



The Oaks Community Association

5607 Jackson Valley Road • Lone, CA 95640-9629

Phone 209-274-6056 Fax 209-274-6058

toca@att.net

Annual Membership Meeting

Tuesday, January 7, 2020

Call to Order:

- Meeting immediately followed adjournment of Board Organizational Meeting at 6:25 pm

No Quorum of Members was present, no implication as no actions proposed or taken

General Discussion from Members

- Member who resides at 5725 Jackson Court noted that his court in front of his house floods so badly that he cannot exit easily & he is certified State Disabled. Road Committee needs to address this ASAP on reporting/plan (Dana said they will be discussing at 1/21/20 Board Meeting)
- Member noted that she has not seen magazine style newsletter in a couple of months. Told her November was late, sent material in for December, not sure if that ever came (??)
- Members brought up concerns about children riding scooters in the road and, in particular, scrunching down low where they are not visible, multiple Members commented they have almost hit them. We need to address this in the next newsletter as reminder to parents to discuss with kids & Dana said they will also try to do Spring Bike Rodeo that had to be cancelled last month due to weather too hot)
- Superbowl Committee Meeting, 1/8/20 at 7pm

Open Forum – No action

Meeting adjourned at 6:35 pm

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Election Results and Organizational Meeting

Tuesday, January 7, 2020

Call to Order:

- o Meeting was called to order by President R. Brown at 6:08 PM.

Opened with moving A-PAL from Annual Membership Meeting Agenda to Board Organization Meeting Agenda & having their presenters go first.

A-PAL Presenters:

- o Susan & Monica.
- o They reviewed that the program is paid for in Amador County (Feral Cat Program).
- o We will schedule an appointment with Jackson Creek Veterinary, and they are 2-3 weeks out (I will have to check with Rickie on if he is doing this or I am too? Also, if we already have traps or do they provide them?).
- o We will post notice to Members prior to setting traps and will only trap in areas reported as an issue.
- o Cats will be trapped, taken in to Vet in the morning, unless they already have a clipped ear indicating prior captive of program (this means cats with collars, tags, will also be taken in if ear is not clipped and go thru the process to ensure they are fixed & ear will be clipped), usually returned that same afternoon and can be released or, if staying calm in trap, can be kept in overnight for additional rest and released next morning (cover traps to reduce stress to animals at all points in process)
- o Females tummies are shaved & green tattoo applied so they are easily identifiable in the future
- o We will ask the Vet to check for micro-chip (A-PAL not sure if this is normal part of the process)

Election Results:

- o General Manager Triano reviewed the election results and Introduced Steve Sanchez as our newest Board Member. GM Triano outlined that 60 votes were needed for a valid election; 70 votes were received. GM Triano reviewed below the vote count for each Board candidate:
 - o Dean Morrison received 47 votes
 - o Bill Six received 52 votes
 - o Robert Videll received 26 votes
 - o Steve Sanchez received 56 votes
 - o There was 1 write in vote

Roll Call of Board Members (all present)



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Election of Officers – Rickey Brown, President. Bill Six, Vice President. Dana Calhoun, Treasurer. Ann Hutson, Secretary.

Appointment of Maintenance Supervisor - Dean Morrison

Naming of Bank Signatories, Community Manager Bailey confirmed that Signatories must be Officers. Operating Checking Account Signatories are to remain as Rickie Brown, Ann Hutson & Dana Calhoun. For Petty Cash Checking, Signatories are to be the same Directors and Laurie Triano/General Manager. For Credit Card, Rickie Brown card to remain in place, Teresa Bailey card ending in 4355 to be cancelled and a new card issued for GM Laurie Triano.

Board meeting dates to remain 3rd Tuesday of every month at 6pm

Open Forum – No action

Meeting adjourned at 6:25pm

Submitted By:

Ann Hutson

1/29/20

Ann Hutson, Secretary

Date



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Board of Directors Regular Meeting Minutes Tuesday, January 21, 2020

Call to Order:

Meeting was called to order at 6:05 pm by President Rickie Brown.

The Pledge of Allegiance was delivered.

Roll Call of Directors:

Directors present: R. Brown, S. Brown, Calhoun, Hutson, Morrison, Six, and Sanchez

Reading of Meeting Rules:

Director Calhoun read the meeting rules.

Approval of Minutes:

- Approval of Amended Regular Board of Directors Meeting Minutes of November 19, 2019
Item tabled to January 21, 2020 meeting, but minutes were already approved at December 17, 2019 Board Meeting and no further action is needed as it was just a correction, not an amendment, Secretary signed meeting minutes on file
- Approval of Regular Board of Directors Meeting Minutes of December 17, 2019
Director Hutson moved to approve Minutes of December 17, 2019. Director Calhoun seconded. The motion was approved 7-0-0-0.
- Approval of Executive Session Minutes of December 17, 2019
Director Calhoun moved to approve Executive Session Minutes of December 17, 2019. Director Morrison seconded. The motion was approved 7-0-0-0.
- Approval of Election Meeting Counts December 20, 2020
Director Hutson moved to approve Election Minutes of December 20, 2019. Director Six seconded. The motion was approved 7-0-0-0.
- Approval of Annual Membership Meeting Minutes of January 7, 2020
Director Hutson moved to approve Membership Minutes of January 7, 2020. Director Calhoun seconded. The motion was approved 7-0-0-0.
- Approval of Election Results and Organizational Meeting Minutes of January 7, 2020
Director S. Brown moved to approve Minutes of December 17, 2019. Director Hutson seconded. The motion was approved 7-0-0-0.

Open Forum:

- No open forum issues were brought before the Board

Transcription note: Recorder stopped recording just prior to the Treasurer's Report was given. The remaining minutes will reflect actions taken and minimal information.

Treasurers Report:

- Approval of Financial Statements for December 31, 2019
Director Calhoun presented Bank Balances Summary Sheet prepared by GM Triano. There were no standard financials available due to the transition of General Managers, but a general overview of finances was reviewed by GM Triano. Director S. Brown moved to have a special



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meeting on January 27, 2020 to discuss finances, Director Calhoun seconded. The motion was approved: 7-0-0-0.

- Lien Approval
 - There were no lien approvals before the Board.

Maintenance Report:

- Various Miscellaneous Items
 - Director Morrison reported the new front gate was installed on January 13, 2020. GM Triano reviewed the issues with magnetic lock that was not removed before powder coating, and, thus damaged, to be replaced and included in insurance claim
 - Concerns over Animal Control Services input that they are limiting services due to The Oaks being private property. GM Triano to follow up with Animal Control and/or County

Community Manager Report:

General Manager Triano gave the Community Manager's Report.

- Discussion and Possible Action Related to Dead Oak Tree on Jackson Court
 - No further action required at this time; Member is engaged in hiring professional to address
- Discussion and Possible Action Related to Cameras at Gate
 - General Manager Triano presented an estimate from RJ Pro for a 3-camera kit for the front gate. Cameras are needed to better capture license numbers. The last two times the gate was hit, we were unable to identify the license number on the vehicles. Director S. Brown moved to approve RJ Pro estimate. Director Hutson Seconded. The motion was approved: 7-0-0-0.
 - Board directed GM Triano to confirm how long back-up to cloud will be maintained
- Discussion and Possible Action Related to Lights by Mailboxes
 - GM Triano outlined that prior light fixture proposed will not work, thus, current solution, already implemented, is that lights above mailbox will be left on at night. Director R. Brown stated he will look into options he may have for a different light fixture.
- Discussion and Possible Action Related to Spa Repairs
 - Board directed General Manager Triano to contact Amador County Environment Health to get information regarding required codes and grandfathering in spa changes to limit cost.
- Discussion and Possible Action Related to Updated Job Descriptions
 - Board directed General Manager Triano to add "and other duties as required" to job descriptions.
- Discussion and Possible Action Related to Gates Update
 - GM Triano updated Board on up-coming delivery of man-gate outside pool area
- Review of Maintenance Meeting minutes
 - General Manager Triano reviewed the topics discussed at the Maintenance Meeting of January 14, 2020.
 - Board directed GM Triano to evaluate possibility of chain from current bollard to gate to alleviate ease of people using exit gate to enter property, GM Triano to explore that, removable additional bollard and emergency vehicle restrictions
- Review of transition
 - GM Triano stated transtion continues, prior Community Manager Bailey working on several projects



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- Various Miscellaneous Item:
 - Member for Lot 156 requested approval to remove tree that is causing sidewalk to buckle due to root intrusion and posing a tripping hazard. Director S. Brown moved to approve the request to remove a tree from lot 156. Director Hutson seconded. The motion was approved: 7-0-0-0.
 - General Manager Triano stated the Census Bureau would like to use the clubhouse for a training session. The Board directed General Manager Triano to allow the Census Bureau to use the clubhouse.

Wastewater Report:

- Discussion and Possible Action Related to Aerators for Pond 1 (pontoon)
 - This item is continued to the next meeting.
- Application Process for New Permit
 - Prior Community Manager Bailey has this action item and will update in the future

Treated Water Report:

- Discussion and Possible Action Related to Treatment Plant Demo
 - This item is continued to a future meeting

Road Committee Report:

- Review of Road Committee Community walk-thru on January 2, 2020
 - Director Calhoun reported the Road Committee has met three times. The Road Committee has walked the Park to determine priority. The Committee presented a prioritized list of needed road repairs and placement of dual speed tables. Priority areas were discussed. Various patching methods were discussed. The committee requested Board approval of list. Director Calhoun will get at least three bids for road repairs.
 - N. Parks Drive and Jackson Court #1 priorities, Director Calhoun asked for Board physical review and Director R. Brown and Director Morrison committed to do on-site evaluation. Lot 13 also major issue due to elevation/slope. Need to evaluate where water is coming from but may require waiting for rain event to determine severity, cause, etc...
 - Maintenance team to do pothole patching on Oak Drive, Park Circle and others, as well as crack sealing in the interim as they find issues
 - Prior Community Manager Bailey noted that prior findings found insufficient road base (rock) used during prior repairs, so likely to arise as an issue again for any major road work (Jackson Court, Heritage and Park Circle).

