**Board of Directors**

**Regular Meeting Minutes**

**July 17, 2018**

**Call to Order:**

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

**Pledge of Allegiance:**

The Pledge of Allegiance was delivered.

**Roll Call of Directors:**

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

**Approval of Minutes:**

Director S. Brown motioned to approve minutes of June 19, 2018 regular meeting and executive meetings as presented; Director Calhoun seconded. The motion was approved: 6-0-0-0.

**Open Forum:**

Tim Knittel from Edward Jones present a flyer for CD rates. He’s here tonight to introduce himself and his company. He would like to discuss with the board their needs and help improve on current rates.

A member thanked the Board for the ice cream social. She stated it was very enjoyable. The ice cream and music were good.

President R. Brown commented on the homeless problem the community has been experiencing. He stated that there have been a few that have been jumping the fence to use the pool. He asked everyone to keep an eye out for out of state vehicles and unknown persons. Terri Bailey explained that there was an incident over the weekend.

A member asked when the traffic mirrors will be installed. Terri Bailey will meet with Rickie Brown and Dean Morrison to arrange installation.

**Treasurers Report:**

There was no treasurer’s report due to an accounting glitch. Director Morrison motion to table Treasurer’s Report to August. Direct Hutson seconded. The motion was approved: 7-0-0-0

**Maintenance Report:**

The Maintenance Report was delivered by Director Morrison. The maintenance crew has been busy cleaning around the transformers. They have put rocks around and cleaned them up. A lot of the striping has been completed. They are getting ready to start the red, then they will stencil “visitor” and “No Parking.” Director S. Brown asked if they are painting just the street or the street and the curb. Director Morrison stated he would check with the crew, but it should be the curb and the street.

The siding for the clubhouse should be installed in the next couple of weeks. Crew has been doing a lot of weed eating in the storage lot. Director Morrison would to add road base to the storage area next year.

**Community Manager Report:**

The Community Manager Report was delivered by Terri Bailey. Director Calhoun and Terri Bailey attended a meeting on July 2, 2018 regarding the BV Casino. The meeting was to allow the public to voice concerns about impacts of the casino. Most were concerned with traffic issues, noise pollution, and safety and fire issues. The County is trying to renegotiate the Intergovernmental agreement (IGA). Supervisor Forrester stated that he would like to hold a meeting at The Oaks but has not contacted Terri Bailey to schedule it. Terri Bailey enclosed a road enclosure report.

The pool contractor completed the necessary repairs and the inspector has accepted the work.

The insurance claim for lot #181 is currently in process.

We are waiting for Bill Bolton to get time to complete the dry rot repairs and finish the cement work around the playground and pond. Should be within the next few weeks.

An arborist came and inspected the two trees near the clubhouse. He stated the one tree can be saved. The plastic has been pulled away from the trunk and vitamins have been given. The other tree should be taken out. Bids are being sought for the removal. The Tree Mortality Task Force has been contacted to get their opinion on all the trees in the community. They referred Terri Bailey to the Cal Fire Area Forester in Sutter Hill. Terri Bailey is trying to arrange a meeting.

A brochure for the lien process has been included so the Board can review the process.

Letters have been sent to members who are renting RV storage and are storing inappropriate items. All members renting RV storage spaces will be asked to come in and sign a new agreement as some agreements are fairly old.

Attached is a copy of Reserve Study Guidelines, developed by the California Department of Real Estate. The Board will be working on budget items next month and this will help in preparing for the budget workshop and reserve study approval.

**Wastewater Report:**

The Wastewater Report was delivered by Terri Bailey. Bradley Hobgood was injured yesterday. He partially amputated his little finger. He was taken by ambulance to the hospital. He will not be back until next week. Brady McCartney is unable to attend due to a tree blocking his driveway. Everything is operating well. There were four broken in ground lines repaired and eight impulse sprinklers replaced. Flow meter and crane have been ordered. We are waiting for a second bid for the pump station lid. President Brown asked if it is possible to draw up specs and take it to a fabricator. Terri Bailey stated she is not comfortable asking a metal fabricator to build the lid fro the m]pump station without a site visit. There are no compliance issues at this time. Bradley Hobgood is on scheduled to be certified around December.

