



# WHITNEY OAKS

## WHITNEY OAKS COMMUNITY ASSOCIATION

### BOARD MEETING MINUTES

August 5, 2015 - 6:00 P.M.

The Oaks, Rocklin, CA

- I. **CALL TO ORDER:** The meeting was called to order at 6:00 P.M. by Board President Bob Jones.

**DIRECTORS PRESENT:** The following Board Members and management personnel were present as well as approximately 14 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	
Bonnie Laderman	Vice President	
Rick Jordon	CFO	
Sharon Theofelis	Secretary	
Chris Krajewski	Member at Large	Absent
Vicky Langer	The Management Trust, Kocal Division	

- II. **APPROVAL OF MINUTES:**  
A motion was made and seconded (Bonnie/Sharon) to approve the minutes of the July 1, 2015 Board of Directors Meeting as drafted. The motion was unanimously adopted. A motion was made and seconded (Bonnie/Sharon) to approve the minutes of the July 23, 2015 Board of Directors Meeting as drafted. The motion was unanimously adopted

- III. **MANAGER'S REPORT:** Vicky Langer, Association Manager, reviewed items not on the Agenda from her written report and logs with the Board and the members present. The following items were highlighted:

- **Executive Session:** Executive Session Board Meetings were held on June 1<sup>st</sup> and July 7<sup>th</sup> to discuss compliance issues, contract, litigation and collections.
- **Drains at Clubhouse Pond:** A meeting was held to look at the three drains that come into the pond. In attendance were: Rick Jordan, Chris Krajewski, Vicky Langer, Dave Smiley (Thunder Mountain Enterprises), Jerry Bow (Golf Club Mgr.) and Brad Bonino (Golf Club Maintenance), Jim Gibson (Wetland Consultant - Gibson & Skordal), and Rick Holsinger (Consultant).

- Area #16 on the Thunder Mountain report by 2400 Clubhouse Drive. This drain was cleaned out in December after the large rainstorm we had made it clear it was totally blocked. When they cleaned it, Thunder Mountain noted that there is a buildup of DG at the drain's exit location. Jerry Bow and Brad Bonino from the golf club may be able to remove the buildup using shovels (by hand). The consensus was that the lower that area (which the Army Corps would probably not approve of doing) to prevent flooding does not need to be dug out. Permission (but not a permit) is needed from the Army Corps to excavate the DG.
- Area #17 on the Thunder Mountain report at the top of the Clubhouse Drive horseshoe. The exit of this drain could not be seen as it is totally hidden by blackberry bushes. Brad and Jerry from the golf course offered to clear away the bushes and help the HOA gain access to the culvert from the pond side of it. This site is part of this year's planned drain cleaning.
- Area #3 of the construction defect work. This is the area where the new drain that comes from the side of 2380 Clubhouse Drive and will exit at the pond next to 2383 Clubhouse Drive. Golf course permission is needed to add a second drain in the easement area next to 2383 where the water comes out. It has been determined that this exit location is on golf course property.
- **FHA Certification for Condos:** Required increased bond insurance coverage was obtained and FHA application was resubmitted. Other information was requested and is being reviewed.
- **Street Lighting Conversion Project:** PG&E is verifying that Whitney Oaks has a good payment background. Then they will begin the next part of the "On the Bill Finance" paper work. Barnum & Celillo will be starting the project after PG&E gives them the green light.
- **Creek Clearing:** A resident that borders WOCA open space, at 4831 Blaydon Road contacted us about an erosion concern in the area behind her home. Dredging out the wetlands might help too but would require plan and permit. BLM is submitting a cost for installing Bio Barrier on bank.
- **Boy Scout Benches - Memorial Plaque Idea:** The Boy Scout who offered to build three benches on the Clarke-Dominguez trail was notified that the Board approved the concept of memorial plaque(s) on one or more of them.
- **Irrigation Controllers:** The Board approved putting in 18 new controllers in priority areas. Since the July meeting, the city's main computer for the Irrigation crashed. The City would like to regain central command however and may offer to work with us to upgrade the new equipment to the RainBird Central IQ System (licenses and ET Manager cartridges).

