



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES January 7, 2015 - 6:30 P.M. The Oaks, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 6:30 P.M. by Board Vice President Bonnie Laderman.

**DIRECTORS PRESENT:** The following Board Members were present as well as approximately ten other Homeowners. Agendas were posted at least four days prior to the meeting at The Gables, at the Hillcrest Pool bulletin board, and on the Association's web site.

Bob Jones	President	Absent
Bonnie Laderman	Vice President	
Rick Jordon	CFO	
Eva McLain	Secretary	
Sharon Theofelis	Director	

**ALSO PRESENT:** Vicky Langer, Association Manager, with The Management Trust, Kocal Division.

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Eva/Sharon) to approve the minutes of the December 3, 2014 Board of Directors Meeting as corrected. The motion was unanimously adopted.

III. **MANAGER'S REPORT:** Vicky Langer, Association Manager, reviewed items from her written report and logs with the Board and the members present. The following items were highlighted:

- **Executive Session Held:** An Executive Session Board Meeting was held on January 5<sup>th</sup> to discuss compliance issues, contracts, litigation, and collections.
- **Storm Damage:** She reviewed the various problems from two heavy rain storms in December, including mud clean up, street cleaning, drain clearing, and prevention of flooding and erosion for upcoming storms.
- **Fence Staining:** In response to a question brought up by the Board at a prior meeting it was noted that the current CC&Rs do require staining of fences.

- **Gate 10 Hold Open Issues:** After months of unreliable “hold open” instructions/programming, Controlled Access was able to duplicate and fix the problem which was related to a time zone issue.
- **Gate Issues and Gate Cameras:** Management has been getting a lot of calls about gate malfunction issues. Gate 11 was hit over the 12/5 weekend. The Owner’s insurance information was provided and a claim is being processed (approx. \$3,300). Also gate 10 (by Gables) reportedly closed on a resident’s car on the weekend of 12/27.
- **Reserve Fund Transfers:** Funds for reserve expenses can only be transferred to the operating/checking account after Board signatures are provided. It was requested and the Board authorized management to get signatures from 2 board members if/when they are needed for approved reserve expenditures.
- **CC&R Voting:** In preparation for the second ballot mailing for the CC&Rs (balloting was extended to the March meeting date), the Inspectors of Election have gone through them and crossing off the ones who have already voted to save the Association related costs for the second mailing which will go out in January.
- **Lighting Meeting:** In December Rick Jordan and Vicky met with Richard of Century Lighting to look at possible additional lighting at the pools. Also discussed was the proposed street light conversion project proposal which is in the process of being revised. These items will be on the February Agenda.
- **Meeting with City of Rocklin:** A meeting was held with Ken Morrow, Rick Jordan, Vicky, and John Courtney, a contractor with RJM Design Group that is doing consulting work for the City of Rocklin on December 15<sup>th</sup>. They wanted to interview the Association representatives regarding their preparation of a comprehensive Parks and Trails Master Plan. Discussion included Association concerns related to increased use of the WOCA trails.

#### IV. COMMITTEE REPORTS

- **Architectural Review Committee:** Eric King gave a report on recent applications. The Board reviewed minutes of the December committee meeting. There were 8 items on the Agenda for December. The committee recommended approval of the proposed color list for the homes in Unit 44. Most storm damage was on the unpaved trails.
- **Trail Committee:** Richard Conrad’s post storm report was reviewed. He reported that a lot of decomposed granite washed off trails during the recent storms. Some catch basins of a temporary nature were put in to take water off the trail and prevent severe erosion. He is working with and waiting for

bids from BLM for trail repairs. Once these are obtained, other bids will be sought.

- C. **Inspector of Elections:** Bea Morrow reported that only three additional ballots have been received and still over 200 are needed before the CC&R and Bylaw vote should be counted. She explained the balloting process to the members present.

## V. FINANCIAL REPORT

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending November 30, 2014. The Association spent approximately \$11,000 less than it brought in year to date. However there were approximately \$18,000 in expenditures for storm clean up and drain clearing, extra patrols, and related supplies that will be reflected on the year end reports.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Eva/Sharon) to approve the Reserve Expense Authorizations for the various reserve expenditures made in November 2014 as listed in the financial reports package. The motion was unanimously adopted.
- C. **Bad Debt Authorization Request:** A motion was made and seconded (Eva/Bonnie) to write off \$49 of bad debt from Account #467164. The motion was unanimously adopted.

