



The Oaks Community Association

5607 Jackson Valley Road • Lone, CA 95640-9629

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

laurie@theoaksone.com

Meeting Minutes – Open Board Meeting

Thursday, January 13, 2022

Meeting Called to Order at 6:00 pm by Director B. Six

Directors Present: B. Six, S. Sanchez, A. Rodriguez, B. Fletcher, A. Rodriguez. Directors R. Brown, A. Hutson, and D. Morrison absent and excused.

Items C, F, K thru R on agenda all tabled due to January 11, 2022, failed election and governing docs vote due to too few returned Ballots to achieve quorum and majority. Election extended to February 1, 2022.

Director S. Sanchez motioned to approved Minutes for Executive Meeting December 14, 2021, Open Board Meeting December 14, 2021, and Election Ballot Count and Annual Membership Meeting January 11, 2022, meeting minutes, all as written. Director B. Fletcher seconded the motion. Motion passed 4-0-0-3.

All Directors disapproved DSL5999 Design Review request as written, GM Triano to address concerns with Owner regarding no gravel for parking, bollard by hydrant, how many cars are to be parked on lot, and have Owner resubmit or appear before the Board.

Director S. Sanchez motioned to approved December Financial Statements as written and reviewed in detail by Directors B. Six and R. Brown in advance. Director B. Fletcher seconded the motion. Motion passed 4-0-0-3.

Directors B. Fletcher and B. Six volunteered to do January 2022 financial review since we will not have new board and schedule in place.

Director S. Sanchez motioned to approve Integra Chemical de-chlorination system for hydrant bid of \$ 2,012.25 once GM Triano confirms with Water Board that we do indeed have to do this for treated hydrant flushing and pressure testing. Director A. Rodriguez seconded the motion. Motion passed 4-0-0-3.

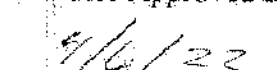
Director A. Rodriguez motioned to approve RJ Pro internal system upgrade, \$ 1,481.60, to address computer speed issues, modem conflicts, etc. with AT&T equipment. Director S. Sanchez seconded the motion. Motion passed 4-0-0-3.

Director S. Sanchez motioned to adjourn the meeting. Director A. Rodriguez seconded the motion. Motion passed 4-0-0-3.

Meeting adjourned 6:30pm

Minutes Approved By:


Secretary, Ann Hutson (signature)


Date



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Meeting Minutes – Open Board Meeting (No Executive Meeting held)

Tuesday, February 8, 2022

APPROVED BY
[Signature]

Meeting Called to Order at 6:00 pm by Director B. Six

Directors Present: B. Six, S. Sanchez, A. Rodriguez, B. Fletcher, A. Hutson, C. Sisson, C. Levin present.

Director S. Sanchez motioned to approved Minutes for Executive Meeting/Board Hearing January 13, 2022, Open Board Meeting January 13, 2022, and Election Ballot Count Meeting Round 2, February 1, 2022, meeting minutes, all as written. Director B. Fletcher seconded the motion. Director A. Hutson abstained for January 13 minutes, as she was not at the meeting. Motion passed 6-0-1-0.

Chief Randy Makensom provided an update on Jackson Valley Fire Protection District statistics and involvement with Community and The Oaks and will continue to provide updates over time.

Director A. Hutson motioned to approve DSL5999 Design Review request as written, with base rock initially and 2 (two) bollards by hydrant, subject to future requirement for cement if gravel becomes an issue spreading to road area. Director C. Levin seconded the motion. Motion passed 7-0-0-0.

January 2022 Financial Statements formal review was not completed and will be reviewed next month once CPA year end journal entries are complete. CPA financials review with Board also tabled until final adjustments are complete. January 2022 Bank balances provided/reviewed during meeting.

Director B. Six nominated A. Rodriguez to continue in position of Treasurer. Director A. Hutson seconded the motion. Motion passed 7-0-0-0.

Director S. Sanchez nominated A. Hutson to continue in position of Secretary. Director C. Levin seconded the motion. Motion passed 7-0-0-0.

Director A. Hutson nominated B. Six for position of President. Director A. Rodriguez seconded the motion. Motion passed 7-0-0-0.

Director C. Levin nominated S. Sanchez for position of Vice President. Director A. Hutson seconded the motion. Motion passed 7-0-0-0.

Director A. Rodriguez motioned to eliminate the position of Safety Officer. Director C. Sisson seconded the motion. Motion passed 7-0-0-0.

Director A. Hutson motioned to remove Rickie Brown from PNC Operating, Petty Cash Checking, Reserves Checking, Reserves CD, Line of Credit, PNC Credit Card, and any, and all other banking or other official capacities for The Oaks, and to add Bill Six as new signor on all accounts and any other business-related items, replacing Rickie Brown. All other signors to remain as is (April Rodriguez, Ann Hutson, Laurie Triano, and credit card for Christopher Main remain unchanged). Director A. Rodriguez seconded the motion. Motion passed 7-0-0-0.



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2022 Board Meeting schedule will remain unchanged, occurring on the 2nd Tuesday of each month, typically with Executive Meeting at 5:00 pm (subject to agenda), Open Meeting at 6:00 pm.

Board Members will review financials as follows (subject to change if any Board Member has a conflict and notifies GM in advance to be reassigned). GM Triano will advise each team once month end financials are completed and ready for review and the 2 (two) team members should coordinate to find a day/time to complete prior to Board Meeting.

- February Financials review (to be done after 2/28/22, prior to 3/8/22 meeting) – C. Sisson & A. Rodriguez
- March Financials review (to be done after 3/31/22, prior to 4/12/22 meeting) – S. Sanchez & C. Levin
- April Financials review (to be done after 4/30/22, prior to 5/10/22 meeting) – B. Six & A. Hutson
- May Financials review (to be done after 5/31/22, prior to 6/14/22 meeting) – B. Fletcher & C. Sisson
- June Financials review (to be done after 6/30/22, prior to 7/12/22 meeting) – A. Rodriguez & S. Sanchez
- July Financials review (to be done after 7/31/22, prior to 8/9/22 meeting) – C. Levin & B. Six
- August Financials review (to be done after 8/31/22, prior to 9/13/22 meeting) – A. Hutson & B. Fletcher
- September Financials review (to be done after 9/30/22, prior to 10/11/22 meeting) – C. Sisson & A. Rodriguez
- October Financials review (to be done after 10/31/22, prior to 11/8/22 meeting) – S. Sanchez & C. Levin
- November Financials review (to be done after 11/30/22, prior to 12/13/22 meeting) – B. Six & A. Hutson
- December Financials review (to be done after 12/31/22, prior to 1/10/23 meeting) – B. Fletcher & C. Sisson

All items pertaining to Governing Documents tabled until latest vote extension which will be on March 1, 2022 – discussion on term limits and/or Board Director Position term limit, adopting new Election Rules based on Governing Docs.

Board Manuals provided to all Directors and signed Ethics Policy received by GM for each Director.

Board Community Violation monthly schedule is as follows (subject to change if Director notifies us of conflict in advance). Each Director shall coordinate with the other Director in advance to set a day/time to do their “park walk,” and notify the office of anything needed in advance, then provide violations report to the office for write-ups from the Board.



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- March – B. Six & C. Sisson
- April – S. Sanchez & C. Levin
- May – B. Six & B. Fletcher
- June – A. Hutson & A. Rodriguez
- July – C. Sisson & S. Sanchez
- August – C. Levin & B. Six
- September – B. Fletcher & A. Hutson
- October – A. Rodriguez & C. Sisson
- November – S. Sanchez & C. Levin
- December – B. Six & A. Hutson

Director A. Hutson motioned to keep the 10% late fee on Utility Assessments. Director C. Levin seconded the motion. Motion passed 7-0-0-0.

