



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION  
BOARD MEETING MINUTES  
April 5, 2017  
The Oaks, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 6:02 P.M. by Board President Bonnie Laderman at 2801 Springfield Drive, Rocklin, CA

**DIRECTORS PRESENT:** The following Board Members and management personnel were present as well as approximately 18 other Homeowners. Agendas were posted at least four days prior to the meeting at the Hillcrest Pool bulletin board, and on the Association’s website.

Bonnie Laderman	President	<i>Present</i>
Bob Jones	Vice President	<i>Present</i>
Ryan Rosas	CFO	<i>Present</i>
Richard Campbell	Secretary	<i>Present</i>
Natalie Trost	Member at Large	<i>Present</i>
Melissa Bell	Management	<i>Present</i>
Mikki Cooper	Management (via FaceTime)	<i>Present</i>

II. **APPROVAL OF MINUTES:**  
*Motion to approve, a second called, minutes approved as submitted. Resolved, motion carried 5-0.*

III. **MANAGER’S REPORT:** The following items were briefly discussed with the Board and the members in attendance. •*Compliance* •*Maintenance*

- 1) **Executive Session Summary:** The Board met in Executive Session to discuss the following items:
  - i. **Compliance Issues**
  - ii. **Formation of Contracts**
  - iii. **Legal**

IV. **COMMITTEE REPORTS**

- A. **Architectural Review Committee:** The committee met on March 15, 2017 and reviewed (3) Landscaping applications (3 approved), (3) exterior painting (2 approved, 1 conditionally approved), (1) fence (approved), (4) solar applications (approved). Revised ARC application modifications were approved
- B. **Landscape Committee:** The committee met on March 08, 2017 and discussed the status on old business including, the edging replacement for Marie Hudson Park, plant upgrades for remaining gates, re-barking, missing shrubs by gate #9 and removing silt in the creek at end of Vivian.



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- C. **Finance Committee:** The committee met on March 30, 2017 and reviewed the financial reports for the month ending in February. The association is very financially healthy at this time. Don Biddle will review and make a recommendation via email when the CPA draft is presented. Mr. Rick LaFrance joined the committee meeting to present his proposal for a full study. The committee would like the board to consider the appointment of Steve Vanunen.
- D. **Trail Committee:** Richard Conrad provided a verbal report on the status of the trail repairs. BLM will be submitting proposals for additional work that was pointed out.

### V. FINANCIAL REPORT

- A. **Treasurers Report:** Ryan Rosas provided a summary on the association's financials dated March 31, 2017. Total operating balance \$446,944.31, total reserve balance \$4,310,889.63. Year to date net income \$38,831.17. There are 171 accounts on the delinquency report with \$66,698.48 in accounts receivables that includes collection costs, interest, late fees and assessments.
- B. **Reserve Expense Authorizations:** The following reserve expenditures were approved so funds could be moved to operating. (i) *R.A. Holsinger = \$1,640.00* (ii) *Bianco Landscape = \$4,252.00* (iii) *River City Restoration = \$1,650.00*. Total transfer amount = \$20,647.18.
- C. **Bad Debt Write Off:** The debt for account number 468172 in the amount of \$1,491.76 is considered uncollectable and it is recommended to write it off. ***Motion to write of the debt in the amount indicated, Resolved 5-0, motion passed.***
- D. **Lien Resolution:** *In accordance to Civil Code §5740 the Board of Directors hereby authorizes and instructs 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 member(s) listed on the association's delinquency report dated March 31, 2017 and who are, or become, delinquent in their assessments beyond 60 days. This authorization shall only apply to those members who have been properly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code §5740.*

***The Board authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in the attached delinquency report identified by their association account number. The report will be attached hereto the association's minutes.***



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VI. **CONFIRMATION ITEMS:** Due to unforeseen circumstances the following work was approved via email and ratified, *Resolved 5-0*

- A. **Gate Repairs (#3 and #9):** Total amount for repairs \$13,488.00.
- B. **Tree Fertilization (BLM):** Total amount \$4,487.00

VII. **NEW BUSINESS**

A. **Code of Conduct:** It is important for all directors to be on the same page regarding their basic fiduciary duties to the association. For this reason it is helpful to adopt a written code of conduct. After the code is adopted by a vote of the board it is signed by each member. *The board will send the document out for a 30-day review and re-visit the document at a later meeting.*

VIII. **OPEN FORUM:**

- A. **School Access Committee:** *There was a question as to why this committee was dissolved. The board made it clear no action to dissolve the committee was taken. A request to have the committee added to the next agenda so the additional board members can be appointed to the committee was approved. In the meantime, a meeting to discuss the issue will be set up.*
- B. **Security Cameras.**

IX. **ANNOUNCEMENTS:**

- May 3, 2017 Regular Board of Directors Meeting(s) at 6:00PM – The Oaks
- May 1, 2017 Executive Session Meeting at 6:00PM – Whitney Oaks Golf Club (*private meeting of the directors*)

X. **ADJOURNMENT:** There being no further business to discuss, the meeting was adjourned at 7:43 P.M.

**Respectfully Submitted and Prepared by:**



Melissa Bell, CAMEx | CCAM®  
The Management Trust

*I 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 February 1, 2017 as approved by the Board Members in attendance of a duly noticed Board meeting.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*