Social Committee Report:

- Upcoming Events: Superbowl Party on February 2, 2020. Steve and Maryanne Sanchez are coordinating the potluck and football pool. Bingo and potluck on February 11, 2020. The Social committee met and discussed possible events, including a Easter Egg Hunt.

Design Review:

- Design Review to be moved prior to Open Forum on future agendas in order to alleviate Members from having to wait through other Board meeting agenda items. Director R. Brown moved to approved, Director Six seconded. The motion was approved: 7-0-0-0.
- Director S. Brown moved to approve the request to place a Rubbermaid shed on lot 111. Director Morrison to review on-site with Member. Director Hutson seconded. The motion was approved: 7-0-0-0.



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- The Board asked GM Triano to revise the Design Review Application Packet to include a sample plot design and measurements as an example for future applications, GM Triano will provide at next meeting.
- It was noted that all Design Review Application Packets must be signed by the Property Owner.

Discussion and Possible Action Related to Review of Reserves Funds, Unfunded Liabilities, Reserve Study and Impacts on Community.

- Director S. Brown moved to table this item to the January 27, 2020 Special Meeting. Director Hutson seconded. The motion was approved: 7-0-0-0.

Discussion and Possible Action Related to Revised 2020 Budget

- Director S. Brown moved to table this item to the January 27, 2020 Special Meeting. Director Hutson seconded. The motion was approved: 7-0-0-0.

Discussion and Possible Action Related to Board Meeting time and date – Director Calhoun

- Director Calhoun would like to move the monthly Board meetings to the 3rd Monday of each month. General Manager Triano will research this to see if a resolution is needed and how much notice needs to be given to the residents.

Discussion and Discussion and Possible Action Related to Implementing Revised RV Storage Space Rental Agreement

- General Manager Triano presented a revised Storage Parking Space Rental Agreement. Director S. Brown moved to approve the Storage Parking Space Rental Agreement as amended to read “occupant” instead of “resident.” Director Hutson seconded. The motion was approved: 7-0-0-0.

Future Agenda Items: There were no future agenda items.

Recessed Open Meeting at 8:00 p.m.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Monday, January 27, 2020 Special Meeting Minutes

Call to Order:

Meeting was called to order at 3:02 pm by President R. Brown.

Roll Call of Directors:

Present: Directors R. Brown, S. Brown, Calhoun, Hutson, Morrison, Sanchez, and Six.

Discussion and Possible Action Related to Financial Review

- General Manager Triano explain the missing money rumors that are being spread around the community are not true. There is nothing that points in that direction at all.
- General Manager Triano is concern about:
 - Accuracy of all Financial data being reported (November and December 2019 Financials presented, but clean-up still needed for several months going forward until GM Triano is comfortable on accuracy)
 - Full financial review must be done monthly of all data based on current law
 - There are no assets on the Chart of Accounts
 - Prepaid expenses account has not been used properly, are not truly assets
 - Missing historical data: receipts, taxes, 1099's
 - Journal Entry history: difficult to find data, potentially degrades QuickBooks data integrity.
 - No Payroll liabilities for accrued vacation, sick, and PTO
 - Bank fees of \$3,500.00 for 2019
- General Manager Triano would like to engage a CPA to help with clean-up and have a clean start going forward.
- General Manager Triano explained she has implemented process improvements and cost cutting tasks:
 - Integrated bank feeds into QuickBooks so every item post to the bank account will automatically show in QuickBooks.
 - All entries in QuickBooks will be transactional vs. journal entries.
 - Removed two sold vehicles from insurance policy and received a \$2,200.00 credit towards the current policy.
 - Initiated QuickBooks payroll saving approximately \$1652.00 per year.
 - Launched credit card and pay by check in QuickBooks for residents. Fees will be lower than Square.



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- Budget has not been entered into QuickBooks since 2016. General Triano entered 2019 and 2020. The 2019 budget vs actual is ready. The 2020 budget need to be reviewed and revised.

Director Calhoun asked if there was any list of assets? General Manager Triano stated there are not because Community Manager Bailey does not believe assets need to be tracked for HOA's. General Manager Triano suggests using a different CPA this year. General Manager Triano explained the new reports format. Report will be generated in QuickBooks instead of Excel spreadsheets. Money market and CD accounts were discussed. 2020 and 2019 budgets were discussed. General Manager Triano will provide budget vs actuals reports at monthly Board meetings once Budgets are established and validated.

Discussion and Possible Action Related to Reserves and Possible Resolution

- GM Triano discussed the proposed resolution drafted by prior Community Manager Bailey to remove the unfunded Reserves liability based on Bailey's discussions with attorneys and CPA. This would write-off the unfunded reserves liability but leave a special notation on Financials that we are not in compliance with Sterling-Davis Act for required Reserves.
 - Director S. Brown stated the wording on the Resolution is incorrect. It should read Article 8 of the bylaws of the Oaks Community Association, not section ____ of the CC&Rs. Director S. Brown explained why the resolution is needed and that the resolution only affects past reserves.
 - A new on-site reserve study has been requested. Reserve funding and establishing accounts were discussed.
 - Director Hutson moved to pass the revised Resolution Lowering the Unfunded Liability (which was edited during the meeting). Director Six seconded. The motion was approved: 7-0-0-0.

Discussion and Possible Action Related to Short Term Payables

- General Manager Triano explained the short-term expenses that will be coming up soon.
 - Aerators, printer for maintenance, golf cart batteries, spa refinish, maintenance building demo, timers for subpanels at ponds, panel upgrade, gravel for WWTP, line jetting, reserve study, CPA. Total will be approximately \$80,000.00. General Manager Triano is getting estimates for many of these. General Manager Triano is working on cutting everyday expenses and implementing controls to help fund some items.
 - General Manager Triano received the final bill from Any and All Fabrication for the pedestrian gate for the clubhouse common area. The final bill was \$1180.40 higher than the estimate. The price is justified as changes were added.



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- Director Hutson moved to approve the additional cost for the pedestrian gate. Director Calhoun seconded. The motion was approved: 7-0-0-0.
- General Manager Triano presented current unpaid bills list.
 - The cost for the damage to the front gate will be reimbursed by the insurance company. Should be \$6,000 - \$7,000.
 - The credit card is the biggest hurdle right now. \$1,400 in reward dollars was applied to the account. The credit card has been used to fund day-to-day operations and continues to have some auto-pay items utilized on it.
 - Bills will be paid weekly from now on. Bills paid electronically will be approved by two check signers prior to being paid.

Adjourn Meeting

Director Six moved to adjourn. Director S. Brown Seconded. The motion was approved: 7-0-0-0.

Meeting adjourned at 5:47 p.m.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Meeting

Tuesday, February 18, 2020

Call to Order:

Meeting was called to order at 6:00 pm by President R. Brown

The Pledge of Allegiance was delivered.

Roll Call of Directors:

Directors present: R. Brown, S. Brown, Hutson, Morrison, Sanchez, and Six. Director Calhoun was absent and excused.

Reading of Meeting Rules:

President R. Brown read the meeting rules.

Approval of Minutes:

Approval of Board Minutes of January 21, 2020

Director S. Brown moved to approve the minutes of January 21, 2020. Director Hutson seconded. The motion was approved: 6-0-0-1, with Director Calhoun absent and excused.

Approval of Special Meeting Minutes of January 27, 2020

Director S. Brown moved to approve the minutes of January 21, 2020. Director Sanchez seconded. The motion was approved: 6-0-0-1, with Director Calhoun absent and excused.

Open Forum:

- Member is concerned about the minibike being ridden in the community. It is unsafe and loud. President R. Brown advised member to call the sheriff or CHP and submit a written complaint to the office if the person is a known resident.
- The feral cat trapping program was discussed.
- General Manager Triano reviewed what Animal Control will and will not respond to in the park. President R. Brown encouraged residents to file written complaints with the office.

Treasurers Report:

- General Manager Triano read Treasurer D. Calhoun statement about tightening up all expenses & Social Committee being self-funded until financials are under control
- Profit & Loss statement & balance sheet fraught with issues while we work on books clean up, approval of financial statements tabled until future clean-up is complete
- General Manager Triano reviewed overview of all bank & major liability accounts

Maintenance Report:

- Director Morrison reported current projects are continuing.

Community Manager Report:

- General Manager Triano reviewed in detail the issues with meters being out of compliance and counts on those to be replaced, the new processes and controls put in place to track this and avoid non-compliance in the future. Director S. Brown moved to approve Reserve Funding (proceeds from CD Maturing 3/2020) of \$ 8,722 to get all utility meters within the 10% compliance specification. Director Hutson seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused.