A committee was formed to evaluate how to proceed with sale of assets for Lot 026. Director C. Sisson, C. Levin, GM Triano and Member R. Kaye to meet Monday, February 21, 2022, at 4pm at the Clubhouse to establish proposal for Board review and approval.

GM Triano outlined that we are getting bids for new Effluent Meter at WWTP and looking into proposals/cost for Rack or Grinder system to deal with system blockages which are causing float alarms.

Social Committee Budget discussion for Bingo special events to be added to next agenda.

Director A. Hutson motioned to adjourn the meeting. Director C. Levin seconded the motion. Motion passed 7-0-0-0.

Meeting adjourned 7:36 pm

Minutes Approved By:

Secretary, Ann Hutson (signature)

3/15/22

Date



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Meeting Minutes – Open Board Meeting (No Executive Meeting held)

Tuesday, March 8, 2022

APPROVED BY
[Signature]

Meeting Called to Order at 6:02 pm by Director B. Six

Directors Present: B. Six, S. Sanchez, A. Rodriguez, B. Fletcher, A. Hutson, C. Sisson, C. Levin present.

Solar presentation tabled; Senga Energy not present. Presentation rescheduled to 5:00 pm, March 29, 2022.

Director A. Hutson motioned to approved Minutes for Open Board Meeting February 8, 2022, as written. Director C. Sisson seconded the motion. Motion passed 7-0-0-0.

Design review for 5654 Park Circle Handicap Ramp signed off/approved as presented. Design review 5988 Hilltop Drive Fencing & Gate signed off/approved as presented.

Director A. Hutson motioned to approve January and February 2022 Financials as completed, detailed review done by Director A. Rodriguez and C. Sisson. Director B. Fletcher seconded the motion. Motion passed 7-0-0-0.

Director A. Rodriguez motioned to approve the 2021 CPA Reviewed Financials as written. Director C. Sisson seconded the motion. Motion passed 7-0-0-0.

GM Triano reviewed current front office status and need for redundancy/additional person and wage improvement. Special Executive Session to be held March 29, 2022, to further discuss. GM Triano also updated all that Will was found for deceased owner Dot James, so The Oaks will not be inheriting Lot 026. GM Triano updated all on Red Oak water seepage issue, not water distribution leak, not sewer leak, hydrogeologist believes is natural spring.

Director C. Sisson motioned to extend the Governing Documents Ballot once again, new date is April 12, 2022. Directors C. Sisson, A. Hutson, S. Sanchez and A. Rodriguez will canvass to try to secure the additional ballots needed. Director A. Rodriguez seconded the motion. Motion passed 7-0-0-0.

2022 Financial Review and Community Violation schedule and process reviewed and confirmed. No mailings to Members to be done prior to Violation review, Directors assigned for each month will do half the park, so entire park is covered every 2 months, GM Triano to do up a map dividing the Community so Directors know which lots they are to review, Violation forms to be dropped by Directors at the Office once they are done and Office will send out Violation Letters.

Director C. Levin motioned to approve \$ 685.24 Cooper Controls additional expense to re-program and certify new Effluent Meter. Director A. Hutson seconded the motion. Motion passed 7-0-0-0.



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Director A. Hutson motioned to approve CEI bid for \$ 27,809.00 to complete seal coating of streets identified on bid (those not done last year), and two asphalt patches on West Park, also bid for \$23,000.00 to remove and replace retaining walls on North Park, and \$ 9,500.00 Not To Exceed bid to repair Manhole on North Park. Director S. Sanchez seconded the motion. Motion passed 7-0-0-0.

Security Committee and Fire Committee tabled until later meetings for lack of time and resources.


Director A. Hutson and Member Patrick Malone presented volunteer meeting schedule (March 16th, 6pm before Bingo for Adults, March 22 6:30 pm – 7:30 pm for youth 10-17 years old) and presented Covid Comeback BBQ plan for June 5, 2022. All directors and others will bring side dishes. Director A. Rodriguez has resources to cover the \$200.00 for hot dogs/food. Director C. Levin motioned to approve \$200.00 contribution for bounce house, music which will be provided by Member L. Chiero. Director C. Sisson seconded the motion. Director A. Hutson abstained from vote since she is so involved in this activity. Motion passed 6-0-1-0.

Director A. Rodriguez motioned to approve \$50.00 contribution, per holiday, to Bingo for main entrée at the following holidays – Christmas, Thanksgiving, Easter, and 4th of July. Director C. Levin seconded the motion. Motion passed 7-0-0-0.

Director A. Hutson motioned to adjourn the meeting. Director A. Rodriguez seconded the motion. Motion passed 7-0-0-0.

Meeting adjourned 7:30 pm

Minutes Approved By:


Secretary, Ann Hutson (signature)

3/15/22
Date



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Meeting Minutes – Open Board Meeting , Special Meeting

Tuesday, March 29, 2022

Meeting Called to Order at 5:00 pm by Director B. Six

Directors Present: B. Six, S. Sanchez, A. Rodriguez, B. Fletcher, C. Levin present. Directors A. Hutson, C. Sisson absent.

Senga Energy reviewed their Solar Project for the entire HOA community, a Power Purchase Agreement (PPA) proposal, which would reside on the RV Storage/Wastewater plant side of the property. Senga answered board and member questions and outlined that the project would likely take close to 1 year for full completion, and that time is of the essence as PG&E rates continue to go up, and PG&E will be changing their NEM offerings likely soon, which could negatively affect the benefits, or at least change them. 6-8 months for PGE application/transformer, 1 month for permit, 1 month for construction, 1 month for permit to operate.

Key notes were as follows:


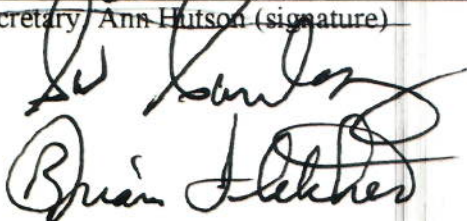
- Senga established in 2016, was subsidiary of large corporation prior to that
- Recent installation with Jackson Valley Fire as local reference
- 25-year service & maintenance on all per PPA
- 30-40 year lifespan expected on panels, which will be commercial grade (thicker glass)
- Fair Market Value (FMV) buy-out would be approximately 1-2% if we chose not to extend contract at end of 25 years
- Cost to members would be about .18 cents a kw
- Letter of Intent would have to be signed to proceed and begin process

Director C. Levin motioned to adjourn to Executive meeting. Director S. Sanchez seconded the motion. Motion passed 5-0-0-2.

Meeting adjourned to Executive session at 6:10 pm

Minutes Approved By:

Secretary Ann Hutson (signature)

4/5/22

Date

4/5/22

4/5/22



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Meeting Minutes – Emergency Open Board Meeting

Tuesday, April 5, 2022 @ 6pm

Meeting Called to Order at 6:00 pm by Director S. Sanchez

Directors Present: S. Sanchez, B. Fletcher, A. Hutson, C. Sisson, C. Levin present.

