

## Whitney Oaks

Board of Directors Meeting  
2801 Springfield Drive – The Oaks Building  
Meeting Minutes  
November 6, 2019

### I. Call to Order

The meeting was called to order at 5:57 PM at The Oaks building at the Springfield Clubhouse facilities, by Director Jones.

#### Directors in Attendance:

Bob Jones                      President  
Rick Jordan                    Vice President  
Richard Campbell            CFO  
Natalie Trost                 Director

#### Directors Absent:

Rosalie Hayman              Secretary

#### Management

Laura Smyth, CCAM         The Management Trust

### A. Confirmation of Agenda Posting

Management noted that the agenda was posted in accordance with Civil Code requirements.

### II. Consent Agenda

*Consent agenda items do not require discussion or debate; they are routine procedures or already have unanimous consent. The consent agenda allows the Board of Directors to approve all items together without discussion or individual motions. The Board may agree to pull any item(s) from the consent agenda and move it under new/old business for discussion or debate.*

#### A. Prior Meeting Minutes

- 1) October 2, 2019

#### B. Committee Minutes

- 1) Architectural Committee (ARC)
- 2) Finance Committee (FC)

#### C. September 2019 – Financial Review

- 1) Lien Resolution
- 2) Small Balance Write-off

#### D. Reserve Expense Authorization

A motion was made to approve the consent agenda items. The motion was seconded and approved with none opposed. [M-Troust; S-Campbell; All in Favor]

### III. Executive Session Disclosure / Summary

Management noted that the Board of Directors had met with the security vendor during their November 4, 2019 Executive Session meeting. Additionally, the Board reviewed member compliance and collections accounts. A crack seal and striping bid was approved and the project is to begin as soon as possible. Legal matters were also reviewed.

#### IV. Reports

##### A. ARC Committee

Management noted that the Committee met on October 16, 2019. Applications reviewed included, but were not limited to; solar, roof repairs, tree removal, and exterior painting.

##### B. FC Committee / CFO Report

Director Campbell noted that the Finance Committee had been working diligently reviewing operating budgets for all cost centers and working with the Browning reserve specialists. Director Campbell also noted the following fund balances:

Operating Balances	401,397.47
Reserve Balances	5,480,898.65
YTD Net Income (Loss)	(6,125.83)
Total Accounts Receivables (102)	48,558.20

#### V. New Business

##### A. 2020 Meeting Calendar

The Board reviewed the tentative meeting calendar for 2020. No objections to scheduled meetings were noted at this time.

##### B. 2020 Operating Budget Reviews & Approvals

The Directors reviewed all four budgets; General, Recreation Center, Unit 39, and Unit 44. A motion was made to approve all draft budgets. The motion was seconded and approved by all Directors. [M-Jones; S-Trost; All in Favor]

##### C. 466843 – Intent to Lien

A motion was made to approve the intent to lien letter to the delinquent homeowner. The motion was seconded and approved by all Directors. [M-Trost; S-Jordan; All in Favor]

##### D. Confirmation Items

###### 1) Project Manager Costs / Crack Fill:

*Proposal submitted by Mr. Skip Brown in the amount of \$4,500 to prepare bids and manage the crack fill project for all identified areas within the report.*

###### 2) Year One Crack Fill:

*Approved recommendation to complete all crack fills in the estimated amount of \$20,000.00 (year one.)*

A motion was made to approve all confirmation items listed above. The motion was seconded and approved by all Directors. [M-Jones; S-Campbell; All in Favor]

#### VI. Unfinished Business (Tabled)

##### A. Reserve Study Cost Centers

##### B. Operating Account – Morgan Stanley

It was noted that the reserve cost centers each have their own separate investment account. It was also noted that the above items should be placed on the next Finance Committee meeting agenda.

VII. Open Forum

The following items were reviewed/discussed during open forum:

- Goats
- Gates
- Conservancy/Preserve Areas
- Oak Trees
- 5G Cellular Sites
- Tree Treatments

VIII. Announcements

- A. November 11, 2019 – Annual Meeting
- B. November 20, 2019 – ARC Meeting
- C. December 2, 2019 – Executive Session Board Meeting
- D. December 4, 2019 – Regular Session Board Meeting

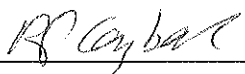
IX. Adjournment

The meeting was adjourned at 7:17PM.

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*These minutes are unofficial until signed by the Board.*

ATTEST:

  
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Director

  
\_\_\_\_\_  
Date

Respectfully Submitted by:  
Laura Smyth, CCAM

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