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- Director Hutson moved to approve Reserve Funding of \$ 14,818.86 for pontoon aerators for Wastewater Treatment plant. Director Morrison seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused.
- Director Hutson moved to approve Reserve Funding of \$2,400.00 for On-Site Reserve Study by Browning Reserve Group. Director S. Brown seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused.
- Director S. Brown moved to approve utilizing any remaining Reserve Funds as available to begin paying down credit card debt to alleviate additional interest expense to HOA. Director Morrison seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused.
- Director S. Brown moved to approve revised Design Review Packet. Director Hutson seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused.
- General Manager Triano provided an update on main gates complete; insurance refund received for 2nd incident and final payment on first incident. On first main gate incident, payment plan by Member for insurance deductible is in place, and payments are being received. Main gate issues reviewed, not TOCA liability, will be resolved by Vendors
- General Manager Triano reviewed key points of Maintenance Meeting Notes & Projects

Wastewater Report:

- Monthly WWTP report reviewed by Board
- General Manager Triano noted that T. Bailey is working on an application for the new permit and that General Manager Triano has requested what application is needed, information, etc. so that we can determine if we can do this in-house to keep the labor cost down. Nothing has been received from T. Bailey at this time.
- General Manager Triano reviewed the initial bid from Upchurch Electrical for timers and control panel upgrade. This is not critical yet but needs to be considered for 2020 or 2021 budget. B. Hobgood is doing some manual testing of using pumps during off peak electric times to see if we can determine any estimated savings that could be achieved by installing the meters and thus, justifying some of the cost.

Treated Water Report:

- Nothing to report at this time.

Road Committee Report:

- Nothing to report at this time.

Social Committee Report:

- The committee will be meeting on February 24, 2020 at 2:00 pm to discuss possible events and activities.

Design Review:

- There were no design reviews before the Board.

Discussion and Possible Action Related to Reserves Funds and CPA Recommendation

- General Manager Triano stated she met with the CPA. The CPA recommends that before we proceed with previously approved resolution to write off Reserve Balances that we ensure balance is correct to ensure that, if we write off, we write off correct balance and that we should have complete, current Reserves study in place and financial clean up done so that all issues can be addressed and actioned on at one time. General Manager Triano stated Reserves journal entry was not based on current year approved budget amount. Director Hutson moved to approve. Director Sanchez seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused. General Manager Triano research how to rescind a resolution.



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Discussion and Possible Action Related to Revised 2020 Budget

- General Manager Triano discussed the challenges in finding time and data to construct the revised 2020 Budget. S. Brown and S. Sanchez agreed to assist General Manager Triano to accomplish this within the next month or two.

Discussion and Possible Action Related to change of Regular Board Meeting Day of the Week

- This item was tabled until the next regular meeting.

Discussion and Possible Action Related to Open Forum placement on the Monthly Agenda, and/or Member Commentary option, based on Member Feedback

- General Manager Triano stated some members have stated they have no opportunity to comment on Agenda topics as each one occurs. Members would like open forum opportunity on each subject. President R. Brown indicated this had been reviewed before and that Open Forum will remain on Agenda as it currently is as this meets laws and avoids very lengthy meetings.

Future Agenda Items: No future agenda items.

Recess to Executive Session

- Director S. Brown moved to adjourn to Executive Session. Director Sanchez seconded. Motion was approved: 6-0-0-1, with Director Calhoun absent and excused.
- Regular meeting adjourned at 7:18 pm.

Submitted By:



Ann Hutson, Secretary



Date



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Board of Directors

Tuesday, March 17, 2020

Call to Order

Meeting was called to order at 6:00 pm by President R. Brown

Pledge of Allegiance was delivered

Roll Call of Directors:

Directors present: R. Brown, S. Brown, Calhoun, Hutson, Morrison, and Sanchez. Director Six was absent and excused.

Reading of Meeting Rules:

Director Calhoun read the meeting rules.

Approval of Minutes:

Approval of Board Minutes February 18, 2020

Director S. Brown moved to approve the minutes for February 18, 2020. Director Hutson seconded. The motion was approved: 5-0-1-1, with Director Calhoun abstaining and Director Six absent and excused.

Open Forum:

- Member stated she did not agree with using the reserves CD monies to pay down the credit card.
-

Design Review:

- Lot 176, 5999 West Park Drive – New Home Installation:
Board review the plans and specs for the new home. The home should be installed by June or July 2020. The home will be about 1350 square feet. Director S. Brown stated that there should be no skirt on the home. The home should set on the foundation and the foundation should match the house color. There will be a man door from the garage facing the road. Director S. Brown moved to approve the new home installation without the skirting. Director Calhoun seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.

Treasurers Report:

- Review of Bank Balances:
Director Calhoun read the bank balances as of February 29, 2020
- Resolution to Rescind Resolution:
General Manager Triano explained the need to rescind the previously approved Resolution Lowering Reserves Unfunded Liability. Director Hutson moved to rescind Resolution Lowering Reserves Unfunded Liability. Director S. Brown seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.
- Lien Approval – No current liens to review

Community Manager Report:

- Review of Maintenance Meeting minutes
General Manager Triano presented highlights from the Maintenance Meetings.



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- Request for Committees to be established
General Manager explained the need for various committees. President R. Brown made appointments as follows:
 - Financial Committee – Budget, Financial Clean-up, Collections Policy & Procedures
Directors Calhoun and Hutson, Community Member Ros Lopez
 - By-Laws Committee
Directors R. Brown and S. Brown
 - Personnel Policy & Procedures Committee
Directors S. Brown and Sanchez
 - Grants and Funding Committee
Directors Calhoun and Hutson
 - General Manager Triano will sit on all committees.
- Discussion and Possible Action Related to Emergency Preparedness Plan
General Manager Triano presented the Emergency Preparedness Plan. Director S. Brown moved to approve the Emergency Preparedness Plan. Director Sanchez seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.
- Discussion and Possible Action Related to change of Director Position – Maintenance Supervisor to Safety Supervisor
General Manager Triano explained the reasonings of changing title of Maintenance Supervisor to Safety Supervisor. Use of supervisor as a title was discussed. Board determined coordinator should be use as it does not imply a supervisory role. Director S. Brown moved to change the title of Maintenance Supervisor to Safety Coordinator. Director Calhoun seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.
- Solar Power Purchase Agreement update
General Manager Triano explained the underwriters for the electricity purchasing company will not underwrite The Oaks due to the poor financials The Oaks have right now. The solar power project will have to put on hold for a few years.
- Status of WWTP Permit
General Manager Triano and Bradley Hobgood wrote a letter to the Water Control Board stating there have been no major changes to the plant since 1992. The Water Control Board accepted the letter. We should have the permit shortly.
- Discussion and Possible Action Related to revised Aerator Bid
General Manager Triano explained the original bids for the aerators did not include tax or shipping. The new total cost will be \$16,906.06, an increase of \$2087.20. Director S. Brown moved to approve \$16,906.06 for the new aerators. Director Calhoun seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.
- Discussion and Possible Action Related to Lockset bid for new Man Gate
General Manager Triano explained the new common area gate needs a different type of lock. It is required to have a lever type handle to comply with ADA standards. RLK Locksmith submitted three bids for the man gate locks, door closer, and drop plate. Director S. Brown moved to approve \$838.43 for the new lock. Director Calhoun seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.

Various Miscellaneous Items

- General Manager stated she is researching the tower that is behind the maintenance office. It is owner by Volcano Communications. She is questioning why we are not being paid for the space.



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- General Manager Triano stated PG&E is interesting in using the clubhouse as a Community Resource Center during emergency blackouts. They would provide a generator, supplies, and clean-up.
- General Manager Triano stated a new laptop was purchase for maintenance. She got a very good deal at Staples.
- General Manager Triano stated the reserve study is on hold until the Covid-19 virus is under control.
- General Manager Triano stated the Board should consider meeting via teleconference. Discussion on the problems of teleconferencing were discussed. The Board will continue meeting in person, using social distancing protocols unless State or County directives state otherwise.

Wastewater Report:

- The Wastewater report was reviewed.

Treated Water Report:

- No Current Topics or Actions

Road Committee Report:

- No Current Topics or Actions

Social Committee Report:

- Upcoming Events

Director Calhoun stated the Social Committee met and brain stormed on up-soming events. She presented a calendar and flyer asking for help. However due to the current Covid-19 protocols, all social events will be canceled.

Discussion and Possible Action Related to change of Regular Board Meeting Day of the Week

Director Calhoun asked if there is another day of the week that the Board could meet. Tuesdays are when most Boards meet. Different days were discussed. Tuesdays are the best for most Board members.

Director Calhoun asked if the meeting could be moved to the second or forth Tuesday? Director Calhoun moved to hold the regular monthly Board meetings on the second Tuesday on the month. Director Hutson seconded. The motion was approved: 6-0-0-1, with Director Six absent and excused.

Future Agenda Items: Director Calhoun asked to have live streaming of the Board meetings added to the next agenda.

Director S. Brown moved to adjourn to the Executive Session. Director Sanchez seconded. The meeting was adjourned at 7:44pm.



The Oaks Community Association

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Board of Directors Meeting Minutes April 21, 2020 at 6:00 PM

Call to Order:

Meeting was called to order at 6:02 pm by President R. Brown

Pledge of Allegiance was delivered

Roll Call of Directors:

Directors Present: R. Brown, Calhoun, Hutson, Morrison, Sanchez, and Six

Reading of Meeting Rules:

Meeting rules were not read as there was no audience present.

Approval of Minutes:

Approval of Board Minutes March 17, 2020:

- Director Hutson moved to approve the minutes of March 17, 2020. Director Morrison seconded. The motion was approved: 6-0-0-0.