Director A. Hutson motioned to accept the resignations of B. Six and A. Rodriguez, leaving 2 open seats on the Board of Directors to be filled. Director C. Levin seconded the motion. Motion passed 5-0-0-0

Director A. Hutson motioned to designate Director C. Sisson as Treasurer, and Director C. Levin as President. Director B. Fletcher seconded the motion. Motion passed 5-0-0-0

Director A. Hutson motioned to remove Bill Six and April Rodriguez from PNC Operating, Reserve and Petty Cash Checking, as well as PNC credit card, CD, Line of Credit or any other PNC accounts, and to add Colleen Sisson and Chris Levin as signatories on all the same PNC accounts. Director B. Fletcher seconded the motion. Motion passed 5-0-0-0.

Director C. Levin motioned to adjourn the meeting. Director C. Sisson seconded the motion. Motion passed 5-0-0-0.

Meeting adjourned 6:15 pm

Minutes Approved By:

Secretary, Ann Hutson (signature)

Date



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Meeting Minutes – Ballot Count Open Meeting

Tuesday, April 12, 2022 @ 6pm

Inspector of Election, Cyndie Landergen, closed the Polls at 6:06 pm.

Director S. Sanchez called the meeting to order at 6:07 pm

Directors Present: S. Sanchez, B. Fletcher, A. Hutson, C. Sisson. Director C. Levin absent and excused.

Inspector confirmed, with assistance from 2 Members, we had a quorum of qualifying ballots, 112 ballots received (105 required – 207 qualifying Members \times 50% + 1 = 105 for quorum).

Inspector and volunteers confirmed all votes regarding Governing Documents (Articles of Incorporation, CC&R's, By-Laws), results were 73 approved the new documents, 23 did not approve, 16 Null (no vote). All governing document changes approved by majority vote.

Director A. Hutson motioned to adjourn the meeting. Director C. Sisson seconded the motion. Motion passed 4-0-0-1.

Meeting adjourned 6:36 pm

Minutes Approved By:

Secretary, Ann Hutson (signature)

4/12/22

Date



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Meeting Minutes – Open Board Meeting

Thursday, April 14, 2022

Meeting Called to Order at 6:01 pm by Director C. Levin

Directors Present: S. Sanchez, B. Fletcher, A. Hutson, C. Sisson, C. Levin present.

Solar presentation made by Arvo Solar.

Open Forum – requested any nominations/applications for Open Board Seats. Member advised there is also an open seat at Jackson Valley Fire if anyone is interested.

Director S. Sanchez motioned to approve Meeting Minutes as written from March 8, 2022 Open Meeting, March 29, 2022 Open Meeting, March 29, 2022 Executive Meeting, April 5, 2022 Emergency Open Meeting, and April 12, 2022 Ballot Count Meeting. Director B. Fletcher seconded the motion. Motion passed 5-0-0-0.

Design review for 5544 Three Oaks Drive landscaping signed off/approved as presented. Design review 5785 Park Circle siding and skirting signed off/approved as presented.

Director A. Hutson motioned to approve March 2022 Financials as completed, detailed review done by Director C. Levin and S. Sanchez. Director B. Fletcher seconded the motion. Motion passed 5-0-0-0.

GM Triano updated everyone on natural water source determined as cause for seepage on Red Oak Drive annually, Aces Waste Clean-up to be held May 11, 2022, and Christopher Main certificate for WWTP Plant Operator obtained, to take over plant May 2022

Director C. Sisson motioned we proceed with Arvo Solar PPA proposal, and any vote determined as needed by Membership, to be confirmed with attorney, as well as obtain Commercial Policy insurance rider cost. Director B. Fletcher seconded the motioned. Motion passed 5-0-0-0.

Director C. Sisson motioned to table wages budget changes to accommodate new and retaining staffing until next meeting per Member request to bring specific budget line changes to meeting. Director B. Fletcher seconded the motion. Motion passed 5-0-0-0.

Director A. Hutson motioned to table bank change until GM Triano confirms new monthly fees with current PNC Bank manager. Director S. Sanchez seconded the motion. Motion passed 5-0-0-0.

Director A. Hutson motioned to approve the \$ \$2070 for ruggedized tablet to do utility meter reads and eliminate need to re-type and interpret writing, reducing time and errors monthly. Director S. Sanchez seconded the motion. Motion passed 5-0-0-0.



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Director C. Sisson motioned to proceed with The Oaks staff installing the French drains on Red Oak Drive, three properties, to help address the annual seepage issues from underground water source, thus reducing time spent by the staff each year addressing this. Director A. Hutson seconded the motion. Director B. Fletcher voted No. Director C. Levin abstained. Motion passed 3-1-1-0. GM Triano will coordinate with staff and members.

Director C. Sisson motioned to adopt the new Articles of Incorporation, CC&R's, By-Laws, and Election Rules based on majority vote received on Governing Document changes. Director B. Fletcher seconded the motion. Motion passed 5-0-0-0. GM Triano to file documents as required.

New, at least temporary until we seat additional Board members, 2022 Financial Review and Community Violation schedule noted as acceptable by all Board Members.

Director C. Sisson motioned to table any approval of Synergy, or other new utility billing services, until we have proceeded with and evaluated 90-day free trial of online service with current provider. Director S. Sanchez seconded the motion. Motion passed 5-0-0-0.

Director C. Sisson motioned to continue to investigate property management company viability and cost, while proceeding with GM Triano and Board discussed staffing plans/interviews/hires. Director A. Hutson seconded the motion. Motion passed 5-0-0-0.

Director B. Fletcher motioned to approve \$5,452.13 bid for three programmable locks for gates and pool/community center access to alleviate manual efforts to provide access to members during off business hours and weekends. Director A. Hutson seconded the motion. Motion passed 5-0-0-0.

Director B. Fletcher motioned to pursue bids for adding heating and solar for pool. Director C. Sisson seconded the motion. Motion passed 5-0-0-0.

Director A. Hutson discussed June 2022 Covid Comeback BBQ, looking for volunteers. Member who wanted to discuss Community Yard Sale not in attendance.

Director A. Hutson motioned to adjourn the meeting. Director S. Sanchez seconded the motion. Motion passed 5-0-0-0.

Meeting adjourned 8:10 pm

Minutes Approved By:

Secretary, Ann Hutson (signature)

9/19/2022

Date



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Meeting Minutes – Open Board Meeting

Special Community Solar Meeting

Tuesday, May 2, 2022 6pm

Meeting Called to Order at 6:04 pm by Director C. Levin

Directors Present: S. Sanchez, A. Hutson, C. Sisson, C. Levin present. Director B. Fletcher absent

No Quorum of Members/Owners present or on Zoom

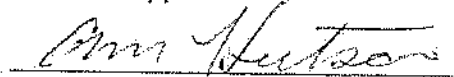
Solar presentation made by Arvo Solar with extensive Q&A by Members present and on Zoom. Outlined that new bid is with DSD (Distributed Solar Development, LLC, a Black Rock Company) and will be .15 cents kW hour or less for the duration of 25-year contract. No interest to apply.

Since no quorum, it was determined to put the formation of a Solar Committee on future meeting agenda, Committee to assist with Secret Ballot Vote on Solar, review of contract, Q&A sheet for Members, and to include detail on True-up and Billing process

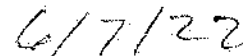
Director C. Sisson motioned to adjourn the meeting. Director S. Sanchez seconded the motion. Motion passed 4-0-0-1.

