



**WHITNEY OAKS COMMUNITY ASSOCIATION
BOARD MEETING MINUTES**

**October 5, 2016
The Oaks, Rocklin, CA**

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

DIRECTORS PRESENT: The following Board Members and management personnel were present as well as approximately 10 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.

Rick Jordan	President	
Chris Krajewski	Vice President	Absent
Sharon Theofelis	Secretary	
Bonnie Laderman	CFO	
Bob Jones	Member at Large	
Vicky Langer	The Management Trust	
Melissa Bell	The Management Trust	

II. APPROVAL OF MINUTES:

A motion was made and seconded (Bob/Bonnie) to approve the minutes of the September 7th regular Board Meeting as drafted. The motion was unanimously adopted.

- III. MANAGER'S REPORT:** Vicky Langer reviewed items not on the Agenda from her written report and logs (violation log and work order log) with the Board and the members present. Items reported included:

- **Executive Session Report:** On September 12th the Board met in Executive Session to discuss compliance issues, contracts, potential litigation, and delinquencies. On September 28th the Board met in Executive Session to discuss contracts and personnel. On October 3rd the Board met in Executive Session to discuss compliance issues, legal/litigation, and contracts.
- **Painting Project – Wrought Iron Fencing:** WOCA is waiting for Springfield to get other bids and decide whether they approve sharing the cost for the list of items for which Springfield and WOCA are responsible. The paint Rep with Kelly Moore Paints, has verified that the work is being done according to the specifications.

- **Fall/Winter Meetings:** Candidate Night was cancelled as well as the ballot counting meeting during the afternoon of November 14th. November 30th is the December regular Board Meeting date, since December 7th the Oaks is not available.
- **Drainage Channel Problem:** For the area of concern that was recently brought to our attention next to 2010 Shady Trail Ln., plans were drawn up by Consultant Rick Holsinger and was sent out for bids. The Board approved a proposal from ESR to re-direct the water and back fill the channel alongside the owner's lot/fence.
- **Lights on Sterling:** Since adjusting the dimmers is included in the installation contract Barnum & Celillo was asked to turn off the dimmer switches on Sterling Drive area after a complaint was received.
- **Signage:** Trail signs are being replaced as needed. Signs in 1 Day is working on the approved new monument signs (11). Three signs at the Marie Huson Tree Reserve have faded and are being replaced.
- **Proposed Parking Rule Change re Boats/RVs/Trailers:** The Board voted at the September meeting to move forward with the proposed parking rule as written. The required 30-day notice was put in the October newsletter. This item will be on the November 2nd Board Meeting Agenda and comments will be received up to and at that time.
- **Footbridge Replaced:** River City Restoration has rebuilt the footbridge that takes people from the end of Vivien up to the Clarke-Dominguez Trail.
- **Area #3 Construction:** Near 2380 Clubhouse Drive some of the utility lines were moved, and the drain pipe was successfully installed in spite of electrical lines still in the easement. At the top of the hill at 3872 Coldwater Drive, ESR put in a wall to keep the water in the v-ditch. This was all included in the work that was approved as part of the construction defect repairs. ESR has replaced curbs they damaged (and some they say they did not damage) and will be applying sealcoating over the guest parking (staging) area as well as the street where oil stains and scrapes were left at their expense.
- **Vivien Park Concrete Border:** The Board agreed with the Landscape Committee's recommendation that we not approve the proposal from the concrete curbing company to replace the curbs in this area at the corners of Vivien Way and Pheasant Lane. BLM will use the cobble that exists on site and install at a cost of \$640 which I approved.
- **Hood Road Trees:** A tree from the wetland golf course area has fallen over and is leaning on our oak tree on the other side of the road. There is also another dead tree in that area. We have asked the golf course manager to remove the two trees.

- **Manager Change:** Vicky notified the members that this would be her last board meeting at Whitney Oaks and that Melissa Bell will be the new manager effective November 1st. She thanked the Board and members for the opportunity to serve this Association and for their support and kindness these last three years.

IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported that at the September meeting there were 16 applications considered for various items including solar, landscaping, and painting.
- B. **Landscape Committee:** There were no minutes of the August meeting since it consisted of a walk around to look for planting needs in the RockRidge communities.
- C. **Finance Committee:** The Board reviewed the minutes of the September 8th and September 29th meetings. Bill Jarrett was in attendance and reported that the draft budgets have been the main focus of the committee for the last month or so. He reported that there will be a \$2.00 increase in the general assessments and no increases in the other three cost centers. Retained earnings will be used to balance the other budgets (Recreation, Unit 39, and Unit 44) since the amounts needed were minor.
- D. **Trail Committee:** Richard Conrad reported that the proposed work of installing asphalt on the Black Oak Trail, addressing erosion concerns, and cleaning drains was approved by a unanimous email vote of the Board. He is meeting with the contractors to mark the work areas. He explained that he has written a letter to the board members regarding some differences of opinion on various matters in response to a letter that Ken Morrow wrote to the Board.
- E. **School Access Committee:** The Board reviewed minutes of the committee's first meeting. Rick reported that the committee met with the Sr. Facilities and Assistant Facilities Managers and the Director of Secondary Education. Committee member Wauneita Rau summarized the meeting. Rick reported that the school providing busses is not an option because the distance is less than 3 miles. Discussion followed.

V. FINANCIAL REPORT

- A. **Treasurers Report:** Bonnie Laderman reviewed her CFO report and the financial reports for the month ending August 31, 2016, highlighting account balances and monthly and year-to-date income vs. expenses. Expenses are over budget by \$828.00 and under income by \$23,712.00.
- B. **Reserve Expense Authorizations:** A motion was made and seconded (Sharon/Bonnie) to approve the August reserve transfers in an amount of \$ 174,962. The motion was unanimously adopted. The motion was unanimously adopted.

- C. **Review of Bank Statements:** The Board reviewed bank statements as it does on a quarterly basis.
- D. **Operating Budgets for 2017:** A motion was made and seconded (Bob/Sharon) to adopt the draft operating budgets for 2017. The motion was unanimously adopted and will be distributed this month.
- E. **Lien Resolution:** There were no pending liens.

VI. **UNIFNISHED BUSINESS**

- A. **Street Width and Parking Concerns – Review List of Most Narrow Streets:** Rick explained the reason the Board is considering painting curbs in some of the most narrow streets in the community red. Management will notify owners in the next newsletter that the Association plans to consider painting the first 11 areas on the list and the Board will vote on this at a future meeting (December).
- B. **Architectural Appeal – 2020 Shady Trail – Continued - Net on Golf Course:** Mr. Dhillion reported that the golf course is not willing to remove or move any of the tees. He shared information about possible replacement nets and offered to reduce the height of the net to 15 feet. The plan is for the Board members to go look at it and then continue consideration of this matter. Mr. Dhillion will mark the oak trees at 15 feet in height.
- C. **Architectural Rules & Regulations – Review Draft:** Eric will verify that wording about notices of completion is included. It was reported that Patrick Quarry has had to resign from the committee and October will be his last meeting.

VII. **NEW BUSINESS**

- A. **Proposed Plantings – Units 39 and 44:** A motion was made and seconded (Bob/Bonnie) to approve the proposals from Bianco Landscape Management for new plants in these two neighborhoods at a cost of
- B. **Retaining Wall Replacements on Legend Drive:** A motion was made and seconded (Sharon/Bonnie) to approve the proposal from Bianco Landscape Management to replace retaining walls on Legend Drive at a cost of \$4,252.
- C. **CPA Proposal to Prepare Taxes and Financial Review of 2016 Books/Records:** A motion was made and seconded (Sharon/Rick) to approve the proposal from PCC for tax preparation and financial review of the 2016 fiscal year. The motion was unanimously adopted.