Open Forum:

General Manager Triano stated a resident is concerned about the flooding on Jackson Ct. Directors R. Brown and Six, and General Manager Triano will investigate and report back to the Board.

Design Review: No current reviews

Discussion and Possible Action Related to Director of the Board Resignation & Vacant Position to be filled, Vote to Fill Vacant Director Seat

- Director S. Brown submitted his resignation from the Board of Directors on and effective March 27, 2020. Director Hutson moved to accept the resignation. Director Six seconded. The motion was approved: 6-0-0-0.

Treasurers Report:

Director Calhoun read the Treasurer's report.

Community Manager:

- Update on Personnel Transitions on Maintenance Team
General Manager Triano stated the new maintenance staff, Benny, is working well. Bradley will continue to work part-time as Chief Plant Operator at the wastewater treatment plant until Chris obtains his operator's license.
- Wastewater Monthly Report provided for review
General Manager Triano present the Wastewater report.
- Maintenance Meeting minutes provided for review
General Manager Triano presented the Maintenance meeting report



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Discussion and Possible Action Related to Use of Water Tank funds for Maintenance Building Interior Demo and Shelving/Storage

General Manager Triano stated the water tank has been sold. The buyer tried to pick it up but was unable to, paid in full. Buyer will contact us as soon as he has made other arrangements. General Manager Triano would like to use the funds to pay for the demolition of the interior of the water plant and for shelving, workbench as needed to make functional

- Director Calhoun moved to use the funds on the maintenance office. Director Six seconded. Motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Revised Spa Refinishing Quote

General Manager Triano stated she contacted the County to find out what is required for the spa. She presented the requirements to Burkett's to have them submit a new bid. The new bid includes: Permit, inspections, new plaster, non-skid trim, and a five-year warranty. Total cost: \$8500.00 General Manager Triano is asking to use reserve funds to resurface the spa.

- Director Calhoun moved to fund the spa resurfacing from the reserves. Director Hutson seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Revised WWTP Timer Quote

This item was tabled until quote is received.

Discussion and Possible Action Related to Gutter Quote for Rear of Clubhouse

General Manager Triano presented a bid to have gutters installed on the back of the Clubhouse. Total cost: \$799.50.

- Director Calhoun moved to approve cost to install gutters. Director Sanchez seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Movie Licensing

General Manager Triano explained the need to have a movie license if we continue having movie nights. Board consensus is we should purchase the license so we can continue to offer movie nights.

Discussion and Possible Action Related to Approval/Adoption of new Voting/Election Rules to comply with SB323

General Manager Triano explained the new election rules and timeline. Director Hutson moved to hold the next election on January 11, 2021.

- Director Six seconded. The motion was approved: 6-0-0-0.

Director Calhoun will contact Legal Shield to see if they can review possible changes to CC&Rs and By-laws for compliance to SB323.

Discussion and Possible Action Related to Amending CC&R's & By-Laws (28 day waiting period after new Voting/Election Rules

This item is tabled until there is a review of the possible changes to the CC&Rs and By-laws.

Discussion and Possible Action Related to Approval of Election Timeline

This item is tabled until there is a review of the possible changes to the CC&Rs and By-laws.



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Discussion and Possible Action Related to PG&E Utilization of The Oaks and the Contract for Public Use During Power Shut-off Events

General Manager Triano explained PG&E's proposal to use the clubhouse as a customer resource center during Public Safety Power Shut Offs. PG&E will set up a generator to power the clubhouse. The generator will be housed at The Oaks during the shut off season. PG&E will provide water, snacks, charging stations, and clean-up during shut offs. As well as \$250.00 per shut off day. PG&E requires a 5-year contract.

- Director Hutson moved to approve the contract. Direction Calhoun seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Approval of new Welcome Packet and Address Change Form

General Manager Triano present a New Homeowner/Tenant Welcome packet. The packet contains useful information and forms.

Various Miscellaneous Items:

No items were discussed.

Road Committee Report:

No Current Topics or Actions

Social Committee Report:

On Hold Until COVID-19 Threats Subside

Future Agenda Items:

Director Calhoun asked to have web-streaming of meeting placed on the next agenda.

Director Hutson moved to adjourn the meeting. Director Six seconded. The meeting was adjourned at 7:25 pm.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors
Minutes -Special Meeting
Monday, April 27, 2020

Meeting was cancelled due to no valid Board Member applications being received.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors

Meeting Minutes – May 12, 2020

Call to Order

Meeting was called to order at 6:00 pm by President R. Brown.

Pledge of Allegiance was delivered

Roll Call of Directors

Directors present: R. Brown, Calhoun, Hutson, Morrison, Six, and Sanchez; with Directors Calhoun and Hutson via web conference.

Reading of Meeting Rules

Approval of Minutes:

- Approval of Board Minutes April 21, 2020
 - Director Hutson moved to approve minutes for April 21, 2020 as submitted. Director Sanchez seconded. The motion was approved: 6-0-0-0.

Open Forum:

- President R. Brown stated the County has approved to have the basketball area open, but not pool or playground. General Manager Triano will publish guidelines for using basketball area.
- Member stated the lock to the storage area is hard to open. General Manager Triano will look into this.

Design Review: No current reviews

Discussion and Possible Action Related to Future Live Streaming of Board or other Special Meetings

- Director Calhoun asked that all meeting be live-streamed. Director Calhoun will look into what equipment is need and the cost to live-stream.

Treasurers Report:

- Director Morrison moved to accept the financial report as submitted. Director Six seconded. The motion was approved: 6-0-0-0.
- Financial Review
 - Director Calhoun has developed an audit system and worksheet. She will audit random accounts each month. Financials and audit worksheets will be kept in a binder in the General Manager's office.
 - Lien Approval – No current liens to review

Community Manager:

- Wastewater Monthly Report provided for review
- Maintenance Meeting minutes provided for review
- Update on old Water Treatment Plant Parcel removal from tax roll, name correction and address change on Wastewater Treatment Plant
 - General Manager Triano explained she had the water treatment plant removed from the tax roll. It should never have been taxed. The County will be issuing a refund for the last four years of paid taxes.
 - General Manager Triano stated there are two new unused game cameras in her office. She would like to sell them. Board consensus is to sell the cameras.



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Discussion and Possible Action Related to Revised Employee Handbook

- Director Sanchez moved to accept the Employee Handbook. Director Morrison seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Revised WWTP Timer Quote

- Director Morrison moved to accept the bid from Upchurch Electric for \$5630.00. Director Six seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Collections and HOA Fees

- Director Morrison moved to accept the Collections and HOA Fees. Director Sanchez seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Approval to proceed with hiring attorney to revise Voting/Election Rules to comply with SB323

- Director Morrison moved to approve \$750.00 to have the attorney revised the Voting/Election Rules. Director Hutson seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Approval to proceed with hiring attorney to Amend CC&R's & By-Laws (28 day waiting period after new Voting/Election Rules)

- This item was tabled.

Discussion and Possible Action Related to Split Billing, Owner vs. Tenant and Owner Responsibilities should bills not be paid

- Board consensus is utility invoices with previous balance should be sent to all tenants each month. Elizabeth Hughes will make sure the invoices are sent.

Various Miscellaneous Items

- No items to discuss

Road Committee Report: No Current Topics or Actions

Social Committee Report: On Hold Until COVID-19 Threats Subside

Future Agenda Items:

- None

Director Morrison moved to adjourn the meeting. Director Six seconded. The motion was approved: 6-0-0-0.

Adjourn Meeting at 7:07 pm.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Executive Session Minutes May 18, 2020

- A. Discussion and Possible Action Related to Pending Litigation:
- a. Discussion and Possible Action Related to Offer and/or Conditions

Board of Directors Special Meeting Minutes May 18, 2020

Call to Order

- Meeting was called to order at 5:00 pm by President R. Brown

Pledge of Allegiance

Roll Call of Directors

- Directors Present: R. Brown, Calhoun, Hutson, Morrison, Sanchez, and Six

Reading of Meeting Rules

Open Forum

- General Manager reviewed the proposed Election Rules for membership. Board consensus is to move forward with the proposed Election Rules.

Lien Approvals

- Discussion and Possible Action on Liens to be submitted for June 2020
 - General Manager Triano presented four liens: RPC5745 - \$2050.43, GRC5634 - \$1735.79, LL5934 - \$5046.78, and PK5544 - \$4575.18.
 - Director Calhoun moved to go forward with the four liens. Director Six seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Approval of CPA reviewed Financials and Distribution to Members

- Director Six moved to approve the CPA reviewed Financials for distribution to members. Director Sanchez seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Adopting Revised Collections Policy, including Board approved statement of The Oaks Fees approved at 5/12/2020 Board Meeting

- Director Calhoun moved to accept the revised collections policy. Director Sanchez seconded. The motion was approved: 6-0-0-0.



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Discussion and Possible Action Related to Adopting Notice of Suspended Privileges, no longer Member in Good Standing notice

- Director Hutson moved to adopt the Notice of Suspended Privileges. Director Calhoun seconded. The motion was approved: 6-0-0-0.

Director Calhoun moved to adjourn the meeting. Director Six seconded.

- The meeting was adjourned at 5:10 pm.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors – Open Session

Meeting Minutes – June 9, 2020

Call to Order

Meeting was called to order at 5:10 p.m. by President R. Brown.

Roll Call of Directors

Directors present: R. Brown, S. Brown, Morrison, Six, Calhoun and Sanchez; with Directors Hutson via web conference.

