

## Whitney Oaks

Board of Directors Meeting  
The Oaks Building at Springfield  
Meeting Minutes – February 1, 2023

### I. Call to Order

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

Directors Present: \_\_\_\_\_

Rick Jordan, President  
Ross Ainsworth, Vice 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.

- Executive Session to be held on February 7, 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) January 4, 2023

#### B. Financial Review

- 1) December 2022 – Monthly Review
- 2) Lien Resolution – Account #1909246824 & Account #19093010652
- 3) Small Balance Write-off

#### C. Reserve Expense Authorization

- 1) \$19,388.33 General
- 2) \$0 Rec Center
- 3) \$0 Unit 39
- 4) \$0 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. 2022 Year End CPA Engagement Letter**

A motion was made, seconded, and approved to approve the 2022 Year End CPA Engagement Letter as submitted by Porter & Lasiewicz, CPA for the preparation of the 2022 year-end reviewed financial statements, 2022 tax returns, and year-end adjustments, to be performed by CPA Porter & Lasiewicz for a cost of \$7,350. [M-Ainsworth; S-Hayman; All in Favor]

**V. Open Forum**

Open forum consisted but not limited to the following topics:

- Pedestrian Gates


**VII. Announcements & Adjournment**

Board plans to meet again in Executive Session on March 7, 2023 and in Regular Session on March 8, 2023. The meeting was adjourned at 6:09 PM.

These minutes are unofficial until signed by the Board.

ATTEST:

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date

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

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