- D. Review of 2016 Goals and Progress Toward Accomplishing Them:** The Board reviewed the 2016 goals it set in January. It was decided that a physical suggestion box is not needed but rather a notice on the bulletin board, on the website, and in newsletters regarding where to email suggestions.
- E. Fall Tree Trimming – Review Proposals:** A motion was made and seconded (Sharon/Bonnie) to approve the proposal from
- F. Annual Meeting Mailing Plan:** after reviewing input from the Association’s CPA regarding the options for mailings, whether to do a mailing with envelopes and ballots or simply mail out a meeting notice, a motion was made and seconded (Bob/Sharon) to mail out the meeting announcement and a return envelope (not stamped) to obtain quorum and get the “roll over resolution” adopted. The motion was unanimously adopted.

VIII. CORRESPONDENCE

Correspondence listed on the Agenda was reviewed.

- ❖ **Trail Design Standards - Input from Ken Morrow – Whether To Re-Route to Reduce Grade:** Ken explained his desire to see the Granite Trail re-routed to produce a more mild slope and usable trail and bring them into conformity with the Trail Design Guidelines in accordance with the North Fork Associates 2005 Trail Assessment report. This is not a priority of the Trails Committee per Ken. The Board was asked to task the Trails Committee with improving the safety of the trails and evaluate options. The Trail Committee could meet with the Board to discuss this and the Board could afterwards decide whether to set aside money in the reserve study for re-routing of the Granite and possibly other trails.
- ❖ **Request to Share in Cost of Fence Replacement Bordering Fire Access Area at 2338 Pioneer Way:** Carl Gutermann explained why he is requesting that the WOCA Association share in the cost for the fence that is on the border between his home and the fire access easement area. More research will be done on this item before making a decision.
- ❖ **Request from Katy Mufich for Park Bench at Abby Road and Black Oak Drive:** The Board asked that the Homeowner be asked to pay for a bench and present a design.
- ❖ **Email from Mark Siemens re: Street Width and Proposed Red Curbs:** No action was taken but input from retired Rocklin Chief of Police about this matter was reviewed.
- ❖ **Letter from Ken and Bea Morrow re: Sept 7 Board Meeting Conduct and School Access Committee:** No action was taken. The Board was urged to keep tight order at contentious and crowded meetings.

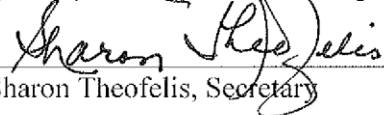
- ❖ **Emails from Various Owners re:** Several Homeowners have expressed gratefulness for the board and management's work to enforce the rules and maintain the property values.

IX. HOMEOWNER FORUM: The following items were brought to the Board's attention:

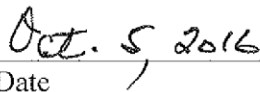
- **School Access Options:** Greg Benzel, a member on the School Access Committee, noted that he couldn't attend the first committee meeting but that he expressed a desire to see the Board work with the school district to the extent possible to find a solution and not stop discussing the issue. He will be meeting with the school Principal about options. The school is conducting a feasibility study with regard to another access option. Members discussed this item at length.
- **Signage re: Age Restricted Community:** Larry Digmon gave an update on the status of the request to the WOCA Board to allow Springfield to put signs at the gates that say "Age Restricted Community". The current plan is to put signage only at The Gables or at Gate #10.
- **Battery Back-Up:** Carl Gutermann requested that the battery back-up for the gates be checked and ensure that the gates will open in the event of a power outage. The Board just approved proposals for several battery back-ups at gates.
- **Thanks:** Vicky Langer was thanked for her three years of service to the Association.

X. ADJOURNMENT: There being no further business to discuss, the meeting was adjourned at 8:10 P.M. The next Board of Director's open meeting will be held on November 2, 2016 at 6:00 P.M. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

I, Sharon Theofelis, 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 September 7, 2016 as approved by the Board Members in attendance of a duly noticed Board meeting.



Sharon Theofelis, Secretary


Date