Approval of Minutes:

- a. April 27, 2020 Special Meeting Minutes
- b. May 12, 2020 Board Meeting Minutes
- c. May 18, 2020 Special Meeting Minutes

Director D. Morrison moved to approve the above meeting minutes as written. Director S. Sanchez seconded. Motion approved 6-0-0-0

Open Forum

No public attendees. Board and GM Triano discussed Pool reopening notice from County and logistics in order to execute by 6/12/2020 opening allowed date. Director S. Sanchez motioned to approve 9-10am Adults only, Noon-7pm open swim, 8-9pm Adults only, max 12 capacity at one time; no outside guests; no one under 18 years old unless with a responsible parent; reservations required with 1 hour maximum; rules subject to change at any time. Director A. Hutson seconded. Motion approved 6-0-0-0

B. Treasurers Report:

- a. Approval of Financial Statements for May 30, 2020
 - Director D. Calhoun read financial summary to Board and stated she had not had time to review financials in detail, so approval of financials for May 30, 2020 is tabled until next meeting.

C. Discussion and Possible Action Related to Adding Speed Bumps – 5724 Park Circle Area

- Director S. Sanchez moved to purchase 8 speed bumps (\$131 each) for 2 areas. Director D. Calhoun seconded. Motion passed 6-0-0-0

D. Lien Approvals

- a. Discussion and Possible Action on Liens and Small Claims Actions to be submitted for June 2020
 - i. CHH5800 – default of Small Claims
 - ii. BM5804 – Small Claims approval
 - iii. GLAW5888 – Lien approval
 - iv. MB5695 & MB5665 – Lien approval
 - v. NCL5800 – Lien approval
- Director S. Sanchez motioned to approve as reviewed in Executive Session. Director D. Morrison seconded. Motion passed 6-0-0-0

E. Discussion and Possible Action Related to Revised Rules & Regulations

- a. Parking - Guest parking clarification, Office parking, Vehicle limits, Sticking vehicles
- b. Pets – Copy of License required



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- c. Other areas of Rules & Regulations to Change?
 - All agreed focus only on these problem areas for rules changes now and requiring a copy of pet license.
 - GM Triano to research with Police Department what is necessary to get tow order and place Lien Hold on vehicles.
 - Director S. Sanchez moved to Alphabetize each lot and number spaces in preparation for further enforcement, as well as proceed with obtaining vehicle stickers and painting office parking only curb. Director D. Morrison seconded. Director D. Calhoun voted against. Motion passed 5-1-0-0
 - F. Discussion and Possible Action Related to additional Revised Fee Schedule
 - a. Addition of \$200 Collection/Legal Processing Fee
 - b. Addition of Convenience Fee (pay by Credit Card) - \$ 2.40 per \$100.00 charged (or percentage there-of)
 - Director S. Sanchez moved to adopt these fees into our Collection Fee Schedule. Director D. Calhoun seconded. Motion passed 6-0-0-0
 - G. Community Manager Report:
 - a. Election Rules – sent out to all Owners May 22, 2020
 - No Members present to provide any input/changes
 - b. New Financial Review, Collections Policy & Fee Schedule sent out to all May 28, 2020
 - Pending 6/30/2020 final date for Member input
 - c. Election Inspector Cyndie Landergen confirmed
 - d. Reserve Loan Advance Repayment by 12/31/2020
 - Director D. Calhoun moved to extend repayment of Loan taken from Reserves to Operating on 12/6/2019 as needed based on cash flow restrictions and to pay-off by June to September of 2021 if needed. Director B. Six seconded. Motion passed 6-0-0-0
 - e. ABC Plumbing November 2019 bill surprise
 - GM Triano noted what bill was for, sent before she started, paid, but through budget/cash flow off
 - f. Spa Refinish Schedule
 - Starts 6/17/2020, pool area to be completely closed 6/22/2020 and 7/8/2020, project completion after final inspection which can be scheduled after 7/8/2020.
 - H. Wastewater Report
 - GM Triano noted key updates regarding aerators and testing at WWTP
 - I. Road Committee Report: Nothing reported
 - J. Social Committee Report:
 - a. Upcoming Events
 - Director D. Calhoun noted community garage sale date of 6/20/2020 to be held at all houses that want to participate
 - K. Design Review:
 - a. 5725 Jackson Court, Fence/Gate
 - Work was already completed, approved
 - b. 5565 Club House, Fence/Gate
 - Work already completed, no paperwork received for meeting, not approved, GM Triano to talk to Owner, all deemed to be approved but need for file
- 5534 Three Oaks Drive



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- Was not on agenda, but Board reviewed and approved fencing/gate
- L. Discussion and Possible Action Related to Future Live Streaming of Board or other Special Meetings, Dana Calhoun
 - No updates by D. Calhoun
- M. Future Agenda Items: This item is to Provide Board Members an Opportunity to Request Items to be Placed on Future Agendas. Not an action item.
 - No future agenda items

Director B. Six moved to adjourn meeting. Director S. Sanchez seconded. Motion passed 6-0-0-0: meeting adjourned at 6:38 pm.

Submitted By:

Ann Hutson, Secretary

Date



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Emergency Executive Session

June 16, 2020

Meeting Minutes

Call to order

Meeting was called to order at 4:10 pm by President R. Brown

Roll call of Directors: Directors present: R. Brown, D. Calhoun, D Morrison, S. Sanchez, and B. Six. Director A. Hutson was absent and excused.

All attendees were introduced.

Discussion and Possible Action Related to Pending Litigation

Discussed and additional measures needed were agreed upon.

Meeting adjourned at 4:58 pm.

Submitted By:

Ann Hutson, Secretary

Date



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BOARD HEARING MEETING MINUTES

Thursday, June 18, 2020

Meeting Called to order at 4:10 pm by Director R. Brown

Member Present, Directors R. Brown, S. Sanchez, D. Morrison, GM Triano
Director B. Six arrived 4:25 pm. Directors D. Calhoun and A. Hutson absent and excused.

Member request for exception regarding parking of trailer within park heard by the Board.

Member dismissed.

Board agreed upon options for a carport that would keep Member's request compliant with existing Rules and Regulations; or use of RV Space Rental if/when available. Director B. Six Moved to propose to carport, 3 month hold on fines to Member or RV Space Rental. Director S. Sanchez seconded motion.

Quorum approved, 4-0-0-2

GM Triano to send Determination letter to Member for his consideration and the next steps.

Meeting adjourned 4:50 p.m.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Meeting Minutes

July 14, 2020

Call to Order:

Meeting was called to order at 6:00 pm by President Brown.

Pledge of Allegiance

Roll Call of Directors

Directors present: Brown, Calhoun, Hutson, Morrison, Sanchez, and Six

Reading of Meeting Rules

Approval of Minutes:

- June 9, 2020 Executive Meeting
- June 9, 2020 Open Board Meeting
- June 16, 2020 Emergency Meeting
- June 18, 2020 Board Hearing
 - Director Six moved to approve minutes as submitted. Director Hutson seconded. The motion was approved: 6-0-0-0.

Open Forum

- Member questioned expenditure for legal services. President Brown attempted to determine what document/figure Member was looking at and was unable to verify. President Brown explained that legal services expenditures were for pending litigation, collections, other legal costs, etc. and no specific information could be discussed regarding pending litigation.
- Member questioned several items on the reserves study. Several Board members explained how the reserves study is used, and that it is not an expense, and that a Reserves Study workshop will be scheduled in the future to help residents better understand the Reserves Study.

Design Review:

- 5565 Club House Drive, # 105, gate already completed and noted as acceptable, just sign off
 - Board approved and signed Design Review Approval form
- 5704 Red Oak Drive, # 119 – request to gravel side yard for parking space
 - Tabled – Member did not provide pictures or drawings as had been requested

Treasurers Report:

- Approval of Financial Statements for May and June 2020
 - Board approved Financial Statements for May and June 2020.
- Reserves not funded for May or June
 - No action taken, just outlined and attempts will be made to make up funding later. Unexpected bills, like for ABC Plumbing from November 2019, insurance premiums, increased PG&E Bills, adding personnel to monitor pool per COVID-19 guidelines, legal fees for Election Rules re-write, etc. causing June thru August to be difficult



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Adopt 2021 Election Rules to comply with SB323, Member input period complete

- Director Calhoun moved to adopt the 2021 Election Rules. Director Morrison seconded. The motion approved: 6-0-0-0.

Lien Approvals

- VR5594
 - Board approved lien #VR5594

Discussion and Possible Action Related to Revised Rules & Regulations

- Parking - Guest parking clarification, Office parking, Vehicle limits, Sticker vehicles
 - Director Hutson moved to approve revision to Rules & Regulations. Director Six seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Revised Collection Policy & Fee Schedule

- Director Six moved to approve the Revised Collection Policy & Fee Schedule. Director Hutson seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Insurance Policies and Coverage

- Tabled pending revised Commercial Policy with updates

Discussion and Possible Action Related to Signal Service Upgrade

- Director Six moved to upgrade security system in the clubhouse. Director Hutson seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Governing Documents Update

- Director Hutson moved to approve the Governing Documents updates. Director Six seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Election

- Director Hutson moved to accept the Election calendar, Board Candidate form and Mission Statement/Qualifications and Responsibilities document. Director Six seconded. The motion was approved: 6-0-0-0.

