



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES March 4, 2015 - 6:00 P.M. The Oaks, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 1:00 P.M. for ballot counting and again at 6:00 P.M. by Board President Bob Jones.

**DIRECTORS PRESENT:** The following Board Members and management personnel and others were present as well as approximately twenty two other Homeowners who attended the evening portion of the meeting. 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	
Bonnie Laderman	Vice President	Absent 1:00 PM Present 6:00 PM
Rick Jordon	CFO	
Eva McLain	Secretary	
Sharon Theofelis	Director	
Vicky Langer	The Management Trust, Kocal Division	
Jim Gibson	Gibson & Skordal, Wetland Consultants	
Richard Garbick	Century Lighting	
Brent Estes	Century Lighting	
Rick Russo	Russo Insurance Agency	
Christina Keele	Russo Insurance Agency	

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Eva/Sharon) to approve the minutes of the February 4, 2015 Board of Directors Meeting as drafted. The motion was unanimously adopted. A motion was made and seconded (Eva/Bonnie) to approve the minutes of the February 18, 2015 Board of Directors Meeting as drafted. The motion was unanimously adopted.

III. **WETLANDS**

Jim Gibson, of Gibson & Skordal, the Association's Wetland Consultant firm, discussed his inspection and recent report. The rules in the Open Space Management Plan govern the wetland areas. The Army Corps regulates wetland areas. Jim answered questions about his inspections, reports, and the Wetland Conservancy (which oversees the open space). He will be retiring this year. After

further discussion, a motion was made and seconded (Eva/Bonnie) to write a letter to the Army Corps of Engineers about the problem “cut through” area by the Hillcrest pool and get their recommendations. The motion was unanimously adopted.

**IV. STREET LIGHT CONVERSION PROJECT**

Richard Garbick and Brent Estes, with Century Lighting, presented a revised proposal for converting the street lights throughout the community to the Board. Richard explained the existing bulbs are High Pressure Sodium which create a warm light tone. The samples installed are strictly for a color reference/sample. The proposal includes fixtures that do not have elements on the top of them that would shine upwards. Because of the nature of the current glass acorn shaped fixture globes, some light would shine upwards. It will take 6-8 weeks to get samples of the actual type of lamps that are being proposed as a fixture head needs to be sent to the factory. Unfortunately the feature that makes the lamps dim in the middle of the night and come back on full strength when there is nearby motion is not available for retrofit projects. “3000” is the warmest color (used recently by the Gold River community). However, the warmest color gives the least amount of light. The Board would like to find a color that improves the quality of the lighting throughout the community while retaining some warmth. The most common color used in neighborhoods like Whitney Oaks is “3700”. Century Lighting will remove two fixture heads and send them to their factory so that samples more true to what would be installed on this project can be obtained. Also, a proposal for converting the lighting in the landscape/gate areas to LED will be prepared. Samples of “3000” and “3700” lamps will be put up in approximately 6-8 weeks. Century Lighting offered to do night audits of the lights throughout the community twice per month at no charge. Currently burned out bulbs are replaced when owners call in to report them. An agreement will be sent for insurance purposes for this service.

**V. INSURANCE RENEWAL**

Rick Russo, with Russo Insurance Agency, attended the meeting and presented the proposed insurance renewal. Rick also shared an article about ways to avoid D&O claims that are not covered. The Board also considered a proposal from Gallagher Insurance Agency. A motion was made and seconded (Sharon/Bonnie) to approve the Russo Insurance proposed package renewal with a \$1,000 deductible at a total cost of \$20,991. The motion was unanimously adopted.

**VI. 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 March 2<sup>nd</sup> to discuss compliance issues, contracts, potential litigation, and collections.

