



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

April 3, 2019

MEETING MINUTES

I. CALL TO ORDER /ROLL CALL:

Present

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

Absent

Rosalie Hayman – Secretary

Management Present: Melissa Bell, The Management Trust

II. SPECIAL GUESTS:

A. **Greysky Media: New Website Presentation:** Representatives from the Association's website developer, Greysky Media, attended the meeting to launch the introduction of the new website.

III. 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 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 motion was made and carried to approve the consent agenda. Resolved 4-0

- A. Previous Meeting Minutes – March 6, 2019
- B. Committee Minutes
 - 1) Architectural Committee Minutes
 - 2) Finance Committee Minutes
- C. Board/Finance Committee Review of February 2019 Financial Statements
- D. Lien Resolution
- E. Small Balance Write Off = \$9.51 (13 accounts)
- F. Reserve Expense Transfers

IV. EXECUTIVE MEETING SUMMARY: *The Board met following the Regular Session Meeting to discuss the following matters:*

- A. **Compliance:**
 - 1) (2) Maintenance -- Painting
 - 2) (1) Construction Debris
 - 3) (1) Holiday Lights
- B. **Personnel Matters:**
- C. **Private Matters**
- D. **Legal**
- E. **Formation of Contracts:** *The Board reviewed several contracts for Landscape and Tree work. The following contracts were approved:*



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- 1) Installation of missing plants along slope area between gates 9 and 10. Contract approved (5-0), \$5,115.00 • BLM.
- 2) Enhancements for entrances of Unit 44. Contract approved (5-0), \$3,076.00.
- 3) Additional plantings at Mariella Park: Contract approved (5-0), \$1,655.00.
- 4) Fence replacement from Oak Tree Damage: Contract approved (5-0), \$2,000.00

V. REPORTS:

- A. ARC Committee:** Committee Chair, Eric King, presented a report regarding the reviews submitted in April. **2-Resubmittals:** (1) Pool Installation • (1) Rear Yard Landscaping Improvement; **3-Exterior Painting Applications:** (2) Approved, (1) Denied; **4-Solar Installation Applications:** All applications approved as submitted.
- B. Finance Committee/CFO Report:** CFO, Richard Campbell, presented the financial report from the Finance Committee Meeting. The committee reviewed the March 2019 General Ledger, Budget Comparison and Investments. The total Operating Balance = \$350,306.93 • Total Reserve Balance (including Morgan Stanley Investments) = \$4,991,140.00 • Year to Date Income (Loss) = \$36,607.78. Outstanding Receivables = \$43,897.06 with 121 accounts on the delinquency report (includes assessments, interest, late fees and fines). *The Board acknowledged the report and financials as submitted.*
- 1) Open additional operating account – Morgan Stanley: *Tabled following CPA review.*

VI. NEW BUSINESS:

A. ARC Appeal:

- 1) **4016 Legend Drive:** Basketball Court: The Owners requested a review of the Board for the installation of a basketball half-court. The architectural committee denied the install and recommended an appeal to the Board if the Owners still seek approval. Based on the information provided by the Owners architect and developer, and following the architectural guidelines, the Board found no reason to deny the installation of the court. *Motion to approve the installation of a basketball half-court per the submitted plans. Resolved 4-0, Motion carried.*
- 2) **3921 Black Oak Drive:** Wrought Iron Fence Line: The Owners submitted their request to move the wrought iron fence out to their property line in addition to the proposed landscaping plans. The Owners were advised by the architectural committee the fence relocation would need to be approved by the Board prior to reviewing the landscaping plans. The Owners were also advised to present a lot line survey and grading and drainage report (stamped by a licensed geotechnical engineer) for review. All documentation requested was presented to the Board. *Motion to approve extending the wrought iron fence per the report submitted by the land surveyor. Resolved 4-0, Motion carried.*

B. Early Review Request:

- 1) **2576 Clubhouse Drive:** Due to time constraints with the Owner's hired painting contractor, a request for an early review was sought. The date of the architectural meeting is past the date the contractor would be able to schedule the Owner for another several months. The Board agreed all reviews must be treated with the same consistent process and start with architectural committee review. *The Board agreed early review is denied and to submit the application for initial review by the architectural committee.*

- C. Fire Lane / Wedgewood:** There is a fire lane and occasionally vehicles are noted parking and blocking this lane. There are no markings to indicate it is a fire lane. Management requested direction on how the Board would like to proceed with the markings. *Motion to paint "Fire Lane – Do Not Block" on the asphalt top (curbs are not available to paint along the sides of the lane). Resolved 4-0, Motion carried.*



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- D. **Cluster Mailbox Maintenance:** Management is seeking direction from the Board to power wash or paint the cluster mailboxes. The Board suggested power washing one cluster and decide at that time to paint or continue with power washing the remaining clusters.
- E. **No Trespassing Signs vacant lot / Black Oak Area:**
 - 1) Quantity: The Board agreed to begin with ordering two (2) signs.
 - 2) Locations: A specific location was not identified. It was agreed to post the signs in front.

VII. **OLD BUSINESS:**

- A. **Free Weights:** The Board upheld their previous decision and there was no further discussion.
- B. **Investment Policy:** *Motion to approve the Association's investment policy as submitted by Matt Bopp, Morgan Stanley. Approved 3, Denied 1 • Resolved 3-1, Motion carried*
- C. **Finance Committee Member Appointment:** Appointment is on hold for resume and meeting.
 - 1) Mr. Nathan Garcin

- VIII. **OPEN FORUM:** *Comments by Homeowners and brief discussion of those comments. Per civil code, no action may be taken upon a matter raised under this portion of the agenda. Please note that the Board has the authority to limit the time for individual comments and let everyone have a chance to bring items to the attention of the Board.*
 - Gym equipment

IX. **ADJOURN:**

Respectfully Submitted and Prepared by:

Melissa Bell, CAMEx | CCAM®



The Management Trust
OWNER INSPIRED. CHALLENGE ACCEPTED.

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 3, 2019 as approved by the Board Members in attendance of a duly noticed Board meeting.

Rodriguez

Signature

5.1.19

Date