Meeting adjourned 7:59 pm

Minutes Approved By:



Secretary, Ann Hutson (signature)



Date



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Open Board Meeting Thursday, June 23, 2022

Solar Topics

Meeting Minutes by Ann Hutson, Secretary

Meeting started at 1806

Roll call of directors- all present

No homeowners in attendance

S Sanchez stated he doesn't think we need to continue with the solar committee. S Brown agreed

S Brown move to put the solar committee on hiatus S Sanchez 2nd all in favor motion passed

S Sanchez and P Malone are no longer on the solar committee

Need to send letter of intent to our attorney

Regarding letter of intent from solar company would like to put a cancellation clause if we don't get financing

Regarding item number nine not guaranteeing that PG&E will let happen and county approval. Place The wording for appendix A at the beginning of item number nine

Regarding item number six except that if TOCA doesn't get financing we don't owe anything

Regarding item one if we are unable to get financing we have 90 days to terminate the letter of intent at no cost to The Oaks. No penalties until the Oaks signs.

C Levin to revise letter of intent and send it to our attorney for advisement.

S Brown motioned to adjourn C Sisson 2nd all in favor.

Need to have a special meeting next week regarding solar vote

Meeting adjourned at 1902

I recorded meeting with the approval of all board members present

Minutes Approved:

Signature/Name

6/30/22

Date



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Meeting Minutes – Open Board Meeting

Tuesday, June 14, 2022

Meeting Called to Order at 6:00 pm by Director C. Levin

Directors Present: S. Sanchez, B. Fletcher, A. Hutson, C. Sisson, C. Levin

New Directors S. Brown, and P. Malone (arrived 6:20 pm), seated during meeting

Open Forum:

- Question on if tenants in RV Storage can install carport covers, GM Triano to research.
- Request to put up sign or paint a line where actuator is for exit gate.
- Request for regular servicing of dog stations.
- Lot 084 needs contact on Electric and Gas meter compliance, increased bills.

Board did secret ballot to elect Board Candidates to two open Board seats. S. Brown received three votes.

J. Weaver received two votes. P. Malone received five votes. Director C. Sisson motioned to approve the seating of P. Malone and S. Brown on the Board by majority vote. Director A. Hutson seconded the motion. Motion passed 5-0-0-0.

New Directors S. Brown and P. Malone took active seats on Board for this meeting.

GM Triano gave staffing update and asked for any recommendations for maintenance worker position.

GM Triano also told Members she has committed to stay in her position for at least one additional year.

GM Triano reviewed new programmable lock times/functions.

Director C. Levin motioned to approve \$ 569.25 Motion Picture Licensing expense for 1 year so that Social Committee can start movie nights again. Director A. Hutson seconded the motion. Motion passed 7-0-0-0.

Director S. Sanchez motioned to approved Minutes for May 10, 2022, Executive Meeting and Open Board Meeting as written. Director C. Levin seconded the motion. Director S. Brown and P. Malone abstained since they were not part of those meetings. Motion passed 5-0-2-0.

Approval of Meeting minutes from 6/1/2022 Executive meeting tabled to next meeting as Director A. Hutson has not completed yet and GM Triano did not attend.



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GM Triano reviewed credits done for uncollectable violations/fines on foreclosed property, credits done for Member water meter issue dating back to 7/2021, and adjustment to uncollectable Bad Debt balance based on foreclosure.

Director A. Hutson motioned to approve May 2022 Financials reviewed by Directors C. Sisson & B. Fletcher as presented. Director S. Sanchez seconded the motion. Motion passed 7-0-0-0.

Director A. Hutson motioned to approve the 2023 Election Calendar as presented, with correction to one 2021 date typo. Director S. Sanchez seconded the motion. Motion passed 7-0-0-0.

GM Triano noted she will be out on vacation for next Board Meeting, all agreed to keep normal schedule and Asst. Community Manager S. Cook will sit in for GM Triano.

Director S. Sanchez motioned to approve the not to exceed bid of \$ 780 Reserves Expense from A&D Gate for main gate repairs. Director C. Sisson seconded the motion. Motion passed 7-0-0-0.

Director C. Levin motioned to approve the State Farm Insurance bid (Operating Expense) for GL, D&O, Crime, Inland Marine, ENOL, Umbrella and Auto renewals, saving an estimated \$ 12,046.38 a year. Director B. Fletcher seconded the motion. Motion passed 7-0-0-0.

Director A. Hutson motioned to approve \$ 7,920.15 Reserves Expense bid from BCE for new camera system. Director C. Levin seconded the motion. Director P. Malone abstained. Motion passed 6-0-1-0.

Director S. Brown is going to arrange for Maintenance C. Main to review dump trailer he owns to see if it meets our needs, otherwise, Director C. Levin motioned to approve the purchase of pre-tax and closing bid of \$ 8,595 from The Trailer Specialist for dump trailer GM Triano presented. Director B. Fletcher seconded the motion. Director S. Brown voted No. Director C. Sisson abstained. Motion passed 5-1-1-0.

Director C. Sisson motioned to approve Solar Ballot Language as written. Director S. Brown seconded the motion. Motion passed 7-0-0-0.

Director C. Levin motioned to approve the Solar Q&A with noted changes discussed during the meeting. Director C. Sisson seconded the motion. Motion passed 7-0-0-0.

Director S. brown motioned to sign the Letter of Intent with Select Solar who is committing to 10.6 cents per kWh so we can confirm finance approval, etc. Director A. Hutson seconded the motion. Director C. Levin abstained. Motion passed 6-0-1-0.

Director C. Sisson motioned to table action on hiring outside resource for Quarterly or Bi-Annual Financial Audits until GM Triano can provide cost estimates. Director B. Fletcher seconded the motion. Motion passed 7-0-0-0.



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Director C. Sisson motioned to table any change of bank, due to new fees from PNC Bank, until GM Triano gets input on remote deposit, etc. costs from other banks. Director B. Fletcher seconded the motion. Motion passed 7-0-0-0.

Director S. Sanchez motioned to table any Board Resolution to ACUSD Board of Trustees until Member who requested this, D. Calhoun, is present to discuss in more detail. Director B. Fletcher seconded the motion. Director C. Levin encouraged Board members to do their own research on all aspects of this topic. Motion passed 7-0-0-0.

Directors A. Hutson and P. Malone provided update on success of Covid Come Back BBQ and that Social Committee plans to do one major event every other month for remainder of this year, with next event being August 2nd, 2022, National Night Out BBQ.

Director C. Levin asked for Shade for the Playground area to be added to the next agenda, and any ideas for kid resistant shade options are appreciated.

Director C. Sisson requested that Design Review follow-up and Violations follow-up be added to the next agenda.

Director A. Hutson motioned to adjourn the meeting. Director S. Sanchez seconded the motion. Motion passed 7-0-0-0.

Meeting adjourned 8:30 pm

Minutes Approved By:

Ann Hutson
Secretary, Ann Hutson (signature)

6/30/22
Date



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Meeting Minutes – Open Board Meeting

Tuesday, July 12, 2022

(meeting minutes by C. Sisson & S. Brown, GM Triano not present)

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

Board members present C. Sisson, S. Sanchez, C. Levin, B. Fletcher, S. Brown & P. Malone. Board member absent and excused A. Hutson.

Open Forum:

- Member stated her concerns about why our HOA fees are so high. Concerns about GM raise and working from home. Concerns about why violations are not being addressed.
- Member had concerns about how to keep rental units in compliance and unlicensed vehicles not being towed.

S. Sanchez moved to approve the executive board meeting minutes dated 6/1/22 and 6/14/22 as amended. C. Sisson 2nd. S. Brown and P. Malone abstain. Motion passed 4 Ayes.

S. Sanchez moved to approve open meeting minutes dated 6/14/22 and 6/23/22 as written. S. Brown 2nd. P. Malone abstained. Motion passed 4 Ayes.

