



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION  
BOARD MEETING MINUTES

April 4, 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>Present</i>
	Rosalie Hayman	Secretary	<i>Present</i>
	Rick Jordan	Director	<i>Present</i>

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

- II. **APPROVAL OF MINUTES:**

*Motion to approve the March 7, 2018 meeting minutes as submitted. Motion carried, Resolved 5-0*

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

- A. **Executive Session Summary – April 2, 2018:** The Board met in Executive Session to discuss the following items:
  - i. **Compliance:** (1) Sports Equipment • (2) Landscaping-Architectural • (1) Insufficient Trees • (2) Exterior Painting
  - ii. **Rules and Policies:** The board discussed updating or creating new rules. Once the rules have been agreed upon they will be distributed to the members per Civil Code.
  - iii. **Formation of Contracts:** The following contracts were approved: Enforcement of Judgement Service Agreement with Allied Trustee's. Replace Hillcrest Sand Filter – Robbs Pool Service, \$3,206.59. Clubhouse Drive Road Repairs – Black Star Paving, \$59,629.00 and Asphalt overlay with fiberglass paving, \$114,363.00.
  - iv. **Collections:** Civil Enforcement for (2) accounts and one Notice of Default
  - v. **Private Informational Matters:**

- IV. **COMMITTEE REPORTS:**

- A. **Architectural Review Committee:** The following applications were reviewed on March 21, 2018: (2) Landscaping applications were approved. (3) Exterior paint applications approved, (1) Solar application approved.



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1. **Appointment of Jeff Schnoebelen to the Finance Committee:** The board made a motion to approve the appointment of Mr. Jeff Schnoebelen to the Finance Committee. *Motion carried, Resolved 5-0*

B. **Finance Committee:** The Committee met on March 22, 2018. Mr. Mike McDermott from Browning Reserve Group was in attendance. Mr. McDermott discussed the reserve study and how it is a long-term capital budget planning tool. The study identifies the current status of the reserve fund and a stable and equitable funding plan that offsets ongoing deterioration of components. The current Reserve Fund (Brokerage) balance is \$4,428,905.53.

#### V. FINANCIAL REPORT

A. **Treasurers Report:** CFO, Richard Campbell, provided a summary on the association's financials dated February 28, 2018. Total operating balance \$504,190.51 total reserve balance \$4,864,510.07. Year to date net income \$35,356.64. There are 157 accounts on the delinquency report with \$65,918.03 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: *Fitguard = \$1,005.43.*

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 February 28, 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 5-0, motion passed*

#### VI. NEW BUSINESS:

A. **Fitness Room Hours:** The board approved opening the Fitness Room at 5:00 a.m. *Motion passed, Resolved 5-0*

B. **Restructure Landscape/Trail Committee:** The board disbanded the trail committee on request of the committee Chair, Richard Conrad. Richard Conrad was appointed to the Landscape Committee. The charter was review for the landscape committee and no changes were made. *Motion passed, Resolved 5-0*



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- C. **ARC Appeal:** Lot U04L169 appealed to the board for a variance to extend their driveway. The ARC did not recommend approval of the additional concrete to widen the driveway. The board would like to review the property prior to making a final decision.

VII. **OLD BUSINESS:**

- A. **Gate 14 Activity / Black Oak Pool:** There were continued discussions regarding the issues in this area and opening the parking on Park to mitigate vehicles from using the inside the gates off Black Oak to park. The board met with Paladin to go over the expectation. The patrol company will be directed to change the hours so they are onsite by 6:00 p.m. Tow tags will be used for unidentified vehicles parked behind the gates. *Motion to approve changing the hours for patrol to be onsite by 6:00 p.m. Motion carried, Resolved 5-0.*

- VIII. **EMAIL DRAWINGS:** There were four (4) winners for the email drawing and each will receive a \$50.00 gift certificate for submitting their email form. Dane and Jennifer Gibson, Joe Wuelfing, Garth Tanner and Robert Phillippi. .

IX. **OPEN FORUM:**

- A. *There were no comments*

X. **ANNOUNCEMENTS:**

- May 7, 2018 – Executive Session – Whitney Oaks Golf Course (*private meeting-not open to the membership*) 6:00 PM
- May 2, 2018 – Regular Session (Open) – The Oaks at Springfield 6:00 PM

- XI. **ADJOURNMENT:** There being no further business to discuss, the meeting was adjourned at 7:14 p.m.

Respectfully Submitted and Prepared by:



Melissa Bell CAMEx, | CCAM®

The Management Trust



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*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 April 4, 2018 as approved by the Board Members in attendance of a duly noticed Board meeting.*

*Rochelle J. Hay*  
Signature

*5/2/18*  
Date

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The Management Trust  
KOCAL DIVISION

**AFFIDAVIT OF NOTICE OF THE  
MEETING AGENDA OF THE BOARD OF DIRECTORS**



WHITNEY OAKS

The undersigned declares that on April 27, 2018 a copy of the Notice and Agenda for the  
May 2, 2018 Regular Session  
was posted at the Hillcrest Fitness Club.

**2870 Hillcrest Rd  
Rocklin, CA 95765**

*Additional postings of the agenda can be found at the Gables at Springfield,  
and on the Association website.*

I declare under the penalty of perjury that the foregoing is true and correct:

DATED:

**April 27, 2018**

SIGNED:

Melissa Bell | CAMEX | CCAM®  
Association Manager  
Whitney Oaks Owners Association