- **Signs:** Some signs needed painting (Pebble Beach Rd.) and are being taken care of as needed.
- **Drain Cleaning Proposed Contracts:** The Board discussed these in Executive Session on August 3<sup>rd</sup> and approved a proposal from Engineered Soil Repairs to clean six drains.
- **Painting Project – Pool Areas and Wood Fencing at Units 39 & 44:** Due to obvious mistakes in calculations two bidders resubmitted their bids. Due to the mistakes, two new companies are being asked to bid this.
- **Black Oak Pool Problems:** There are still problems at the Black Oak pool some evenings. Securitas was asked to do a few extra patrols at around 6 pm to check the pool use (to see if they have green tags), parking, and to watch for anyone pushing or trying to push the gate open.
- **Budgets:** Board Members were invited to attend the regular Finance Committee Meeting to go over the draft budgets with the committee but can also review the budgets at the September 2<sup>nd</sup> Board Meeting.

#### IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King gave a verbal report highlighting the nature of recent applications. The Board reviewed the draft minutes of the July 28th committee meeting. The committee considered 20 items, including landscape, solar, pools and painting. The Board discussed the fact that a particular member of the ARC has missed most of the meetings this year. The ARC Chairman will discuss with him whether he wishes to continue, and if he does not wish to continue, an article regarding the need for another member will be published.
- B. **Landscape Committee:** Hydretain was applied to help keep moisture in the soil. There was no landscape committee meeting in July so nothing else was reported.
- C. **Finance Committee:** Bill Jarrett reported that the Finance Committee met with the Board on July 23<sup>rd</sup> to hear the quarterly report on investments by UP Capital Management. Performance of the investments year-to-date is 3.25% although returns are in negative territory for the second quarter.
- D. **Trail Committee:** Richard Conrad reported that he met with Bianco Landscape Maintenance to go over the scope of certain portions of the trail repair work. The cost for the recommended repairs has come down by approximately \$3,000. The committee recommends BLM do the trail work although another company (Trailscape) had a very impressive and extensive

proposal. This will be voted on at the next meeting. The committee recommend that money be budgeted for asphalt seal coating be applied to repairs rather than sealcoating.

- E. **Speed Task Force:** Bill Jarrett reported on results of 4-day data gathering in each of several areas.

## V. FINANCIAL REPORT

- A. **Treasurers Report:** Bill Jarrett reviewed the financial reports for the month ending June 30, 2015, highlighting account balances. The Association is under budget year to date by \$9,182 and expenses are under income by \$41,542.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Sharon/Bonnie) to approve the Reserve Expense Authorizations for reserve expenditures made in June 2015 as listed in the financial reports. The motion was unanimously adopted.
- C. **Lien Resolution:** In accordance with Civil Code 5673 a motion was made, seconded and unanimously adopted to authorize and instruct the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest, and collection fees and costs against that property owned by the members listed on the Association's delinquency report dated June 30, 2015 and who are, or become, delinquent beyond 60 days. This authorization shall only apply to those members who have been properly noticed of their delinquent assessments and of their rights as delinquent members in accordance with Civil Code 5660. The Board further authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in these minutes as identified by their Association account numbers: 467272, 468290, 468644, 467760.

## VI. UNFINISHED BUSINESS

- A. **Drainage Repair (Construction Defect) Updates:**
  - **Area #15 – Above Vivien Way at Bridge:** Vicky reviewed a response from the Army Corps of Engineers to the Association's letter dated July 7, 2015 requesting approval for a revised scope of work in this area. The Corps denied the request stating that the proposed work was prohibited under (Sec. 3, paragraph (d)(e) and (f) of) the Grant of Perpetual Conservation Easement. Ken commented on this area that is fed by a spring and a pipe coming down from Fox Hill during heavy rains.