Design review: S. Brown moved to approve the fence to be moved and security door installed as written in the request. S. Sanchez 2nd, motion passed 6 Ayes. Following discussion about the retaining wall request, member was admonished not to remove any further earth from hillside and that if new retaining wall not approved, earth would have to be returned to original slope and that member may be held responsible for any ensuing damage in the interim or even if the retaining wall is eventually approved. Member has submitted to HCD for state approval of masonry retaining wall. C. Sisson motioned to table any decision about the wall until the property owner has more information from the state agency application that was submitted. C. Levin 2nd, motion passed 6 Ayes.

S. Brown moved to approve the June financials, B. Fletcher 2nd motion passed 6 Ayes.

Materials from Triano, revised old D. Calhoun financial training, are informational only.

Concerning outside audits, S. Brown motioned to have annual audits by our CPA. B. Fletcher 2nd. P. Malone voted no, 5 ayes. Motion passed.

Item I: Revised Budget, C. Levin motioned to table this item to August meeting. S. Brown 2nd. Motion passed 6 Ayes.

Item J, Violations follow up; & K, Design Review follow up: C. Sisson motioned to table items to August meeting. S. Brown 2nd. Motion passed 6 Ayes.

Item L, Governing Documents, etc.: S. Brown motioned to table this item to the August meeting. C. Levin 2nd. Motion passed 6 Ayes.



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Item M: C. Levin, provided copy of LOI with attorney's suggested changes. Board no objections to letter, Pres. Levin shall send letter of intent to Simply Solar for review and acceptance and will advise board if additional concerns arise. If not Pres Levin will move forward with boards prior approval to sign an acceptable LOI since it was approved after review by attorney. There were questions from a resident who works in solar industry concerning the solar project that were answered by S. Brown and C. Levin.

Item N, Letter to ACUSD: C. Levin motioned to table this item to August meeting since the person requesting this was not present and left no information. S. Sanchez 2nd motion passed 6 Ayes.

Item O: P. Malone moved to have a board member meet & greet during national night out in August. S. Brown 2nd. Motion passed 6 Ayes.

Item P: C. Sisson motioned to not hire a DJ due to neighbor complaints from the last event. S. Sanchez 2nd. P. Malone No. Motion passed 5 Ayes. S. Brown moved that all music shall be limited to inside of the clubhouse. C. Levin 2nd. Motion 6 Ayes passed.

Item P, Social Committee Report.a. C. Levin motioned to table this item to August. S. Brown 2nd. Motion passed 6 Ayes.

Item Q: Future agenda items to be all the tabled items and shade for the playground area.

B. Fletcher moved to adjourn meeting at 7:40pm. S. Brown 2nd. 6 Ayes. Meeting adjourned.

Minutes Approved By:

Colleen Sisson
Treasurer, Colleen Sisson (signature)

7/20/22
Date



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Meeting Minutes – Open Board Meeting

Tuesday, August 9, 2022

Meeting Called to Order at 6:03 pm by Director C. Levin

Directors Present: S. Sanchez, B. Fletcher, A. Hutson, C. Sisson, C. Levin, S. Brown
Director P. Malone resigned from the Board on July 21, 2022

Director S. Brown motioned to NOTICE open seat on the board since it was vacated between meetings and will evaluate candidates and possibly seat new Director at the September 13, 2022, open meeting. Director B. Fletcher seconded the motion. Motion passed 6-0-0-0.

Director C. Levin noted that we submitted Letter of Intent to Select Solar

GM Triano and Director C. Sisson validated Solar ballots (valid Member) in presence of the Board prior to meeting start (to save time and since it is not a secret ballot), then we did a physical count of all Ballots during open meeting. We needed 70 (seventy) votes for our one-third minimum Quorum. We received 90 (ninety) "Yes" votes for the solar project, we received 9 (nine) "No" votes for the solar project. Solar project is proceeding.

Open Forum:

- Member requested that we notify those parking in Guest parking, which is a violation of park rules, to not set their car alarms, as frequent activity around cars, particularly in the pool/mailbox area, causes alarm(s) to constantly chirp and disturbs homeowners in those areas. Anyone found not adhering to this will be ticketed and fined.
- GM Triano will confirm that pool attendant is opening Clubhouse still on the weekends.

Executive Meeting Actions Review:

- GM Triano approved to negotiate Fine delinquency balances with Members.
- June 1, 2022, Executive Meeting Minutes reviewed and approved in Executive session.
- July 12, 2022, Executive Meeting Minutes reviewed and approved in Executive session.
- July 20, 2022, Executive Meeting Minutes reviewed and approved in Executive session.

Director S. Brown motioned to approve July 12, 2022; Open Meeting minutes as written. Director S. Sanchez seconded the motion. Motion passed 6-0-0-0.

All Directors signed off on 5704 Jackson Court shed Design Review.

Director S. Brown motioned to approve July 2022 Financials as presented. Director C. Levin seconded the motion. Motion passed 6-0-0-0.



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GM Triano clarified from July 12, 2022, meeting minutes, Board's desire is to continue annual financial review by CPA as we have been, status quo, not to expand that to full detailed audit (which is \$15K+).

Director S. Brown motioned to proceed with CPA Engagement contract for 2022 financials for \$2,200.00. Director C. Sisson seconded the motion. Motion passed 6-0-0-0.

Board agreed that Treasurer C. Sisson will be one constant part of rotating two-person team to audit financials monthly, thus meeting legal requirements for review vs. entire Board sign-off, and that only those two Directors will sign off monthly audit form (GM Triano will revise form), entire Board will still approve in meeting minutes.

Director B. Fletcher motioned to proceed with online seminar & recording, \$139, on how to read financials. Director C. Sisson seconded the motion. Motion passed 6-0-0-0.

GM Triano discussed:

- Progress being made with Assistant Community Manager, Susan Cook, and introduced her to all present.
- Discussed camera status and Board confirmed desire to get updated quote for Flock Safety License Plate reader system.
- Highlighted progress/upgrades S. Cook has made on website. Request to add link to our Payment Portal was noted.
- Highlighted that S. Cook is on top of monthly newsletters.
- Board agreed we should do gate code changes again for Security, need to confirm ability not to replicate any current ones.
- J. Kiefer on seasonal pool duty. J. Cowdell moving over to full-time maintenance.
- Reviewed PG&E rate change savings at WWTP
- Reviewed overall changes with Insurance
- Reviewed September and October Election timeline critical activities, Board agreed okay to pursue Cyndie Landergen as Inspector of Elections.

GM Triano to send Board revised Financials & Violations audit schedule for September and October, we will revisit if/when open Board seat is filled.

Director S. Brown motioned to accept Dolin Roofing \$1,850 roofing bid for pool shed. Director B. Fletcher seconded the motion. Motion passed 6-0-0-0.

Director C. Levin motioned to proceed with purchase of two tables (approx. \$1K each pretax), two umbrellas (approx. \$50/each, to use in interim) and two gazebos (\$1,368/each pretax) for the playground area, with concrete to be reviewed at future meeting once we have bids. Director A. Hutson seconded the motion. Motion passed 6-0-0-0.



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Director S. Brown motioned to proceed with purchase of one additional umbrella (approx. \$50) for the table at the fishing pond to be used until concrete and gazebo are done. Director C. Levin seconded the motion. Motion passed 6-0-0-0.

Director S. Brown motioned to form a Committee for Clubhouse upgrades and improvements evaluation. Director C. Sisson seconded the motion. Motion passed 6-0-0-0. Director C. Sisson, A. Hutson and GM Triano will be on Committee.

