

# Whitney Oaks

Board of Directors Meeting  
2801 Springfield Drive – The Oaks Building  
Meeting Minutes  
January 8, 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  
Rick Jordan, Director

### The Management Trust

Laura Smyth, CCAM

### 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) December 4, 2019

### B. Committee Minutes

- 1) Architectural Committee (ARC)

### C. November 2019 – Financial Review

- 1) Lien Resolution
- 2) Authorization to Lien - 970549
- 3) Small Balance Write-off

### D. Reserve Expense Authorization

- 1) \$11,742.82 (General)
- 2) \$200.00 (Rec)
- 3) \$200.00 (39)
- 4) \$200.00 (44)

A motion was made to approve the consent agenda items. The motion was seconded and approved.

[M-Campbell; S-Laderman; Abstain-Hayman; In-Favor-Campbell, Laderman, Jordan, Jones]

### III. Executive Session Disclosure

Management noted that the Board of Directors met on January 6, 2020 in an Executive Session meeting during the meeting several bids were reviewed. The First Security contract has been approved and updated for 2020. Additionally, a bid to clean low-lying sidewalk/gutter areas of the Hillcrest area was approved. The Board of Directors met in an additional Executive Session with the Springfield Board of Directors on January 7, 2020. During this meeting the Boards discussed the following:

- sidewalk maintenance
- mailbox cluster maintenance
- emergency fire gate access
- landscaping
- project notifications
- cell tower requirements
- on-site staff
- budgeting
- legal matters

### IV. Reports / Committee Updates

#### A. ARC Committee Report

Committee Chair King provided an update to the Board of Directors regarding the last ARC meeting.

#### 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

Director Campbell also noted the following account balances as of November 30, 2019.

- Operating: \$263,420.48
- Reserve: \$5,633,993.62

#### C. Landscape Committee

Management noted that a meet and greet meeting for the Landscaping Committee and prospective volunteers is scheduled for January 22, 2020.

#### D. Committee Roster Updates

No roster updates were made at this time.

### V. New Business

#### A. Director Position Assignments

A motion was made to reflect the denoted Director assignments below. The motion was seconded and approved by all Directors. [M-Laderman; S-Hayman; All in Favor]

- President Bob Jones
- Vice President Rosalie Hayman
- Secretary Stan Laderman
- Treasurer Richard Campbell
- Director Rick Jordan

**B. Emergency e-Mail Meeting Resolution**

A motion was made to approve the Emergency e-Mail Meeting Resolution. The motion was seconded and approved by all Directors. [M-Hayman; S-Jordan; All in Favor]

**C. Late Fee Waiver Resolution**

A motion was made to approve the Late Fee Waiver Resolution. The motion was seconded and approved by all Directors. [M-Hayman; S-Jordan; All in Favor]

**D. Master Gate Code Update**

A motion was made to update the master gate code on an annual basis. The gate code change should correspond with the Annual Membership meeting. The motion was seconded and approved. [M-Laderman; S-Jordan; All in Favor]

**E. Vacant Lot**

A motion was made to engage the land-use attorney contact provided by legal counsel to review the vacant lot use options. [M-Hayman; S-Jordan; All in Favor]

**F. Hillcrest Common Area Fencing**

The Board was provided with homeowner written comments regarding school access from the Association's property. It was noted that the Board would like to limit liability, but participation and partnership are required by the school. A motion was made to seek legal counsel regarding the matter and have a letter sent to the school or related entities. The motion was seconded and failed to pass.

[M-Campbell; S-Laderman; Opposed; Jones, Jordan, Hayman]

A motion was made to exclude this topic from future agendas until; there is new state law, the school contacts the Association about limiting access points, or there is another significant change that requires Board action. The motion was seconded and approved. [M-Hayman; S-Jordan; In-Favor-Hayman, Jordan, Jones; Opposed-Laderman, Campbell]

**VI. Open Forum**

The following items were reviewed/discussed during open forum:

- New development
- Tree Trimming
- Website Organization

**VII. Informational**

- A. B&P Disclosure**
- B. Updated Meeting Calendar**
- C. Allied Fee Schedule**
- D. Angius & Terry Fee Schedule**

The Board was with information noted above.

**VIII. Announcements**

- January 15, 2020 – Architectural Committee Meeting
- January 22, 2020 – Tentative Landscape Committee Meeting
- January 30, 2020 – Finance Committee Meeting

**IX. Adjournment**

The meeting was adjourned at 7:35PM.

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These minutes are unofficial until signed by the Board.

ATTEST:

*Rosalie J. Hayman*  
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Director

February 5, 2020  
\_\_\_\_\_  
Date

Respectfully Submitted by:  
**Laura Smyth, CCAM**

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NOT VALID FOR TRANSFER