

# Whitney Oaks Community Association

c/o The Management Trust

P.O. Box 1459

Folsom, CA 95763

**TO:** Members of the Association  
**FROM:** Board of Directors  
**RE:** Notice of Proposed Rule Change—Maintenance Matrix  
**DATE:** May 29, 2020

The purpose of this written notice is to inform Owners that the Board of Directors is considering the adoption of rules pursuant to the Association's Governing Documents, which gives the Board of Directors the ability to adopt rules.

**1. Text of the Proposed Rule:**

A copy of the text of the Proposed Maintenance Matrix is enclosed.

**2. Purpose and Effect of the Proposed Rule Changes:**

The Board is considering adoption of the Maintenance Matrix. This Maintenance Matrix is the Board's reasonable interpretation of the various maintenance responsibilities between Owners and the Association outlined in the *First Restated Master Declaration of Covenants, Conditions and Restrictions for Whitney Oaks* (the "Declaration") and other applicable Governing Documents. It is intended to serve as a convenient resource for the Association and Owners to determine maintenance responsibilities in the Whitney Oaks development. It is not intended to replace the language and maintenance responsibilities outlined in the Declaration or other applicable Governing Documents. In the event of any conflict between the Maintenance Matrix and the Declaration or Supplemental Declarations, the Declaration or Supplemental Declarations shall control.

**3. Notice of Meeting of the Board of Directors to Consider Adoption of the Proposed Rule Change:**

The Board of Directors will hold a meeting to consider the adoption of the Proposed Rules as indicated below. The Board of Directors intends to make its decision at this meeting following consideration of any member comments.

**Date:** July 8, 2020

**Time:** 6:00 PM

**Place:** Currently Unknown

As of the date of this notice, pandemic restrictions limit large gatherings. The regular session meeting will be convened via telephone/video conference on the above-mentioned date and time. The general advisements below have been made for all open session meetings and will also apply to the July meeting unless otherwise noted on the forthcoming agenda. Please be advised that written comments may also be received for the Board consideration .

**Please Note:**

Due to the COVID-19 pandemic and to ensure compliance with the Governor's stay at home order, the Board is being socially responsible by not holding meetings in-person to help reduce the possible risk and/or spread of the virus. The Board will be conducting their meeting via conference call.

Members can contact Laura Smyth, Community Association Manager, for the meeting code and instructions needed in order to join the meeting. You will be able to listen to the Board conduct business and there will be an opportunity to address the Board during the open forum portion of the meeting. Please note that this process is necessary to ensure that only Members of the Association are attending the meeting via conference call.

Please contact Laura Smyth for instructions and codes. [Laura.Smyth@managementtrust.com](mailto:Laura.Smyth@managementtrust.com) or 916.932.5144

## Maintenance Matrix

### Whitney Oaks Community Association

Adopted \_\_\_\_\_, 2020

The following Maintenance Matrix for Whitney Oaks Community Association (the "Association") is intended to serve as a convenient resource to determine maintenance responsibilities in the Whitney Oaks development. It is not intended to replace the language and maintenance responsibilities outlined in the *First Restated Master Declaration of Covenants, Conditions and Restrictions for Whitney Oaks* (the "Declaration") or other applicable Governing Documents. The Development includes portions that are further governed by Supplemental Declarations. Relevant maintenance responsibilities are identified at the bottom of the table for these portions of the Development. Unless further specified at the bottom of the table, the maintenance responsibilities in portions of the Development governed by a Supplemental Declaration are the same as the rest of the Development.

In the event of any conflict between this Matrix and the Declaration or Supplemental Declarations, the Declaration or Supplemental Declarations shall control. This shall be considered the Board's reasonable interpretation of the Governing Documents.

A = Association      O = Owner or Multiple Owners

Item	Maintenance	Repair	Replacement
<b>Items Located on Lots or in Exclusive Use Common Areas</b>			
Decks and Patios	O	O	O
Driveways Located on a Lot	O	O	O
Established Drainage (includes lines and inlets)	O	O	O
Exterior Doors	O	O	O
Exterior Paint	O	O	O
Exterior Surfaces	O	O	O
Exterior Vents and Screens	O	O	O
Fences	O	O	O
Foundations	O	O	O
Framing (including weight bearing walls and columns)	O	O	O
Gutters and Downspouts	O	O	O
HVAC Systems and Equipment	O	O	O
Interior of Residence	O	O	O

Item	Maintenance	Repair	Replacement
Irrigation Serving the Lot	O	O	O
Landscaping and Hardscaping (includes all yard areas not expressly required to be maintained by Association)	O	O	O
Roof	O	O	O
Utilities Located on/under Lot	O	O	O
Windows, Windows Accessories, and Other Glass Surfaces	O	O	O
<b>Items Located in Common Area</b>			
Common Area Pools	A	A	A
Common Area Recreation Facilities and Equipment	A	A	A
Cluster Mailboxes	A	A	A
Driveways Located in Common Area	O	A	A
Fences	A	A	A
Fitness Center	A	A	A
Gates	A	A	A
Irrigation and Drainage Systems located in Common Area	A	A	A
Landscaped Street Medians	A	A	A
Landscaping and Hardscaping	A	A	A
Natural Open Space Areas	A	A	A
Other Buildings Located in Common Area Owned by Association	A	A	A
Private Streets	A	A	A
Sidewalks	A	A	A
Trails	A	A	A

Item	Maintenance	Repair	Replacement
Utilities Exclusively Serving One (1) Lot	O	O	O
Utilities Serving More Than One (1) Lot and Located in Common Area	A	A	A
Walkways	A	A	A
Walls and Railings	A	A	A
<b>Unique Responsibilities in Unit 39</b>			
Exclusive Use Common Area—Yard Area	O	O	O
Exterior of Residences	O	O	O
Lot 1 and Abby Court	A	A	A
Party Walls Separating Exclusive Use Common Area and Association Common Area	O/A (Association maintains surface facing Common Area)	A	A
Patio Fences and Retaining Walls (between Lots)	O	O	O
Side Yards & Adjoining Unit Exterior Walls	O	O	O
Wood-Destroying Insects in a Residence	O	O	O
<b>Unique Responsibilities in Unit 44</b>			
Exclusive Use Common Area—Yard Area	O	O	O
Exterior of Residences	O	O	O
Lots 1 & 2, Sterling Drive, Kensington Court, and Lawton Court	A	A	A
Party Walls (between Lots)	O	O	O
Party Walls Separating Exclusive Use Common Area and Association Common Area	A/O (Owner maintains surface facing Exclusive Use Common Area)	O	O
Wood-Destroying Insects in a Residence	O	O	O