- **Fence Maintenance Responsibilities:** The CC&Rs of Springfield state that “The Master Association shall have the obligation to maintain the exterior of the wrought iron fencing and concrete walls located on the outermost perimeter of the development and shall repair and replace such fencing, as provided in the Master Declaration.” The WOCA CC&Rs say that cleaning, maintaining, repairing, replacing and painting of fences located within the Association Property including streets, sidewalks, gates, open spaces, landscaping parking areas, walkways, fences, walls, and railings, irrigation, etc. is the responsibility of the WOCA.
- **Trespassing at Marie Huson Park:** A report was made by non-WOCA neighbor living behind the park area that a particular group of kids are playing in and bringing their bikes into the off limits area and have been defacing (drawing on) rocks, etc. The security company was asked to send patrols during the daytime on a few occasions.
- **Grazing:** Lee Hazeltine is going to start the first pass the last week of February. Vicky signed the permit applications last week.
- **Fitness Room Carpet Cleaning:** The carpet in the fitness room was stained and steam cleaned.
- **Rust at Hillcrest Pool Deck:** It was noted that there are rust spots appearing at the Hillcrest Pool deck. Vicky met with, Nick Rutherford, of DRYCO, to look at the issue and is waiting for their recommendations. Per the contractor it is somewhat of a mystery as to what is causing the rust.
- **Pillar Trim:** Some pillar trim dry rot was noticed at Gate 1. Repairs were approved and contractor was asked to inspect all gate area pillar trim. Agenda item.
- **Gate Electrical for Security Cameras:** A meeting was held with Precision Technologies, an electrician and management to look at 5 gate areas: #1, #3, #9, #11 and #12 on 2/4. Cost for the electrical work for the video equipment installation will be worked into the reserve study draft.
- **2834 Hillcrest Drain:** Last month the Board approved a bid from BLM (\$2,200) to replace part of what was suspected to be a collapsed drain pipe. The drain pipe was indeed collapsed and a new section of pipe was installed.
- **Wrought Iron Painting and Asphalt Seal Coating Project Specs:** Vicky is working on identifying all of the asphalt trail entry and asphalt fire road locations (for the asphalt project) and all of the wrought iron fence locations (for the painting project). It appears that some areas may not have been painted the last go-around (reserve project cycle). This is a reserve project for 2015.

- **Commercial Complex:** The large tree on the corner of the commercial office complex at Whitney Oaks Drive and Park Drive is still full of mistletoe. Also it has been noted that their wrought iron fencing is rusty and needs painting. A letter has been mailed to the owners of the building.
- **Asphalt Work for 2015:** Bob Leppek with Central Valley Paving walked the areas with Richard Conrad (Trails Committee) and Vicky in January and has submitted specifications for asphalt seal coating, repairs, and installation of new asphalt on trails. Other bids will be sought once the scope is ironed out. The reserve study (before update) only contains approximately \$25,000 for sealcoating and repairing the trails. The bid from Central Valley is approximately \$62,000.
- **Easement Area:** The Homeowner at 5167 Wedgewood submitted an ARC Application to fence around a large oak tree that is technically on his property. However, the HOA has an easement where the oak tree is and the backyard fence cannot be moved.
- **Fire Access Fence Replacement:** A motion was made and seconded (Rick/Bonnie) to replace the fire gate fence by 2820 Greenview and replace it (including being stained) at a cost not to exceed \$1,500. The motion was unanimously adopted.

## VII. COMMITTEE REPORTS

- Architectural Review Committee:** Eric King gave a verbal report and the Board reviewed the minutes of the February ARC meeting. Members of the committee have been assigned portions of the Design Guidelines for review and input. Legal input is being sought regarding whether the new document would replace the current Design Guidelines.
- Landscape Committee:** Vicky informed the Board that the committee met with RainBird representatives recently to learn about how upgrading equipment would save water. This is a reserve expense budget item for 2015.
- Finance Committee:** Bill Jarrett reported that the Finance Committee and Board met with UP Capital regarding a 6% tolerance issue.
- Trail Committee:** The Board reviewed proposed specifications for asphalt and other trail work. Richard Conrad reported that the committee met in February and reviewed many proposals. The committee recommended 20 tasks to repair rain water damage over time and to clean out drains along the trails at a cost of approximately \$37,000. He asked for the Board to approve the concept so that bids can be sought. The committee recommended (3 to 1) paving the Sunset Trail to reduce future maintenance costs and improve safety. There are other trails as steep but are easier to traverse because they are paved. There are approximately 1,000 feet of ditches that need to be

cleaned out (prioritized). The committee feels that it is more important to do the things on this list than sealcoating, repairing, and crack sealing the asphalt trails. Members of the committee attended a Rocklin meeting and gave input on the proposed trail master plan.

- E. **Inspectors of Election:** Bea Morrow reported that 1080 valid ballots were received and that the proposed documents were approved with a 54.3% member vote. The vote count for the proposed restated CC&Rs and Bylaws was as follows:

YES VOTES: 1,020

NO VOTES: 60

- F. **Speed Task Force:** Bill Jarrett made a brief presentation about the speed monitoring device. The Springfield Maintenance personnel set up the software and tried it out on Springfield Drive. A spreadsheet was generated with many pieces of information. Five to six areas recommended for monitoring were determined by the Task Force which include Clubhouse Drive, Hillcrest Drive between the gate and the pool, Crestwood Drive, Coldwater Drive, Tahoe Vista and possibly Black Oak. Once data is gathered from these areas, recommendations will be made.

