



WHITNEY OAKS
WHITNEY OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
September 4, 2019

MEETING MINUTES

I. **CALL TO ORDER:**

A. **ROLL CALL:**

♦ Bob Jones • President	Present
♦ Rick Jordan • Vice-President	Present
♦ Richard Campbell • CFO	Present
♦ Rosalie Hayman • Secretary	Present
♦ Natalie Trost • Director	Absent
♦ Melissa Bell • Manager	The Management Trust
♦ James Hoffman • Division VP	The Management Trust
♦ Mikki Cooper • Assistant Manager	The Management Trust <i>(via phone)</i>

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 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. **Affidavit of Notice • Posting Agenda**

B. **Previous Meeting Minutes:**

1. **August 7, 2019**

C. **Committee Minutes**

1. **Architectural Committee Minutes**

2. **Finance Committee Minutes**

D. **Board/Finance Committee Review of July 2019 Financial Statements**

1. **Lien Resolution**

2. **Small Balance Write Off = \$5.04 (7 accounts)**

E. **July Expense Transfers = \$18,700.00**

Motion to approve the consent agenda as presented. Resolved 4-0

III. **EXECUTIVE MEETING SUMMARY:** *The Board discussed the following topics during the executive session meeting:*

A. **Compliance Hearings:**

1. **Insufficient Bark** (1) Resolved



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- 2. Mowing, Weeding and/or Edging (2)
- 3. Tree Removal / Maintenance (2) Resolved
- 4. Maintenance / Painting (1) Resolved

B. Personnel

C. Private

D. Settlement Offer Approved

E. Formation of Contracts (4) Contracts reviewed. (1) contract approved:
Plantings to infill area along Pebble Beach and Whitney Oaks at a cost of \$1,680.00.

IV. REPORTS:

A. ARC Committee: The following applications were reviewed:

- 1. Garage Door Replacement • 1 Denied
- 2. Tree Removal • 1 Approved
- 3. Exterior Paint • 3 applications all approved
- 4. Solar Installation • 5 applications, 1 denied for lack of information, all others approved

B. Finance Committee/CFO Report: CFO Campbell presented the financial report summary ending July 31, 2019. Total operating balance \$433,416.91 (*includes PWB Checking = \$86,349.60 and PWB Money Market = \$347,067.31*). Total reserve balance \$5,370,778.64 (*includes PWB Reserves = \$696,072.97 and Morgan Stanley = \$4,674,705.67*). Year to date net income (loss) = \$46,696.05. Outstanding receivables: *There are 95 accounts on the delinquency report. Total amount includes past due assessments, interest, late fees and fines.*

V. CONFIRMATION ITEMS: *As provided for in Corporation Code §7211(b), the undersigned, being all the directors of the Whitney Oaks Community, unanimously consented to the item(s) below in the absence of a meeting:*

A. Retain Services of Skip Brown • Asphalt Consulting Services: *Motion; the costs related to Mr. Skip Brown for an evaluation of the Whitney Oaks and Springfield streets not to exceed \$3,500.00. Project oversight, scope of work and bidding process will be billed at work or inspection rate. Resolved 4-0*

VI. OLD BUSINESS: The following items were table for further discussion with the association's attorney.

- A. Camera Installation • Behind Fitness Room/Pool Area**
- B. Hillcrest Wrought Iron Fence Repairs**



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VII. **UNFINISHED (tabled) BUSINESS:**

A. Financial Business:

1. Reserve Study-Cost Centers
2. Open additional operating account – Morgan Stanley

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.*

A. Future Weed Abatement

IX. **ADJOURN: 6:33 p.m.**

Respectfully Submitted,

Signed _____

Signature

Date _____

12/13/19

Unofficial until approved and signed

Prepared by:

Melissa Bell, CAMEX / CCAM
Executive, Association Manager



The Management Trust
Community Management. Built Differently.