GM Triano reviewed reallocation of funds within budget, but noted that per Attorney confirmation, if approved annual budget and assessments are not changing, no approvals needed.

Director C. Levin motioned to form Violations & Solutions Committee. Director A. Hutson seconded the motion. Motion passed 6-0-0-0. Director C. Sisson, GM Triano and Member R. Lopez to be on committee. Board to do entire Community monthly and prior violations to be noted on Board assessment form.

Director (??) motioned to add Design Review follow-up to Violations list given to Board monthly so they can follow-up. Director C. Levin seconded. Motion passed 6-0-0-0.

All Directors agreed any changes involving Governing Documents will be tabled until at least one year out due to complexity and expense.

Director C. Levin motioned to increase HOA Assessment by CPI, 9%, from \$206 current, to \$ 225/month in 2023 to avoid prior pitfalls of not increasing by CPI, thus creating our large negative reserves balance. Director S. Brown seconded the motion. Director S. Sanchez voted No. Motion passed 5-1-0-0. Board also asked for Budget Workshop meeting August 24, 2022 @ 5pm. GM Triano to put initial Budget together for review.

Director A. Hutson motioned to revise our Rules and Regulations & Collection Policy to tighten up fines for Violations to \$0.00 warning @ 30 days, then \$100 fine, then 15 days from the \$100 fine, daily fines of \$ 20/day start, with exclusion for major things like whole house painting being subject to negotiation or to be defined by new Violations Committee. Director C. Levin seconded the motion. Motion passed 6-0-0-0.

Director S. Brown motioned to revise our Employee Policy to set Paid Time Off (PTO) to accrual, not 3 days up front annually. Director C. Sisson seconded the motion. Motion passed 6-0-0-0.

Board agreed to Office staff initiating a twice weekly walking activity/video program in the Clubhouse.

Director A. Hutson motioned to adjourn the meeting. Director B. Fletcher seconded the motion. Motion passed 6-0-0-0.



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Meeting adjourned 8:29 pm

Minutes Approved By:

Secretary, Ann Hutson (signature)

Date



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Meeting Minutes – Open Board Meeting

Tuesday, September 13, 2022

- A. Meeting Called to Order at 6:00 pm by Director C. Levin
- B. Pledge of Allegiance led by Board President C. Levin
- C. Directors Present: S. Sanchez, A. Hutson, C. Sisson, C. Levin, S. Brown, B. Fletcher was absent and not excused
New Director R. Lopez (arrived 6:15 pm), seated during meeting
- D. Meeting Rules read by S. Brown.
- E. Board President went through the nominations for the open seat and each nominee present was given an opportunity to present why they wish to be on the Board of Directors. Board did a secret ballot to elect 1 candidate to fill the empty board seat whose term will end December 31, 2022. The first secret ballot ended with a tie vote between Toni Gutherz and Rosa Lopez. The Board conducted a run-off secret ballot between Toni Gutherz and Rosa Lopez. Rosa Lopez won receiving 3 votes and took an active seat on the Board for this meeting.
- F. C. Levin provided an update on the progress of the Solar Project. Contract revisions pending from Select Solar
- G. Open Forum:
 - a. Member suggested that the MRLPP billing date be changed to a date not in the summer because of the higher utility bills. The Board decided to discuss this further at a future meeting.
 - b. Member commented regarding the abundance of trash around the park. A different member noted that this may be caused by the Aces Trash pickup and how it is falling away from the truck while it is being dumped. Requested that S. Cook (the new Community Manager) contact Aces.
 - c. Member commented regarding the dog droppings around the park not being picked up by the pet owner.
 - d. Member commented regarding the political signs in resident lots.
 - e. Director commented that Clubhouse blinds should be closed or mostly closed especially during the summer to reduce heat, thus utilities.
- H. C. Levin provided an update regarding the resignation of the current Community Manager Laurie Triano. Commending her for a job well done during her 3 years. And noting that she will still be under contract for consulting 1 day per week to assist in seating the new Community Manager.
C. Levin introduced Susan Cook as the new General Manager, with wishes of success.



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- I. a. S. Brown motioned to approve the minutes of August 9, 2022, Executive Meeting minutes, as reviewed in the Executive Meeting. C. Sisson seconded the motion. R. Lopez abstained. Motion passed 5-0-1-b. S. Brown Motioned to approve the August 9, 2022, Open Meeting Minutes. C. Sisson seconded the motion. R. Lopez abstained. Motion passed 5-0-1-1.
- J. Design reviews
 - a. Bill Six lot 21
 - i. S. Brown motioned to approve the design review for lot 21. C. Levin seconded the motion. Motion Passed 6-0-0-1
 - b. Bill Six lot 29
 - i. S. Brown motioned to approve the design review for lot 029. C. Levin seconded the motion. Motion Passed 6-0-0-1
 - c. Bill Six lot 125
 - i. S. Brown motioned to approve the design review for lot 125. C. Levin seconded the motion. Motion Passed 6-0-0-1
 - d. Bill Six Lot 132
 - i. A. Hutson motioned to approve the design review for lot 132. Rosa Lopez seconded the motion. Motion Passed 6-0-0-1
 - e. Board agreed to hear additional Design reviews not on the agenda
 - i. Toni Gutherz lot 106
 1. A. Hutson motioned to approve the design review for lot 106. R. Lopez seconded the motion. Motion Passed 6-0-0-1
 - ii. Shannon Scott lot 012
 1. S. Brown motioned to approve the design review for lot 012. C. Levin seconded the motion. Motion Passed 6-0-0-1
- K. C. Sisson read the August 2022 Financial Statements Review. Formal review done by S. Brown & C. Sisson. S. Sanchez motioned to approve the financials as presented. A. Hutson seconded the motion. Motion passed 6-0-0-1.
- L. Discussion regarding community violations. C. Levin noted that the Board and staff are currently working on the violations process and noted that the new process will be announced in the October newsletter, with consistent reminders as to when The Board will conduct walks. Community members expressed concern regarding dead lawns. C. Levin assured the member the questions, concerns and disputes will be heard on a case-by-case basis at a hearing prior to fines being levied. S. Cook to draft Rules & Regulations and Collections Policy Revisions for review.
- M. A. Hutson motioned to remove Laurie Triano from PNC credit card account, and petty cash Checking and issue new cards to C. Levin, S. Cook, J. Cowdell, C. Main and add S. Cook as Signatory Petty Cash Checking. S. Sanchez seconded the motion. Motion Passed 6-0-0-1.