## VI. UNFINISHED BUSINESS

- A. **Proposed Easement Agreement at Whitney Ranch Entry:** After reviewing initial conceptual input from the Association's legal counsel, a motion was made and seconded to ask Deon Stein for further input regarding whether a lease agreement could be arranged, whether a lease agreement would require a vote of the membership, and what are the pros and cons of this option. The motion was unanimously adopted.
- B. **Grazing for 2015:** Bonnie gave an update on a meeting with Lee and Sandi Hazeltine held on 1/5/15 to discuss the grazing proposal/contract. Mark Siemens expressed concerns about the project, specifically damage to hillsides and erosion due to overgrazing. He argued that there were too many sheep and they were on site too long. Ken Morrow countered with input that the sheep have not caused degradation to hillsides. It was the consensus of the Board to have management set up a meeting with Mark and Lee before the grazing project gets underway. Rick offered to attend such a meeting. A motion was made and seconded (Rick/Eva) to approve the proposal for two passes with some areas excluded at a cost of \$35,000. Areas not being addressed under the contract will be string trimmed as needed (if required).

- C. Gate Video Cameras – Review Proposal:** The Board reviewed information and a proposal for gate cameras from Precision West Technologies to install video cameras at gate areas to document gate (closing vs. collision) incidents. The Board discussed picking some of the gates to do on a trial basis and asked management to pick 5-6 of the high traffic area gates and get costs from an electrical company to run power to the median at those gates.
- D. Tree Injections and Fertilization Proposals:** The Board reviewed tree injection and fertilization proposals from four contractors. A motion was made and seconded (Rick/Sharon) to approve the proposal from Bianco Landscape Management to do Merit Injections, fruit reduction and fertilization of trees as listed on their proposal for a total of \$12,742. The motion was unanimously adopted.

## **VII. NEW BUSINESS**

- A. Re-Appoint Architectural, Finance, Landscape, and Trail Committees:** The existing committees were re-appointed (Eva/Sharon) for the 2015 calendar year as follows:

**Architectural Committee**

Eric King (Chair), Paul Marcillac, Rick Held, Patrick Quarry, and Jim Phelps.

**Finance Committee**

Bill Jarrett (Chair), Don Biddle, Bill Twelker, and Bill Erickson. Rick Jordan will continue to serve as Liaison to the Board.

**Landscape Committee**

Reinhold Gedeit (Chair), Jim Cheap, Melanie Cook, and Bryon Schrum.

**Trails Committee**

Richard Conrad (Chair), Ken Morrow, Eric Hanson, and Ken Lembach. Rick Jordan will continue to serve as Liaison to the Board.

- B. Annual Management Disclosure re: Certification:** Vicky distributed and briefly reviewed management's annual required disclosure letter regarding her certification status.
- C. Annual Resolution Authorizing Email Votes in Emergency Situations:** A motion was made and seconded (Bonnie/Eva) to adopt the attached resolution that would allow the Board members to make decisions by unanimous email vote in emergency situations. The motion was unanimously adopted.

- D. Proposed Color List for Units 39 & 44:** After looking at the color charts and discussing a motion was made and seconded (Eva/Rick) to approve the proposed color list for Units 39 & 44. Owners will be given 30-day notice and opportunity to comment before the Board adopts the list. The motion was unanimously adopted.
- E. Custom Homes and Current Paint Color List:** Management asked for clarification on whether the ARC has the authority to approve colors not on the approved color list for custom homes or whether all applications for colors not on the list must be rejected and brought to the Board. The consensus was not to treat the custom homes differently regarding paint color options but to have the Association's Architect refer Owners to the Board if they want to use colors that are not on the palette.
- F. Tree Work – 4014 and 4024 Legend, 3541 Black Oak & 2407 Clubhouse:** Bids for various tree work were considered. A motion was made and seconded (Sharon/Eva) to approve the bids from Arborwell. The motion was withdrawn. A motion was made and seconded (Rick/Bonnie) to have Management get other bids for these removals and authorize to approve the lowest cost bids. The motion was adopted on a 3 to 1 vote with Eva voting against it.
- G. Annual Meeting Date:** November 18<sup>th</sup> 2015 was set as this year's Annual Membership Meeting date.
- H. Sign Proposals re: Tow Company and No Trespassing:** The Board reviewed proposals from Signs in One Day to put a No Trespassing sign at the open space area near the Hillcrest Pool used by High School students as a cut-through and to amend signs at entry areas to include the name and phone number of the tow company. A motion was made and seconded (Rick/Bonnie) to approve the proposals for signs. The motion was unanimously adopted.
- I. Hauling of Mud and Debris from Storm:** The Board reviewed proposals for hauling mud and for hauling off tree branches removed from a drain outlet that was blocked near 2400 Clubhouse Drive. A motion was made and seconded (Rick/Sharon) to approve the proposal from BLM to haul off the dirt from the storm clean up at a cost of \$1,800. This motion was unanimously adopted. The golf course will be asked to haul away the branches that were removed from the exit of the drain by the pond.
- J. Storm Damage – Follow Up Recommendations:** The Board reviewed input from Thunder Mountain Enterprises and Geotechnical Engineer, Rick Holsinger, regarding long term flood control improvements. The consensus of the Board was to get a firm proposal from Thunder Mountain Enterprises, Inc. to conduct regular inspections and vacuum cleaning of drain inlets and storm system pipes.