**Treated Water Report:**

The Treated Water Report was delivered by Community Manager Terri Bailey. She gave an update of the Jackson Valley (JVID) Treated Water Project. The project is going forward as projected; however, they are about two weeks behind. A meeting has been scheduled for Saturday, August 25, 2018 to discuss project and changes with the community. Meeting will be at noon.

**Social Committee Report:**

The Social Committee Report was delivered by Community Manager, Terri Bailey. The last Bingo night was well attended. All tables and chairs were used. The next Bingo night will be on August 14, 2018.

The ice cream social was a success. About 38 ice creams were sold. Everyone enjoyed the music.

No movies will be shown in August as there are already many events happening in August.

The next movie night will be July 27, 2018. Ready Player 1 will be shown.

The end of summer party will be on August 18th.

**Design Review:**

1. 5714 Jackson Court – Lot 12 – Landscaping, install pavers, paint back fence – Director Morrison explained what the owner wanted to do on the lot. Motion was approved: 7-0-0-0
2. 5765 Park Circle – Lot 28 – Re-roof – Member explained the reroofing that she would like to have done. Director S. Brown asked if it is shingled. The member stated it was not but is an energy efficient roof. Director Strickland stated there is only one very small corner of the roof that might be able to be seen from the road. Director Calhoun asked what color it will be. The member stated it will be white, but you can’t see it from the road. Director S. Brown opposes putting this type of roof in the community. It is not consisted with the neighborhood. Bill Strickland motioned to approve; Dana Calhoun second. Motion was approved: 4-3-0-0 with Directors Calhoun, Morrison, and Six voting negatively.
3. 5665 Park Circle – Lot 38 – Install a lattice screen for garbage cans – Tabled to August due to no review application received.
4. 5605 Park Circle – Lot 62 – Replace Landscaping – Member explain that they will be using dwarf fruit trees. The trees will be chosen by a professional landscaper. Trees will be in line with existing trees. There are concerns about the trees getting big and encroaching on the street. Motion was approved: 4-3-0-0 with Directors Calhoun, Hutson, and S. Brown voting negatively
5. 5745 Red Oak Dr. – Lot 86 - Replace side yard landscaping and place plastic stepping stones – Terri Bailey showed an example of the stepping stone. Dana Calhoun motioned to approve, Bill Strickland seconded. Design was approved: 7-0-0-0
6. 5725 Red Oak – Lot 88 – Landscaping – Dana Calhoun motioned to approve; Bill Strickland seconded. Motion was approved – 7-0-0-0
7. 5774 Red Oak - lot 122 – Carport Cover (continued from June) - Terri Bailey stated there was additional information sent from the member to board members. Director S. Brown stated he did not receive it. A copy was made for him. Director Six stated that he Google searched “carport.” This type of carport comes up in two out of ten pictures. He feels what is being objected to is the starkness and the galvanized material. He suggests painting it and install a fascia to make it more consistent with the neighbors. Director Strickland stated that the sun reflects off the roof and it is blinding. He would like to see the fascia before approving. This is all water under the bridge, the Board already approved it, but it can’t be left the way it is. Director S. Brown argued that a fascia would not work and even with the fascia, it would not be consistent with the neighborhood. However, the Board did approve the carport. The owner was asked how much was paid for the carport. The owner stated that they paid a little over $1,000.00. They did not have a picture at the time of the first approval. Director Six stated this is on the Board, not the owner. Director S. Brown stated that there are a couple of issues: The Board did approve the carport and the owner put it up and the complaints have been received. The Board options are: Leave the carport and have an inconsistency in the park or the Board can cover the cost to have the carport remove and reimburse the owner for their expenses. President R. Brown stated that there are two options: The owner can paint the carport and put a fascia on it or the Board can eat the costs to remove it. The owner stated they are willing to paint it to make it more consistent with the house. Terri Bailey suggested having the owner paint it and a fascia on, then the Board can look at it. Doing this will not cost that much. S. Brown stated he does not believe anything will make the carport consistent. S. Brown motioned to have the owner remove the carport and the Board will reimburse the owner for the cost of removal and re-stocking fees. Director Strickland asked for clarification: Are we reimbursing the owner or buying it from the owner? Director S. Brown stated that if the carport can be return, it should be returned. If not, then yes, the Board will buy it and use it or sell it. Then the owner can re-submit a new application. Director Calhoun seconded. Director S. Brown stated that the owner will not be out any costs. The motion was approved: 4-3-0-0 with Directors Morrison, Six, and Strickland voting negatively. Owner was directed to submit all receipts to Terri Bailey. Terri Baily will coordinate the removal.
8. 5800 West Park Dr. – Lot 158 – Replace Landscaping – Ann Hutson motioned to reject the design due to lack of diagram or pictures. Dana Calhoun seconded. The motion was approved: 7-0-0-0
9. 5989 West Park Drive – lot 175 – Replace landscaping and re-roof (2 applications) Owner explained what he would like to do. Director S. Brown motioned to approve the landscaping design. Dana Calhoun seconded. The motion was approved: 7-0-0-0. Director S. Brown motioned to approve the roofing design. Director Ann Hutson seconded. The motion was approved: 7-0-0-0
10. 6018 West Park Dr. Lot 179 – Install shed, landscaping and replace fencing - President R. Brown explained the shed is already built. The owner cut a hole in the fence to build his shed and the shed encroaches on the adjacent property. The shed is in front of the house. Director Hutson motioned the design application be rejected and that the shed must be remove and the fence repaired. Dana Calhoun seconded. The motion was approved: 7-0-0-0
11. 5695 Cody Dr. – Lot 201 – Relocate fencing in front yard. – Terri Bailey stated that the fence has already been built. Questions were asked as to height and location. The fence was installed to be even with the adjoining property. Director Hutson motioned to approve the design. Director Strickland seconded. The motion was approved: 7-0-0-0