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- N. C. Levin, Discussed the new camera and expense added and noted that much of the cost is being covered by the member whose guests caused damage to some of the cameras being replaced.
- O. Discussion ensued regarding real estate signs. One of the members noted how when they saw the sign in question it surprised her as it appeared that THE OAKS COMMUNITY was for sale. Consensus from the Board and Membership was that signs should not be permitted.
- P. 2022 Budgeted Reserves Expense of \$10k for Clubhouse upgrades. This project is still in progress. Tabled to future meeting
- Q. a. S. Brown noted that our rules were not in compliance with the new laws. C. Levin motioned to change the pool hours to a straight 11am to 9pm. S. Brown seconded the motion. Motion passed 6-0-0-1.

b. Pool age missed on agenda. Moved to a future agenda.
- R. a. Discussion regarding increasing the Buena Vista Sewer Fee. S. Brown motioned to increase the Buena Vista Sewer Fees by 8% effective 1/1/2023. C. Levin seconded the motion. Motion passed 6-0-0-1.
- S. a. C. Sisson motioned to rescind the CPI rate approved at 8/9/2022 meeting to \$225 for the 2023 HOA Fees. C. Levin seconded the motion. Motion passed 6-0-0-1.
b. C. Sisson motioned to increase the HOA fee by \$9 to \$215, effective 1/1/2023. C. Levin seconded the motion. Motion passed 6-0-0-1.
c. Notice to Membership regarding the change in the HOA increase, and rules and regulations for Pool Hours and Violations.
- T. A. Hutson motioned to accept the 2023 Budget as drafted by GM Triano. C. Sisson seconded the motion. Motion Passed 6-0-0-1.
- U. Elector of Inspections missed on Agenda. To be added to the October Agenda.
- V. Tabled to next meeting. New Community Manager to create a Violation walk and financial review schedule to present at the October Meeting.
- W. Movie Night Announced for 9/16/2022- Movie to be Top Gun: Maverick. Jen lot #084 offered Disney + for Hocus Pocus for the October 14, Movie Night.
- X. Future agenda topics to address
 - a. Dog Droppings not being picked up and suggestions on how to better encourage responsible pet ownership.
 - b. Political signs in yards.



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- c. French Drain at dog Park
- d. Moving billing date of the MRLPP fee

Y. A. Hutson motioned to adjourn the meeting. S. Sanchez seconded the motion. Motion Passed
6-0-0-1. Meeting adjourned 7:37 pm

Minutes Approved By:

Ann Hutson

Secretary, Ann Hutson (signature)

10/25/22

Date



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Meeting Minutes – Open Board Meeting

Tuesday, November 8, 2022

- A. Meeting Called to Order at 6:00 pm by Director C. Levin
- B. Pledge of Allegiance led by Board President C. Levin
- C. Directors Present: C. Sisson, B. Fletcher, R. Lopez, S. Sanchez, A. Hutson, S. Brown, C. Levin.
- D. Meeting Rules read by C. Levin
- E. C. Levin provided an update on the progress of the Solar Project. Contract received from attorney with notes for solar company. This process will likely take place a couple of times. The project is moving along as expected.
- F. Open Forum:
 - a. No member Comments
- G. Results of Executive Meeting:
 - a. Executive Meeting Minutes approved for September 7, 2022 and October 11, 2022
- H. Minutes:
 - a. S. Brown motioned to approve the minutes of October 11, 2022, Meeting. C. Sisson seconded the motion. Motion passed 7-0-0-0.
- I. Design reviews
 - a. Lot 017
 - b. S. Brown motioned to approve Design Review for 017. C. Levin seconded the motion. Motion passed 7-0-0-0
 - c. Lot 081
 - d. S. Brown motioned to approve Design Review for 081. C. Levin seconded the motion. Motion passed 7-0-0-0
- J. S. Brown motioned to approve the October Financial Statements. S. Sanchez seconded the motion. Motion Passed 7-0-0-0
- K. S. Brown motioned for GM to request a second debit card in TOCA name or S. Cook Name from Petty Cash Checking account. If unable to attain a second debit card authorized to get a CASH APP Account and cards in either Chris' or Chris' and John's names at the discretion of the general manager



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Meeting Minutes – Open Board Meeting

Tuesday, October 11, 2022

- A. Meeting Called to Order at 6:00 pm by Director C. Levin
- B. Pledge of Allegiance led by Board President C. Levin
- C. Directors Present: C. Sisson, R. Lopez, S. Sanchez, C. Levin, S. Brown, B. Fletcher; Director A. Hutson was absent & excused
- D. Meeting Rules read by C. Sisson.
- E. C. Levin provided an update on the progress of the Solar Project. Contract received and sent to the attorney for review. Process is moving along.
- F. Open Forum:
 - a. Member queried a design review was approved could there be a reason that it would not be approved. Member was notified that the completed design review has been received and is under review.
 - b. Member commented regarding the fire hazard from the Field behind being left unmanaged. Suggested a call to Code Enforcement. Additionally, a committee was formed to discuss possible options. Committee members C. Sisson (Director), C. Sanders (Member) and Jennifer Landfair (Member)
 - c. Director suggested name badges for viewing members.
 - d. Director noted that Member Names should not appear in Minutes
 - e. Member commented that dogs are barking incessantly in the middle of the night, though she is not sure which residence it is coming from. She noted that the barking has gotten worse in the last 6 months. It was suggested that the police be called for a noise complaint. General Manager will have night guard keep special ear for barking and see if the largest offender can be isolated. General Manager will also be sure that there is mention of this issue in the newsletter.
- G. Minutes:
 - a. Noted that the approval of the September 6, 2022 Emergency Executive Minutes be held over for review and approval for the November 8, 2022 meeting as they were not obtained from the Secretary prior to the Secretary leaving town.
 - b. Noted that the September 13 Executive Meeting Minutes were approved in Executive Session
 - c. S. Brown motioned to approve the minutes of September 13, 2022, Meeting. C. Sisson seconded the motion. Motion passed 6-0-0-1.
- H. Design reviews
 - a. Lot 138



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- b. Lot 083
 - c. S. Brown motioned to approve Design Review for both lots 138 and 083. C. Levin seconded the motion. Motion passed 6-0-0-1
 - d. Members not present General Manager will send Letter of Approval
-
- I. C. Sisson read the August 2022 Financial Statements Review. Formal review done by C. Sisson and B. Fletcher S. Brown motioned to approve the financials as presented. S. Sanchez seconded the motion. Motion passed 6-0-0-1.
 - J. S. Brown motioned to approve the Notice of Assessment Increase for 2023 as written. B. Fletcher seconded the motion. Motion Passed 6-0-0-1
 - K. S. Brown motioned to approve the pool hours as 9am to 9pm, to lower the pool age without supervision to 14 and to lower the age for the spa to 14. C. Levin seconded the motion. Motion passed 6-0-0-1.
 - L. C. Levin motioned to approve the Collections Policy Revisions as written. S. Sanchez seconded the motion. Motion Passed 6-0-0-1
 - M. S. Brown Motioned to approve the Rules and Regulations (Option 1) as revised. R. Lopez seconded the motion. Motion Passed 6-0-0-1
 - N. S. Brown Motioned to approve the 2023 Reserves Study. S. Sanchez seconded the motion. Motion Passed 6-0-0-1
 - O. C. Levin Motioned to approve the 2023 Budget, Final approval based on the approved Assessment increase to \$215. S. Brown seconded the motion. Motion Passed 6-0-0-1.
 - P. S. Brown Motioned to approve the 2023 Disclosures. C. Levin seconded the motion. Motion Passed 6-0-0-1
 - Q. Commerical (Real Estate) signage placement on Common Areas discussed at the September Meeting. Removed from discussion.
 - R. Discussion regarding political signs. General Manager noted that per law signs must be allowed 90 days prior to any election and must be removed 15 days after the election. Reminder that signs should be down by November 23 to be noted in the November newsletter. It was also noted that it would be more desirable for political signs to be on a more positive note. It was also suggested that the Rules & Regulations to be updated for next year to include more specifics regarding size etc.