- K. Wetlands and Open Space Report and Creek Cleaning Scope:** The Board reviewed the annual wetlands and open space report prepared by Gibson & Skordal, LLC, Wetland Consultants, and discussed correspondence to and from management, a Homeowner and the consultants about the scope of work for creek cleaning. Doug Urry, the Homeowner, explained his concerns about the Association's landscapers weed eating to the height of the rocks in Pleasant Grove Creek. Bonnie explained some concerns raised by the Finance Committee regarding the Wetland Conservancy Board budget and accounting of it. WOCA is required to contribute its percentage to the Conservancy each year and maintain a certain balance in reserve funds for any wetlands work that becomes necessary. Jim Gibson, Wetland Consultant, will be invited to attend the next Board Meeting to discuss concerns and answer questions about these items.
- L. Variance Request – Basketball Standard – 2394 Clubhouse Drive:** The Board reviewed a request for a temporary variance to keep a basketball standard on the driveway at this address. A motion was made and seconded (Eva/Sharon) to approve the variance for 1 year (renewable). The motion was adopted on a 3 to 1 vote with Rick Jordan voting against.

#### **VIII. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed. Action was taken on the following items:

- **Emails to/from Richard Campbell re: Chasen Court Erosion and Flooding:** Management has requested a proposal from BLM to modify the drain area on the right side of the road that heads up the hill from the end of Chasen Ct. The consensus of the Board was to wait until the latent defect repairs above this area are completed before doing anything.
- **Request from 2400 Cody Ct (Thayer) for Reimbursement for Property Damaged by Water:** Jim Thayer explained that the flood water that came into his home was from the street drain that was clogged with leaves and asked the Association to reimburse him the \$8,200. Because the drains were not cleared the same day as the storm and because the gutter has a design flaw, he felt that the Association should be liable for the expense. Management is meeting with a contractor and will get a cost for a higher curb. Ken Morrow suggested that a retaining wall would be needed rather than a curb. This matter was tabled to the February meeting.
- **Reported Robbery at 3688 Coldwater and Requested Gate Modifications:** Management is getting a cost for strike plates on the pedestrian gates that don't have them.

- **Emails to/from Chris Shandro re: High School Access by Hillcrest Pool:** Representatives from the School District are planning to attend the March 4<sup>th</sup> Board of Directors Meeting. It was suggested that parking sticker program be administered in the problem area and that a rule be adopted to keep residents from parking in that area during the day.
- **Emails to/from Peter March re: Erosion/drainage/Landscape Maintenance:** No action was taken on this item.
- **Email from Ken Morrow re: Ownership of Some Open Space Parcels:** It was noted that some parcels we never deeded to the Association but that there may be a simple fix for the issue.


**IX. HOMEOWNER FORUM:** The following items were brought to the attention of the Board under this portion of the Agenda.

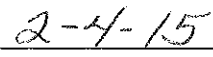
**Sterling Drive Water Leaks:** Several Homeowners from this area came to report that water leaks have been occurring. One Owner's concerns include that an interior (blue) pipe was used (not to code). Several of the lines run under driveways. There was discussion about whether the Homeowner or Association is responsible for water lines between the water meters and the homes (under common area) as the CC&Rs do not specify. Management was asked to get a legal opinion on the question of maintenance responsibility.

**X. ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 9:07 P.M.

The next Board of Director's business meeting will be the on February 4, 2015 at 6:30 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

*I, Eva McLain, the Secretary of the Whitney Oaks Homeowners Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Whitney Oaks Board of Directors Meeting held on January 7, 2015 as approved by the Board Members in attendance of a duly noticed Board meeting.*

  
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 Eva McLain, Secretary

  
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