Discussion and Possible Action Related to Roads and Community Master Plan

- This item is part of the Reserves Study and will be discussed during the Reserves Study workshop. GM Triano to continue to pursue initial input, estimated cost for Civil Engineering Master Plan for roads and infrastructure.

Discussion and Possible Action Related to Change of Day/Time for Board Hearings – proposed change to 2nd Tuesday of each month at 4:00 p.m., prior to Executive & Open Board Meeting

- Board approved to hold member hearings on the 2nd Tuesday of each month prior to the Executive and Open sessions.

Discussion and Possible Action Related to Change to General Manager Schedule

- General Manager Triano's new schedule will be Monday – Thursday, with Friday's off.

Discussion and Possible Action Related to Homeowners Association Dues Increase



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- Director Calhoun would like the Board to consider increasing the Homeowners Association dues, will be discussed at Budget meetings in future and on future agenda.

Community Manager Report:

- Reserves not funded May or June
- Reserves Study On-Site initial meeting 7/7/2020: General Manager Triano and Christopher Main met with representatives from The Browning Reserves Group.
- Credit Card Charges for Insurance
- Park Permit fees due August
- PG&E for May/June doubled – initially appears approx. \$8K discrepancy on billing vs. cost: General Manager Triano and Elizabeth Hughes are investigating PG&E discrepancies.
- PG&E Mobile Home Utility Conversion Program Update – The Oaks is Tier 3, likely 10 years out, so other planning should be done based on that extended conversion date
- Maintenance Activity Report provided
- General Manager Triano would like to cancel fuel cards and get BBVA credit cards for the maintenance staff for fueling vehicles. Fuel cards costs 5% more per gallon.
 - Board directed General Manager Triano to have BBVA issue credit cards to Christopher Main and Benjamin Klorer.

Wastewater Report:

- No action taken, report provided

Road Committee Report

- No activities to report

Social Committee Report

- No activities to report

Future Agenda Items: No future agendas items requested.

Adjourn Meeting: Director Hutson moved to adjourn the meeting. Director Six seconded. The meeting was adjourned at 7:42 pm.

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Meeting Minutes

August 11, 2020

Call to Order:

Meeting was called to order at 6:00 pm by President Brown.

Pledge of Allegiance

Roll Call of Directors:

Directors present: Brown, Morrison, Sanchez, and Six. Directors Calhoun and Hutson absent and excused

Approval of Minutes:

- July 14, 2020 Executive Meeting
- June 14, 2020 Open Board Meeting
- July 29, 2020 Emergency Meeting
 - Director Six moved to approve all minutes as submitted. Director Morrison seconded. The motion was approved: 4-0-0-2.

Open Forum

- Member questioned no magazine newsletter, GM Triano explained that office priorities are other critical business activities and that we will do our best to complete a newsletter when time avails and one page flyer will be done regularly.
- Member questioned Board addressing yard landscaping and compliance with Governing Documents and all agreed that letters should include all Members who are not adhering. GM Triano asked for Member to provide specific lot concerns and all agreed we will do our best to be consistent in warning Members and fining as appropriate.
- Member letters/input regarding new Collection Policy and Fee Schedule reviewed. Consensus was that the new rules and fees are appropriate for enforcing Members who do not adhere to Governing Documents and costs are justified. GM Triano will send response to two Members who submitted concerns.
- Member request for a sign warning of steep slope of Hilltop Drive was reviewed. Board did not concur that The Oaks should provide signage as anyone looking at or going up the hill should be able to self-assess any concern.

Design Review:

- A. 5684 Red Oak Drive, Gate & Fence 5 feet high
 - Director Six motioned to approve. Director Sanchez seconded. Motion passed 4-0-0-2.
- B. 5565 Heritage Drive, Tree Removal
 - Director Sanchez motioned to approve. Director Six seconded. Motion passed 4-0-0-2.
- C. 5869 West Park Drive, Remove Front Fence
 - Director Six motioned to approve. Director Morrison seconded. Motion passed 4-0-0-2.

Treasurers Report:

- Approval of Financial Statements for July 2020
 - Tabled, Directors Calhoun and Hutson were to review this month and both absent
 - GM Triano noted Reserves not funded for May, June or July 2020 due to financial constraints
 - GM Triano reviewed Bank Balances as of July 31, 2020



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Approval to add Christopher Main as BBVA credit card holder and cancel Fuel card/Hunt & Sons

- Director Sanchez motioned to approve. Director Morrison seconded. The motion was approved 4-0-0-2

Lien Approvals:

- CW5694, TS5635, TS6029
 - Director Sanchez moved to approve proceeding with liens on all noted properties. Director Morrison seconded. The motion was approved: 4-0-0-2.

Discussion and Possible Action Related to Owner Solar Installations on Homes/Garages

- GM Triano reviewed that, by California Law, we cannot deny any Member the option of installing solar, HCD confirmed that this is viable and requires application/permit on their side, but most Mobile Homes in our park would not have sufficient roof structure to support the weight of solar panels and solar install would require Smart Meters, which we currently do not have. The Board agreed that GM Triano is to do further research and that we need to establish a Solar Policy as part of our Governing Doc's. This item will be continued to future meeting(s).

Discussion and Possible Action Related to Expanding RV Storage Space

- GM Triano explained plan to extend fence just to the right of RV Storage area entry to add additional spaces, Board approved of concept and is awaiting cost/time estimate which will be minimal

Discussion and Possible Action Related to billing Members for the Mobile Home Residency Law Protection Act (MRLPP fee) Fee of \$10.00 per lot

- GM Triano review fee that was to be implemented in January 2019, but was apparently missed
 - Director Sanchez motioned to for The Oaks to bill Members on September invoices for the \$10.00 per lot, once a year annual fee that is for the benefit of Members and will include brief explanation of charge to be mailed with invoice. The Oaks will pay bill to HCD in full by end of August 2020. Director Morrison seconded. Motion passed 4-0-0-2. General Manager Triano will compose letter to be sent with invoices explaining fee.

Discussion and Possible Action Related to The Oaks Entry Signs repair/replace

- GM Triano reviewed entry sign that is dry rotted and top broke off, along with several options for replacement since repair would be temporary and current signs likely to further deteriorate. Board asked that GM Triano explore quote/other material options with Merzlake Sign in Lone and present findings at future meeting. We also will do a poll or something similar to get Member input on colors, design preferences once we have options.

Discussion and Possible Action Related to Maintenance Open Position or Contracting Services

- GM Triano reviewed WWTP Contractor Proposal vs. current costs. No action to be taken at this time, pending additional information on OIT, Utilities and other Contract Services before we make any decisions on staffing vs. contracting.

Discussion and Possible Action Related to Insurance Policies and Coverage and the Financing of those Premiums (Commercial Policy due to dollar amount)

- GM Triano reviewed all Commercial Insurance coverages and costs, including adding supplemental coverage for items not listed in policy and increasing Clubhouse coverage to \$250/sq. foot for approximately 3000+ square foot commercial building. Total Commercial Policy to be \$ 19,791.33 (increase from last years \$ 16,347.65 due to gate claims filed, general overall insurance industry premium increases for everyone this year and more complete component coverage, not to include any Earthquake



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or Flood insurance). We also agreed that any financing of premium beyond down payment is to be done utilizing Edward Jones credit line/loan which has the lowest interest rate offering at 6%.

- Direct Six motioned to approve binding revisions to Commercial Policy and financing through Edward Jones line. Director Sanchez seconded. Motion passed 4-0-0-2.

Discussion and Possible Action Related to Draft Reserves Study

- GM Triano reviewed detailed on site evaluation done with Christopher Main & BRG, first draft corrections/revisions sent to BRG by GM Triano 8/11/2020 and goal to get quote for non-tile roofing bid and WWTP Sludge removal time and cost estimate which could potentially both greatly reduce maintenance and overall costs on Reserves Study and as future expenditures. Follow-up meeting to be set for Board final review of Reserves Study once complete.

Discussion and Possible Action Related to Governing Documents Update

- GM Triano reviewed Attorney questionnaire with Board and is to submit to begin process and then set a follow up meeting for Board to go over desired changes to all Governing Documents before finalizing with Attorney and sending to Members for vote.

Discussion and Possible Action Related to Election – TABLED due to time constraints

Discussion and Possible Action Related to Roads and Community Master Plan – TABLED pending Civil Engineer quote

Discussion and Possible Action Related to Homeowners Association Dues Increase – TABLED, will be discussed initially at Budget Workshop and then at future Board agenda

Request for Volunteer or Committee to Research Disadvantaged Communities, Low Income Communities designation process and any related assistance (i.e., Solar – SASH or SOMAH programs, etc.) – TABLED due to time constraints

Wastewater Report:

- No action taken, report provided

Road Committee Report

- No activities to report

Social Committee Report

- No activities to report

Future Agenda Items: No future agendas items requested.

Adjourn Meeting: Director Six moved to adjourn the meeting. Director Sanchez seconded. The meeting was adjourned at 8:05 p.m..