General discussion about what is needed for a complete design review application was ongoing during design reviews. Director Calhoun stated that drawings and/or pictures are required, or the application is not complete. Applications need to include material type, manufacturer, and product information.

**Discussion and Possible Action Related to Vehicle and Equipment Repair or Replacement:**

Terri Bailey explained that the backhoe was serviced. The mechanic gave an estimate for needed repairs. Some of the items listed in the estimate do not need to be done, such as the door latch, these have been crossed off. Director S. Brown ask if this is a safety issue. Does the door stay latched after its closed? Christopher Main stated that it does. Director S. Brown asked if the fuel pump needed replacing as it is crossed off. Christopher Main stated he didn’t think this was related to the actual fuel pump, but to a hydraulic pump. He explained that the mechanic listed everything that might be needed, not just what was needed now. President R. Brown asked what is needed now. Christopher Main stated this is what the mechanic thinks might go wrong so the Board would have an idea of costs. President R. Brown asked what needs to be done now. Terri Bailey stated everything on the list marked with a star. Director S. Brown asked if the backhoe had two fuel tanks. Christopher Main stated he did not know. President R. Brown stated it does not have two tanks, it’s just a fuel pump. Director S. Brown asked about the front lift cylinder hose and clam bucket hose. Christopher Main stated that the mechanic said the hoses are starting to show wear. Nothing is leaking so they don’t need be replaced, just watched. Director S. Brown asked if replacement hoses are kept on hand. President R. Brown stated that if a hose breaks, someone can get another one from the auto parts store. Director S. Brown stated that if they have met their life expectancy then they should be replaced. If not, why are they are on the estimate? Christopher Main stated the mechanic put everything that might go bad on the estimate, so the Board would know the costs. President R. Brown asked exactly what needs to be done now. Christopher Main stated that he would like to call the mechanic before making recommendations. Director Hutson motioned to table this item until August to allow for an accurate and prioritized estimate. Director Strickland seconded. The motion was approved: 6-1-0-0 with Director S. Brown voting negatively.

