

## Whitney Oaks

Board of Directors Meeting  
The Oaks Building at Springfield  
Meeting Minutes – July 12, 2023

### I. Call to Order

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

#### 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.

- July 11, 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) May 3, 2023

#### B. Financial Review

- 1) April & May 2023 – Monthly Review
- 2) Lien Resolution
- 3) Small Balance Write-off

#### C. Reserve Expense Authorization

- 1) \$27602.68 & \$22,591.92 General
- 2) \$0 Rec Center
- 3) \$425 Unit 39
- 4) \$8,957 & \$500 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-Jordan; All in Favor]

#### IV. Association Committee Reports

Brief Committee updates were given on the items below:

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

- A motion was made, seconded, and approved to appoint Architectural Committee Member, Phil Johnson, as interim Architectural Committee Chair. [M-Jordan; S-Campbell; All in Favor]

#### VI. Old Business

##### A. Rules for Fence Line Relocation

A motion was made, seconded, and approved to approve to adopt the Whitney Oaks Community Association Rules for Fence Line Relocation Policy as posted on May 4, 2023 as general notice for the required twenty-eight (28) day comment period. [M-Jordan; S-Hayman; All in Favor]

##### B. Fence Stain Policy Update

A motion was made, seconded, and approved to adopt the Whitney Oaks Community Association Fence Stain Policy as posted on May 4, 2023 as general notice for the required twenty-eight (28) day comment period. [M-Jordan; S-Campbell; All in Favor]

#### V. New Business

##### A. 2023 Annual Meeting Dates

A motion was made, seconded, and approved to approve the following 2023 Annual Meeting Dates:

- Establish Meeting Date

To set the Association's Annual Meeting and Election of Directors for Wednesday, November 8, 2023 at 6:00 p.m. at The Whitney Room at Springfield at 2801 Springfield Drive.

- Appoint Inspector of Election

To appoint the Inspector of Elections Committee to serve as the Inspector of Elections to acknowledge their authorization that the secret ballots and/or IRS Resolution proxies are to be mailed or personally delivered to the Inspector of Elections.

- Nomination Deadline

To establish Tuesday, September 5, 2023 at 5:00 p.m. to be the date and time by which Members may nominate themselves as candidates for election to the Board of Directors by delivering written notice of such nomination to the Inspector of Elections The first notice requesting candidates will be mailed on Friday, June 23, 2023.

- Candidate List

To establish the date of Friday, September 9, 2023 to provide general notice to all Members of the candidate list; the date, time, and location where ballots are to be returned; the date, time, and location of meeting where ballots are to be tabulated.

- Establish Record Date

To establish Monday, October 9, 2023 on which the annual package including secret ballot is mailed out to be the record date for determining the Members entitled to cast a ballot and vote on the proposed action. The deadline for the return ballot, if any, will be Tuesday, November 7, 2023 at 5:00 p.m.

•Election Results

To approve posting the Annual Meeting election results at 2870 Hillcrest Road and the Association website <https://whitneyoaks.org/>, as per Civil Code 5120(B) as published in the Annual General Disclosures statement per Civil Code 4045, in lieu of printing and first-class mail delivery.

VI. Open Forum

Open forum consisted but not limited to the following topics:

- Weeds
- Retaining Walls
- Plants

VII. Announcements & Adjournment

Board plans to meet again in Executive Session on August 1, 2023 and in Regular Session on August 2, 2023.

The meeting was adjourned at 6:18 PM.

These minutes are unofficial until signed by the Board.

ATTEST:

  
Director

9/5/2023  
Date

Respectfully Submitted by:  
Jasmine Brinson, CCAM

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