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors – OPEN SESSION MEETING MINUTES

Tuesday, September 8, 2020

- A. Called to Order at 6:00 pm
- B. Roll Call of Directors – Directors B. Six, A. Hutson, D. Calhoun, D. Morrison and S. Sanchez present. Director R. Brown absent and excused.
- C. Approval of Minutes:
 - a. August 11, 2020 Executive Session – Director S. Sanchez motioned to approve. Director D. Morrison seconded the motion. Directors D. Calhoun and A. Hutson abstained as they were not present at noted meeting. Motion approved 3-0-2-1
 - b. August 11, 2020 Open Board Meeting – Director D. Morrison motioned to approve. Director S. Sanchez seconded the motion. Directors D. Calhoun and A. Hutson abstained as they were not present at noted meeting. Motion approved 3-0-2-1
- D. Open Forum –
 - a. Member raised concern over 32 days in Utility last billing cycle, putting some in Tier 3. GM Triano to research with existing meter company and possibly research new meter reading company, should never exceed number of days in calendar month.
 - b. Member raised concerns over parking, on-going issue within the park and limited options
 - c. Member raised concerns over gate at RV Storage being left open. If gate to Wastewater plant open too, means maintenance is on-site & gates open okay; if not, and no one else in RV storage, Members should close and lock gate (we will revisit this in newsletter)
- E. Design Review:
 - a. 5918 Oak Drive – Director D. Calhoun motioned to approve. Director A. Hutson seconded the motion. Motion passed 5-0-0-1
 - b. 5725 Jackson Court – Director A. Hutson motioned to reject Design Review Application. Director D. Calhoun seconded motion. Motion to reject approved 5-0-0-1. Member notified 9/9/2020 via email that proposal did not address Board concerns and next actions needed.
 - c. 5695 Park Circle – Director A. Hutson motioned to approve. Director S. Sanchez seconded motion. Motion approved 5-0-0-1
- F. Member Claim for Reimbursement Related to Electric Meter – Board reviewed input from electrician, maintenance and HVAC specialist and all concurred that issue was likely caused by HVAC compressor, not a result of meter. Board agreed to assist owner with panel as a one-time exception due to some confusion on this, but denied request for HVAC related reimbursement. Director S. Sanchez motioned to deny Member HVAC reimbursement request, approve/proceed with one-time panel prong/guts replacement as an exception through our electrician. Director D. Morrison seconded motion. Motion passed 5-0-0-1. GM Triano emailed Member of Board's decision 9/9/2020.
- G. Lot 179 Parking – Director S. Sanchez motioned to deny Member's request for dedicated parking space from Community Area parking, but to allow Member to remove landscaping in front of house to add parking if they so desire, otherwise garage or RV storage space must be utilized. Director A. Hutson seconded the motion. Motion passed 5-0-0-1
- H. Treasurers Report
 - a. Approval of Financial Statements for July 2020 – TABLED, review not completed
 - b. Approval of Financial Statements for August 2020 – TABLED, review not completed
 - c. GM Triano stated Reserves not funded for May, June, July, August 2020
 - d. GM Triano stated \$10,000 of \$ 49,713.15 Reserves loan was repaid in August and is priority over new Reserves funding



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- I. Lien & Foreclosure Approvals
 - a. Foreclosure approvals – Director D. Calhoun motioned to approve/proceed with foreclosure once courts allow for JE5925, RMC5674, SK5694. Director A. Hutson seconded the motion. Motion passed 5-0-0-1
 - b. Lien approval – Director D. Calhoun motioned to approved proceeding with liens on LL5934 and LG5654. Director A. Hutson seconded the motion. Motion passed 5-0-0-1
- J. Reserves Purchase of Deck mount Crane for Human at Wastewater Plant – Director D. Calhoun motioned to approve purchase. Director S. Sanchez seconded the motion. Motion approved 5-0-0-1
- K. Reserves Contract for Lift Station Primary Control Panel Upgrade/Replacement – Director A. Hutson motioned to approved contract. Director D. Calhoun seconded the motion. Motion approved 5-0-0-1
- L. Rock purchase for Expanding RV Storage Space – Director D. Morrison motioned to approve purchase. Director S. Sanchez seconded the motion. Motion approved 5-0-0-1
- M. Adoption of July 14, 2020 Collection Policy and Fees – Director A. Hutson motioned to adopt now that member review period has expired. Director S. Sanchez seconded the motion. Motion approved 5-0-0-1
- N. Adoption of July 14, 2020 Rules & Regulations - Director D. Calhoun motioned to adopt now that member review period has expired. Director D. Morrison seconded the motion. Motion approved 5-0-0-1
- O. Adoption of 2020/2021 Election Rules – Director D. Calhoun motioned to adopt now that member review period has expired. Director A. Hutson seconded the motion. Motion approved 5-0-0-1
- P. Maintenance Open Position or Contracting Services – GM Triano outlined that we will not be hiring anyone further at this time and that B. Hobgood will offer support for emergencies, 2 man jobs and for weekend or vacation coverage at existing salary on a trial basis for 6 months.
- Q. GM Triano reviewed CalSavers Retirement Plan (no HOA contribution) and accounting expert use
- R. Wastewater Report provided to Board and GM Triano highlighted \$1,500 savings in PG&E at plant utilizing new timers installed a couple of months ago
- S. Road Committee Report – no activity
- T. Social Committee Report – Director D. Calhoun inquired about interest in events, all agreed COVID-19 challenges limit current interest

Director A. Hutson motioned to adjourn meeting. Director D. Morrison seconded the motion.
Meeting Adjourned 7:31pm

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Special Meeting

Thursday, September 10, 2020

MEETING MINUTES

- A. Meeting called to order at 4:03pm
- B. Directors R. Brown, B. Six, D. Calhoun, A. Hutson, D. Morrison and S. Sanchez present
- C. Open Forum – no Members present
- D. Discussion and Possible Action Related to Budget – Directors all agreed that GM Triano should assemble budget income based on expected income, not billed income (more realistic). Director B. Six motioned to increase 2021 RV Space Rental to \$30.00/month for existing renters, but if renter of existing spaces change, they, along with new spaces we are adding, are to be \$40.00/month. Director D. Calhoun seconded the motion. Motion passed 6-0-0-0
- E. Discussion and Possible Action Related to Reserves Study – Directors all agreed that once Reserve Study is adjusted for new 2021 new HOA assessment amount, that no further changes are needed, but we will not be implementing their recommended additional Special Assessment at this time. Road Improvements may be further delayed due to current economic and pandemic pressures
- F. Discussion and Possible Action Related to Homeowners Association Dues Increase – Director B Six motioned for a \$32.00/month increase to HOA Assessment effective January 1, 2021. Director D. Calhoun seconded the motion. Motion passed 6-0-0-0
- G. Director A. Hutson agreed to assist GM Triano in researching how Low & Disadvantaged Income communities are designated.
- H. Request for possible Committee to Research Community Solar Options – no Committee identified at this time

Meeting Adjourned 5:50pm

Submitted By:

Ann Hutson, Secretary

Date



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Board of Directors Meeting Minutes

Tuesday, October 13th

Call to Order

Meeting was called to order at 6:06 pm by President Brown.

Pledge of Allegiance

Roll Call of Directors

Directors present: Brown, Calhoun, Hutson, Sanchez, and Six; Director Morrison was absent and excused.

Reading of Meeting Rules

Director Calhoun read the Meeting Rules

Approval of Minutes:

- September 8, 2020 Executive Session
 - Director Hutson moved to approve the minutes for the Executive Meeting on September 8, 2020. Director Six seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.
- September 8, 2020 Open Board Meeting
 - Director Calhoun moved to approve the minutes for the Regular Meeting on September 8, 2020. Director Sanchez seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.
- September 10, 2020 Special Meeting
 - Director Hutson moved to approve the minutes for the Special Meeting on September 10, 2020. Director Calhoun seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.

Open Forum

- Director Calhoun gave information about the Wednesday Afternoon Club for kids and the American Legion Halloween Trunk or Treat.
- Member asked about the number of applications received for the Board of Directors election. General Manager Triano stated two applications have been received.

Request for any nominee suggestions for Board

- General Manager Triano requested everyone to encourage residents to put in their application to be a Board member.

Design Review:

- 5715 Jackson Court
 - Director Calhoun moved to approve Design Review request for 5715 Jackson Court. Director Sanchez seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.
- 5565 Heritage Drive
 - Director Hutson moved to approve Design Review request for 5565 Heritage Drive. Director Six seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.



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- 5635 Red Oak Drive
 - Director Calhoun moved to approve Design Review request for 5635 Red Oak Drive. Director Hutson seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.
- 5545 Three Oaks
 - Director Hutson moved to approve Design Review request for 5545 Three Oaks. Director Sanchez seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.
- 5948 West Park Drive
 - Denied. Board requested homeowner to submit new plans with pictures and more details
- 5800 West Park Drive
 - Director Calhoun moved to approve Design Review request for 5800 West Park Drive. Director Sanchez seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.

Discussion and Possible Action regarding added Park Security, Member concern (specifically the locking of front man-gate after hours and possible card key access to drive-in gate)

- This item was tabled. General Manager Triano will contact Sheriff's office for clarification on laws regarding locking man-gate.

Treasurers Report

Director Calhoun read the financial report for September 2020.

- Approval of Financial Statements for July 2020
- Approval of Financial Statements for August 2020
- Approval of Financial Statements for September 2020
 - Director Hutson moved to approve financial statement for July, August, and September 2020. Director Calhoun seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.
- Reserves not funded for May, June, July, August, September 2020
- \$ 39,713.15 Reserves loan balance

Discussions and Possible Action on Lien & Foreclosure Approvals

- Lien approval:
 - RW5565
 - Director Calhoun moved to approve Lien #RW5565. Director Six seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.
 - WFC5714
 - Lien request removed; homeowner paid in full.

Discussions and Possible Action Related to adding curb around parking lot (replace railroad ties) by Lot 210 (5654 North Park)

- The railroad ties bordering the visitors parking area on North Park Drive have deteriorated to the point of being unsafe. General Manager Triano would like to replace them with curbing, \$ 600 cost.