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- S. Last meeting a member asked about moving the billing dated for the MRLPP Fee to a month when the utilities are not so burdensome. It was explained that the Fee is charged to the members when it is as that it when the Association pays the fee on behalf of the membership and needs to be reimbursed for that expense. A member suggested that a payment plan be offered for those who the expense burdens.
- T. S. Brown motioned to approve Cyndie Landergen as the Elector of Inspections. C. Levin seconded the motion. Motion Passed 6-0-0-1.
- U. Upcoming special dated on the 2023 Election timeline noted. Currently accepting nominations for the 3 open seats. Nominations due 10/21/2022. Disclosures to be mailed 10/30/2022.
- V. Clubhouse;
- a. S. Brown motioned to allow an expense up to \$100 to replace bulbs and/or purchase sample flush mount lighting options to see which will be best for the clubhouse. C. Levin seconded the motion. Motion Passed 6-0-0-1.
 - b. S. Brown Motions to approve the quote for painting the Clubhouse Ceiling. C. Sisson Seconded the motion. Motion Passed 6-0-0-1
- W. Schedule for Board of Directors for the Violation walks and financial reviews through January 2023. A new schedule will be created once the new board is seated in January 2023.
- X. Discussion regarding the animal waste from unattended pets and the feral cat program. Comments will be added into the November newsletter.
- Y. Movie Night is October 14, 2022- Movie to be Hocus Pocus 2
- Z. Future agenda topics to address
- a. Changing Banks
- AA. S. Brown motioned to adjourn the meeting. C. Sisson seconded the motion. Motion Passed 6-0-0-1. Meeting adjourned 7:34 pm

Minutes Approved By:


Secretary, Ann Hutson (signature)

11/18/2022
Date



The Oaks Community Association

5607 Jackson Valley Road • Lone, CA 95640-9629

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

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Meeting Minutes – Open Board Meeting

Tuesday, December 13, 2022

- A. Meeting Called to Order at 6:02 pm by Director C. Levin
- B. Pledge of Allegiance led by Board President C. Levin
- C. Directors Present: A. Hutson, S. Brown, R. Lopez, S. Sanchez, C. Levin; B. Fletcher Present via phone which sporadically cut out; C. Sisson was absent with excuse
- D. Meeting Rules read by S. Sanchez.
- E. Open Forum:
 - a. Member queried regarding batter back up for the front Gates. The Board agreed that this should be researched and added to the January agenda.
 - b. Member queried about the donation from the raffle etc. it was noted that they are for social committee and bingo
 - c. Member queried regarding the Retaining wall at 5625 West Park(lot 44) – it was noted that this was an agenda item and would be deferred to that item.
- F. Additional item regarding the Social Committee being added to the agenda after Item X the discussion on sending GM to a Seminar
- G. Resulted of the Executive Meeting; Minutes approved for 10/28/2022, 11/2/2022, 11/28/2022. Bonus' for Staff Approved, Gifts for volunteers approved, writing off bad debts for this year and then annually there after was approved and the board adjourned to the open meeting.
- H. S. Brown Motioned to approve the November 8, 2022. Open Meeting Minutes. A. Hutson seconded the motion, motion passed 6-0-0-1.
- I. Clarification regarding expenses that are over 110% over budget requested to be explained on Year end statement and then ongoing. S. Brown motioned to approve the Financial Statements for November 2022. S. Sanchez seconded the motion. Motion passed 5-0-0-2 (B. Fletcher's call cut out).
- J. S. Brown Motioned to approve the closure of the Line of Credit which had remained and was recently renewed under prior Board Member/president. A. Hutson seconded the motion. Motion passed 6-0-0-1
- K. Design reviews
 - a. Design Reviewed Lot 011 and 017 Completed
 - b. New Design Reviews requested
 - i. Lot 055, Member not present, S. Brown Motioned to approve the design review. C. Levin Seconded the motion. Motion Passed 6-0-0-1



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- ii. Lot 030, Member not present, S. Brown Motioned to approve the design review. A. Hutson seconded the motion. Motion Passed 6-0-0-1
- iii. Lot 127, Member Not present, S. Brown motion to approve the tree removal, however additional information was needed regarding the concrete and artificial grass. A. Hutson Seconded the motion. Motion Passed 6-0-0-1
- L. Member present from lot 044 and an additional lot 177 with retaining wall issues. S. Brown Motioned to contact the attorney to advise where responsibility lies with regard to retaining walls, with exterior property lines and interior property lines. With a prompt response requested. A. Hutson seconded the motion. Motion passed. 6-0-0-1
- M. President C. Leyin noted that the Solar Contract has been signed and we are awaiting PG&E's portion now.
- N. Vehicle Repairs
 - a. Ford Ranger- Gas Leak repair and Oil Change completed. Additional work needs to be done; Ball Joints and Radiator. S. Brown Motioned to request quote from Tommy's Garage and send for repairs to the least expensive. A. Hutson Seconded the motion. Motion Passed 6-0-0-1
 - b. Ford F150- Repaired Power Steering pump.
- O. Discussion regarding the Sewer Plant Alarms. Not a major concern for the community mentioned that we should as a community be watchful of what we are flushing and sending down our sewer pipes. Noting that Flushable wipes should not be going down our sewer pipes. Notice will be going out in the next newsletter and billing insert. It was noted that a Rack or Basket to catch larger wads would be useful but can be expensive and though desired is not essential. It was requested that the GM research prices for a rack.
- P. Discussion regarding emergency contacts. It was noted that GM Susan Cook is the emergency contact, and she will contact appropriate staff and needed. If Susan is on vacation or away, then Assistant Manager Jessica Mayo will serve and the emergency contact. Currently Susan Cook's phone number is on the answering message. If Susan is away that number will be changed to Jessica's.
- Q. Discussion regarding the Street Sweeper is being delayed till Spring.
- R. Discussion regarding the License Plate Camera is being delayed till June 2023.
- S. C. Levin motioned to approve the Kerth Quote for Rock. S. Sanchez Seconded the motion. Motion Passed 6-0-0-1.
- T. A. Hutson motioned to allow the change of use for one of the Gazebos to make a cover for the School Bus Stop. R. Lopez seconded the motion. Motion Passed 6-0-0-1.



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- U. C. Levin motions to have a Garage Sale 2 Times per year to mitigate having stuff in front yards for sale or free. A. Hutson Seconded the motion. Motion Passed 6-0-0-1.
- V. Discussion regarding front Entry Gate Keypad and access Codes. We are awaiting a computer board for the drive-up keypad. There has been considerable confusion regarding member access codes. Member access codes are 4 digits, at the drive-up keypad use a 5 then enter your 4 digits. If the drive-up keypad is not working, then use the walkup keypad by the pedestrian gate. At the walkup keypad use a # then enter your 4 digits. S. Brown Motioned that his information should be in the newsletter. Motion seconded by C. Levin. Motion Passed 6-0-0-1
- W. Discussion regarding protocol for interactions with employees was agreed to be removed from the agenda
- X. Discussion regarding the feral cat program. We took our first feral in a male and we was returned to the community neutered, and was given shots. We have an appointment for 1 more cat in December, and appointments for 7 cats in January with the possibility for 4 more. We are moving forward to spay/neuter all the feral cats in the community, but it will take some time even at this rate.
- Y. S. Brown Motioned to approve General Manager Susan Cook to attend the Sacrament Seminary on the Update for Mobilehome Residency Law 2023 from Western Manufactured Housing Association. A. Hutson Seconded the motion. Motion passed 6-0-0-1
- Z. From the Social Committee- a New Years Eve Party is planned beginning at 9pm 12/31/2022. Next year it was recommended that we also plan an Eastern Time party for kids to attend as well
- AA. Future agenda items:
 - a. January agenda items – Backup battery for front entry gates.
 - b. Spring Agenda- Street Sweeper
 - c. June – License Plate Camera
- BB. C. Levin motioned to adjourn Meeting. S. Sanchez seconded the motion. Motion passed 6-0-0-1.
- CC. Meeting adjourned 8:26pm

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