



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION
BOARD MEETING MINUTES
October 3, 2018
The Oaks at Springfield, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 6:00 P.M. at 2801 Springfield Drive, Rocklin, CA, The Oaks, by President Trost.

Agendas were posted no less than four days prior to the meeting at the Hillcrest Pool bulletin board. Additional postings on the Association's website and the Gables at Springfield.

DIRECTORS PRESENT:

Board Members Present/Absent:	Natalie Trost	President	<i>Present</i>
	Bob Jones	Vice-President	<i>Present</i>
	Richard Campbell	CFO	<i>Absent</i>
	Rosalie Hayman	Secretary	<i>Present</i>
	Rick Jordan	Director	<i>Present</i>

The Management Trust: Melissa Bell, CAMEX | CCAM – Executive Manager
Mikki Cooper- Assistant Manager (via FaceTime)

II. **APPROVAL OF MINUTES:**

Motion to approve the September 5, 2018 meeting minutes as submitted. Motion carried, Resolved 4-0

III. **EXECUTIVE MEETING SUMMARY:** The following items were briefly discussed with the Board and the members in attendance:

- A. **Executive Session Summary – October 3, 2018:** The Board met in Executive Session following the Open Session and discussed the following items:
 - i. **Compliance:** *(1) Maintenance – Replace Missing Shutters*
 - ii. **Private Matters:**
 - iii. **Legal:**
 - iv. **Collections:**
 - v. **Formation of Contracts:**
 - a. **Paladin Contract:** *The board reviewed several options and voted to approve Option 2 which is most fiscally sound for the association. The annual contract is \$126,728. Motion carried, Resolved 4-0*
 - b. **Progressive Painting:** *The board approved the proposal to paint the "tree" logo "backgrounds" from white to green at a cost of \$3,700. Motion carried, Resolved 4-0*

IV. **COMMITTEE REPORTS:**

A. **Architectural Review Committee:** Management cancelled the meeting in September for operational reasons. The next meeting is October 17, 2018.



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- B. Finance Committee:** The Committee did not hold a typical finance meeting in September. The committee did meet to discuss and begin the budgeting process.

V. FINANCIAL REPORT

- A. Treasurers Report:** President, Natalie Trost, provided a summary on the association's financials dated August 31, 2018. Total operating balance \$439,761.00, total reserve balance \$4,799,544.00. Year to date net income \$(29,442.00). There are 112 accounts on the delinquency report with \$56,577.00 in accounts receivables that includes collection costs, interest, late fees and assessments.

- B. Reserve Expense Authorizations:** The following reserve expenditures were approved for funding transfers:

- *Black Star Pavement = \$13,803.00*
- *James E Williams = \$1,711.00*
- *River City = \$1,150.00*
- *Bianco Landscape = \$32,725.00*

- C. 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 August 31, 2018 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. Resolved 4-0, motion passed

- D. Bad Debt Write-Off:** Due to a foreclosure it is unlikely the association will be repaid. We are requesting a write off in the amount of \$97.79 for account number #467383 and remove it from the association's accounts receivable. *Resolved 4-0, motion passed*

VI. NEW BUSINESS:

- A.** *No new business to discuss*

VII. OLD BUSINESS:

- A. Appointment of Inspector of Elections:** There were no volunteers. *Motion to appoint The Management Trust as the Inspector of Elections for the November 12, 2018 Board of Directors elections. Resolved 4-0, motion passed.*



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VIII. OPEN FORUM:

- A. Camera's
- B. Open gates

IX. ANNOUNCEMENTS:

- October 10, 2018 – Meet the Candidates Night – Springfield Clubhouse @ 7:00 PM
- October 25, 2018 – Finance Meeting/Budget Review/Investment Discussion - TBD
- November 5, 2018 – Executive Session – Whitney Oaks Golf Course (*private meeting-not open to the membership*) 5:00 PM
- September 7, 2018 – Regular Session (Open) – The Oaks at Springfield 6:00 PM

X. ADJOURNMENT: There being no further business to discuss, the meeting was adjourned at 6:32 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 October 3, 2018 as approved by the Board Members in attendance of a duly noticed Board meeting.

Melissa Bell

Signature

11/7/18

Date