#### **VIII. FINANCIAL REPORT**

- A. **Treasurers Report:** Rick Jordan reviewed the financial reports for the month ending January 31, 2015. The Association is under budget year to date.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Rick/Eva) to approve the Reserve Expense Authorizations for the various reserve expenditures made in January 2015 as listed in the financial reports package. The motion was unanimously adopted.

#### **IX. UNFINISHED BUSINESS**

- A. **Proposed Towing Policy:** The Board reviewed suggested changes made by Mark Siemens (past Rocklin Police Chief) to the proposed towing policy that was mailed out for the 30 day review and comment period in late December. A motion was made and seconded (Bonnie/Sharon) to approve the revised proposed towing policy for another 30-day comment period. The motion was unanimously adopted.
- B. **Proposed Benches:** Jacob Polivka, a Boy Scout working towards achieving his Eagle Scout designation, has offered to build three benches along the Clark-Dominguez Trail. He described the proposed benches and reviewed a written report with pictures. He plans to raise funds for the necessary materials. A motion was made and seconded (Rick/Eva) to approve the

project. The motion was unanimously adopted. Jacob indicated that he hopes to have the benches built in approximately 9 months.

- C. **Units 39 & 44 Proposed Paint Color List:** An opportunity to comment on the proposed paint color list for Units 39 and 44 was given and no comments (verbal or written) were received. A motion was made and seconded (Sharon/Rick) to adopt the proposed color palette for these two communities. The motion was unanimously adopted. The list will be published.
- D. **School “Cut-Through” on Hillcrest:** The Board continued to discuss with Homeowners the items brought up at the meeting held on 2/18/15 with representatives from the Rocklin Unified School District.
- E. **Goals for 2015:** The Board considered a revised list of proposed goals for the year. A motion was made and seconded (Eva/Bonnie) to adopt the revised goals. The motion was unanimously adopted.

X. **NEW BUSINESS**

- A. **Solar Application 2<sup>nd</sup> Opinion:** The Board discussed the decision made by some of its members between meetings to get a second opinion on a proposed solar installation. Members of the Board shared their perspectives on the series of events. A motion was made and seconded (Sharon/Eva) not to approve the expenditure of \$330 for the second opinion. The motion failed on a 3 to 2 vote with Bonnie, Bob, and Rick voting against. A motion was then made to approve the expenditure (Rick/Bonnie). The motion was adopted on a 3 to 2 vote. Eva and Sharon voted against the motion on the basis of disputing the method by which the action was taken between meetings without their involvement outside of a published board meeting.
- B. **Parking Variance Request:** The Board considered a request from 3414 Kensington Court (Lori Baker) for a street parking variance. A motion was made and seconded (Eva/Sharon) to deny the variance request. The motion was unanimously adopted.
- C. **Tree Care – Mistletoe:** The Board reviewed a proposal from Arborwell Tree Care to remove mistletoe from trees throughout the community. A motion was made and seconded (Eva/Bonnie) to approve the proposal at a cost of \$2,422. The motion was unanimously adopted.
- D. **Gate Entry Pillars:** The Board reviewed a proposal for dry rot repairs to various pillars at gate areas. This summer the monument signs and pillars will be painted. A motion was made and seconded (Bonnie/Sharon) to approve the proposal for \$1,200 to repair dry rot at Gates #2, #4, #6, #19 and #27. The motion was unanimously adopted.

E. **ARC Appeal – 3261 Black Oak Drive – Patio Cover:** The Board considered a request for a patio cover on the side of 3261 Black Oak that would not meet the Association’s setback for structures but may meet the City of Rocklin’s set back requirement. A motion was made and seconded (Eva/Bonnie) to approve the application contingent upon the Owner obtaining and providing a copy of the building permit for such. The motion was unanimously adopted.

**XI. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed. No action was taken.

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

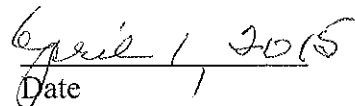
- **Board Member Resignation:** Eva McLain shared a written statement about her 5+ years of service on the Board, highlighting her commitment to continue to be a voice for the Homeowners and her support of The Management Trust. Her term expires in November of this year. She announced her resignation from the Board effective immediately. A motion was made and seconded (Rick/Bob) to accept her resignation with regret. Eva was thanked by many for her many years of wonderful service.

**XIII. ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:40 P.M.

The next Board of Director’s business meeting will be the on April 1, 2015 at 6:00 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

*Approved by the Board of Directors*

  
Secretary

  
Date