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- Director Sanchez moved to approve new curbing for the visitors parking are on North Park Drive. Director Hutson seconded. The motioned was approved: 5-0-0-1, with Director Morrison absent and excused.

Discussion and Possible Action Related to COVID-19 and Facilities (closing of Pool for season and repairs, opening of Playground, etc.)

- General Manager Triano would like direction from the Board regarding closing the pool for the season and opening the playground. The pool will need to be closed for repairs in November. The playground can be opened, but cleaning and sanitizing the playground equipment will be a challenge. Also, how will the playground be monitored? Possibly have the pool monitors clean the playground equipment several times a day.
 - The Board tabled decision regarding the pool closure schedule until the next meeting.
 - GM Triano to outline Playground opening guidelines for Members. Signs could be put up around the playground urging residents to wash/disinfect hands before and after playground use.
 - Director Calhoun moved to open the playground. Director Hutson seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.

Discussion and Possible Action Related to 2021 Budget Approval

- General Manager Triano presented the 2021 Budget. Budget includes a \$32.00 a month increase to the HOA dues. General Manager Triano explained the need for the HOA Assessment increase and noted that we are not implementing \$1,800 per Member recommended Special Assessment.
 - Director Calhoun moved to approve the 2021 Budget. Director Six seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.

Discussion and Possible Action Related to Approval of Inspector of Elections, Cyndie Landergen

- Director Hutson moved to approve Cyndie Landergen as the election inspector. Director Six seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.

Discussion and Possible Action Related to Inspector of Elections Tasks Delegated to The Oaks office/General Manager and Team (all those allowed by law)

- Director Hutson moved to approve tasks delegated to the Oaks office by the Inspector of Elections. Director Calhoun seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.

Discussion and Possible Action Related to Governing Document changes for Membership Vote

- This item was tabled. Governing Document changes have not been received from the attorney's office.

Wastewater Report

- Report provided for Board review if so desired

Road Committee Report

- Nothing to report

Social Committee Report

- Nothing to report

Future Agenda Items: This item is to Provide Board Members an Opportunity to Request Items to be Placed on Future Agendas.



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- Open clubhouse for after-hours use
- Design Review for 5725 Jackson Ct.

Adjourn Meeting

- Director Hutson moved to adjourn the meeting. Director Six seconded. The motion was approved: 5-0-0-1, with Director Morrison absent and excused.
 - Meeting was adjourned at 7:21 pm.

Submitted By:

Ann Hutson, Secretary

Date



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Meeting Minutes - Board of Directors – OPEN SESSION

Tuesday, November 10, 2020 at 6:00 pm

- A. Meeting Called to Order at 5:58 pm
- B. Directors R. Brown, B. Six, D. Calhoun, D. Morrison, S. Sanchez present. Director A. Hutson absent.
- C. Director S. Sanchez motioned to approve meeting minutes of October 13, 2020 Executive Session, October 13, 2020 Open Board Meeting. Director B. Six seconded the motion. Motion passed 5-0-0-1.
- D. Director S. Sanchez motioned to approved meeting minutes of November 2, 2020 Emergency Executive Meeting. Director B. Six seconded the motion. Director D. Morrison abstained as he was not present at that meeting. Motion passed 4-0-1-1.
- E. Director D. Calhoun motioned to approve meeting minutes of November 6, 2020 Emergency Executive Meeting. Director D. Morrison seconded the motion. Director S. Sanchez abstained as he was not present. Motion passed 4-0-1-1.
- F. Open Forum – Member inquired about Election candidates names and no needing Election ballot. We confirmed Rickie Brown, Ann Hutson, Brian Fletcher and Matt Dolezal were only applicants for the four open positions, thus, based on Election Rules, no formal Election required. It was suggested to schedule a Candidate Introduction meeting in early December; GM Triano will do so.
- G. Design Review:
 - a. BF5725 – Board reviewed application and ideas brought forth by Member, general outline of what will be acceptable determined. Member to bring back specifics for next meeting or may bring to the office and Board will come down and sign off if acceptable to avoid further delays.
 - b. AR5674 – Board reviewed application and denied approval at this time. GM Triano will send Member outline of what further information and changes are being requested.
- H. Member Letter regarding Cats and Parking reviewed. It was agreed that we will eliminate red painted curb on the left hand side of Oak Drive main drag only for parking. Feral Cat program was suspended due to vet closure due to Covid, has begun again, first 2 appointments in December and we will publish in newsletter. Complaint letter will be used to send parking issue notices to identified Members.
- I. Treasurer's Report - Director D. Morrison moved to approved October 2020 Financials. Director B. Six seconded the motion. Motion passed 5-0-0-1.
Noted that Reserves have not funded for May, June, July, August, September, October 2020
Noted that \$ 29,713.15 is current Reserves loan balance
- J. Election Candidates and No Formal Election discussed and reviewed, in addition to brought up in open session. Confirmed that Matt Dozeal would be eliminated as candidate if not added to ownership deed by candidate and membership date of record, 12/6/2020.
- K. Election Rule Change to eliminate 1 year residence requirement discussed and confirmed that, with low participation, we will proceed with putting this out to membership for vote as required. GM Triano to send letter out to Members for review. Would not go into effect until after 2020 Election closes.
- L. New Office Schedule discussed, GM Triano confirmed positive feedback and no overtime pay.
- M. Director D. Morrison motioned to close the pool for repairs and the season on 11/15/2020, thus eliminating additional seasonal personnel expense incurred due to County requirements for Covid19. Director B. Six seconded the motion. Director D. Calhoun voted Nay. Motion passed 4-1-0-1.
- N. Discussion and Possible Action Related to Governing Document changes for Membership Vote – TABLED, no info from attorney yet, will likely be end of 2020 to early 2021.
- O. Wastewater Report – Report provided for Board review
- P. Road Committee Report – Nothing to report.



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- Q. Social Committee Report – Director D. Calhoun asked if we could use Clubhouse Christmas tree for Angel Tree, all agreed that is fine. C. Main and office will start work on Christmas decorations.
- R. Future Agenda Items: No future agenda items.

Director D. Calhoun motioned to adjourn meeting. Director S. Sanchez seconded the motion. Motion passed 5-0-1. Meeting adjourned 7:04 pm.

Submitted By:

Ann Hutson, Secretary

Date



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MEETING MINUTES - Board of Directors Open Session

Tuesday, December 8, 2020 at 6:00 pm

- A. Meeting called to order @ 6:00 pm
- B. Directors R. Brown, B. Six, D. Morrison present. Directors D. Calhoun and A. Hutson attended by phone/Zoom. Director S. Sanchez absent and excused.
- C. Director D. Calhoun motioned to approve November 10, 2020 Executive and Open Board Meeting minutes. Director D. Morrison seconded the motion. Director A. Hutson abstained as she was not at those meetings. Director S. Sanchez absent and excused. Motion passed 4-0-1-1
- D. Open Forum – Members raised concern about political signs remaining up in the park and inconsistent parking violations. GM Triano to address both concerns.
- E. No Member commentary on Election Rule Proposed Change to Eliminate 1 year Resident Requirement, will be implemented after January election closes (cannot change within 90 days prior to an election)
- F. Design Review
 - a. AR5674 – Conditional approval for amended concrete plan, member to provide GM Triano revised plan with fencing for side yard and topical landscaping and GM Triano will obtain Board approval so member does not have to wait for next meeting
 - b. SL5645 – parking – Member not present, Board has concerns, tabled until Board can view lot in person and take a vote
- G. Treasurers Report –
 - a. GM Triano reviewed financial balances and loan/line of credit and reserves funding status
 - b. Director D. Morrison motioned to approve November 2020 reviewed financials. Director B. Six seconded the motion. Director S. Sanchez absent and excused. Motion passed 5-0-0-1.
 - c. GM Triano verified Director D. Calhoun and D. Morrison to do December financial review, GM Triano will put together 2021 schedule with new Board
- H. Matt Dolezal not currently eligible for Board position as not on Deed as owner as of Election date of record, 12/4/2020. This leaves one open board position to be filled as we had no other applicants. Board will seek to fill vacant seat once new year begins and revised election rule eliminating 1 year residency requirement is in place.
- I. AGM Partnership Service Agreement – Director B. Six motioned to increase monthly bill by same percent as HOA assessment. Director A. Hutson seconded the motion. Director S. Sanchez absent and excused. Motion passed 5-0-0-1
- J. Additional lighting for RV Storage and to replace lights not working in park – Director B. Six motioned to approve \$1,164 for 6 solar lights and \$ 477 for posts. Director D. Morrison seconded the motion. Director S. Sanchez absent and excused. Motion passed 5-0-0-1
- K. Home Compliance – GM Triano reviewed industry article and desire to do more frequent and interactive reviews of residence compliance issues (weekly, with goal to be 2-3 times a week) vs. prior once or twice a month. Director B. Six motioned to approve. Director A. Hutson seconded the motion. Director S. Sanchez absent and excused. Motion passed 5-0-0-1
- L. GM Triano provided project and park update
- M. Wastewater Report – Report provided for Board review
- N. Road Committee Report – no report/action
- O. Social Committee Report – no report/action

Director A. Hutson motioned to Adjourn Meeting. Director B. Six seconded the motion. Director S. Sanchez absent and excused. Meeting adjourned 7:10 pm



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Submitted By:

Ann Hutson, Secretary

Date