Brinson, CCAM

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