- Area #1 -Behind 5131 Wedgewood Way: A change order was needed to extend the work area which was approved at the 6/1 meeting. This work has been completed.
  - Area #2 – From top of drain area near Lariat Ct. and Coldwater Drive down to Clubhouse Dr.: Change order was needed to extend the work area and was approved at the 6/1 meeting. Sheep got into this area during grouting phase and caused some damage which ESR fixed at no extra charge. The work in this area has been completed.
  - Area #3 - Next to 2380 Clubhouse Drive: Management was contacted by South Placer Municipal Utility District about this area due to a concern that ESR is getting ready to start work there and plans to put pipes in the ground that will or could affect their sewer lines. The Association's new drain will cross their sewer lines in several places. SPMUD is reviewing engineered drawings.
  - Area #7 – Off Black Oak Trail by Red Hawk Ct. Entry: ESR is working on this area now and recommended a Change Order (#8) to extend the area by 50 feet. A pending change order was reviewed and approved in an Executive Session meeting on August 6, 2015.
  - Area #5 - Next to 2400 Clubhouse Dr.: Work has been completed. One approximately 20 foot area of v-ditch was needed where the old one crumbled by rocks tumbling down the hill in December 2014 storm.
- B. Alleged Violation:** Vicky explained that a Homeowner filed a complaint with the Army Corps of Engineers about suspected illegal work in wetlands (in February 2015). The Corps, management, the Wetlands Consultant, the Engineer overseeing the drainage work, the contractor (ESR) and Board members will meet on 8/13 when the Army Corps of Engineers begins its investigation.
- C. Proposed Pool Deck Repairs:** The Board looked at three bids for replacing approximately 305 SF of concrete at the Hillcrest Pool deck. The Board asked that management have a concrete consultant or third party contractor (not bidding on the work) look at the pool deck and define the scope and then obtain bids (again) for this work. Previously one of the bidders was used to define the scope of work.
- D. Annual Meeting Plans:** The Board discussed whether to have UP Capital or another special speaker attend the meeting and decided to have a presentation from UP Capital Management.

## **VII. NEW BUSINESS**

- A. **Finance Committee Vacancy:** A motion was made and seconded (Sharon/Rick) to appoint Tyler Price to fill the vacancy on the Finance Committee.
- B. **Whether to Survey the High School Access Area on Hillcrest:** The Board discussed whether to survey the area by the Hillcrest pool that is used for a short cut to Rocklin High School. The consensus was not to do this unless at some point it is recommended. Pedestrians do have to cross over open space when going from Hillcrest Drive to Rocklin High School via the “short cut”.
- C. **Projects – Bidding Process:** Outside paint supplier should handle the specifications and management should handle the pre-bid walks in the future. The Board suggested that bidders as a normal practice be asked to break out labor and materials on their bids (if they are willing to do so).
- D. **Architectural Appeal – 3810 Sylvan Drive – Trim Color:** The Board considered a request from an Owner for permission to use “Carbon” for their trim paint color. The ARC Chairman provided input. A motion was made and seconded (Bonnie/Bob) to deny the request and to suggest another trim color be used. The motion was adopted on a 3 to 1 vote with Rick Jordan voting against.

## **VIII. CORRESPONDENCE**

Correspondence listed on the Agenda was reviewed and the following action was taken:

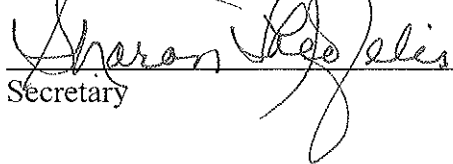
- **Letter from Harry Cohen:** The Board discussed a recommendation from a Homeowner to divide the Finance Committee into two autonomous entities, one that handles investments and one Finance. The Board and Committee Chairman agreed that there was already two different members of the existing committee handling each of these functions.
- **Request for More Time and Potential Changes:** Paul Swanson’s solar application was approved but the work was not started within the time limit given in the Rules & Regulations or within the extended time limit granted by the Board. A motion was made and seconded (Sharon/Bonnie) to send a letter warning the Homeowner that any changes would require ARC/Board approval and to extend the time limit to begin construction by sixty (60) days from now. The motion was unanimously adopted.

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

- **Parking Issues:** A Homeowner suggested the Board address the parking issue at the Hillcrest Pool but not the trespassing issue.
- **Red Curb Request:** It was suggested that the curbs near the end of Pheasant towards to pool be painted red to keep visibility open for drivers. This item will be added to the September meeting Agenda.
- **Trail Routes and Stairs:** Ken Morrow reported that he found something in a very long document about the staircase on one trail and the routing of some trails.
- **Privacy Gates:** Eric King inquired about why no privacy gates exist in front of Unit 44 homes. With the coming Whitney Ranch area, he suggested that new gates be added at Sterling and Whitney Ranch Parkway and a closed gate be put at the other end of that neighborhood. No action was taken.
- **Security Hours:** Due to recent (summer) vandalism, unauthorized use of the pools, and unauthorized gate access, Rick Jordan suggested the Association budget for more security service hours during the summer months (4 additional hours per day). There were no objections to this so it will be included in the draft budgets being prepared by management.

X. **ADJOURNMENT:** There being no further item of business to discuss, upon a motion duly made and seconded, the meeting was adjourned at 8:15 P.M. The next Board of Director's open meeting will be the on September 2, 2015 at 6:00 p.m. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

*Approved by the Board of Directors*

  
Secretary

9/2/15  
Date