Terri Bailey stated that the utility truck passed smog. A couple of Board Members suggested that we should go with Bill Six’s idea of removing the back portion, so the item was placed back on the agenda for the Board to decided what they want to do. Director Calhoun asked what does the maintenance crew want? Director S. Brown asked if the compressor was removed and the center part was cut out, would maintenance be able to use the truck? President R. Brown stated this was answered last month. The truck is not practical for the job. Director Morrison stated that even cut it would not be feasible for the job. Director Calhoun wants to know what the maintenance crew wants. Christopher Main stated he wants whatever the Board wants. He will work with Director Six to make the truck work. Director Calhoun ask if it would be easier to sell this truck and buy a truck that works? Christopher Main stated whatever would be easiest for the Board. Director Hutson motioned to sell the utility truck and purchase a different truck using staff input. Director Morrison seconded. The motion was approved: 7-0-0-0

Terri Baily stated that last month the Board discussed replacing the float pump for the water storage pond, but no one made a motion to purchase a pump. The quote is for $1750.50. S. Brown ask if it is a pump or just a float. It is a shut off float. Christopher Main stated this pump will not do anything about rainwater. Director S. Brown motioned to purchase the float pump. Director Calhoun seconded. The motion was approved: 7-0-0-0

**Discussion and Possible Action Related to the Open Meeting Act**

Terri Bailey stated that due to the confusion about the open meeting act, she has included a brochure outlining the Brown Act. The Brown Act and the Open Meeting Act are very similar. Terri Bailey explained what can be sent in emails and what should be avoided.

**Discussion and Possible Action Related to School Bus Stop**

Director Huston ask if Amador Unified wanted to move the school bus stop back to the mailboxes? Terri Bailey confirmed this. Director S. Brown asked why in front of the mailboxes? Director Hutson explained that it used to be at the mailboxes, so the children had shelter during bad weather. Director Six stated that the buses would come and turn on their light at the mailboxes, so no one was able to move around them. This cause cars to be backed up. This was why the bus stop was moved out to the street. Director Hudson stated that with the new traffic coming to the casino, she would like to see the bus stop moved back into the park. Director S. Brown stated that a bus stop could be set up by the proposed volleyball park. That way the bus could come in the front, stop right in front of the emergency gate, load the children and exit. No cars would have to stop. A shelter could be built. President R. Brown asked who would open and close the gate. Terri Bailey said the staff would have to do that. A member asked about the wear and tear of the roadway. President R. Brown stated it would tear up our roads. Director S. Brown stated that there is room for a bus to pull off Jackson Valley Rd. However, that might damage our sewer lines. Director Hutson stated that it was County land. President R. Brown stated the County should make improvements, so the buses can pull off the road outside the fence. Director Calhoun asked why a pullout can’t be built on Jackson Valley Road? President R. Brown stated that the County and School Board need to act on this. Director S. Brown stated that the Board feels the buses coming in will destroy our roads. The Board prefers that they improve the area in front of the wood fence as a pullout for the bus. Director S. Brown motioned that the buses will destroy the roads and that the County or School Board should improve the area in front of the wood fence as a pullout for the buses. Director Calhoun seconded. The motion as approved: 7-0-0-0

**Discussion and Possible Action Related to Process and Procedures for Members Violations and Fine.**

Terri Bailey explained that Director Six asked this item to be on the agenda because some owners are not receiving their letters in a timely manner. It took up to 10 days to receive. Director Strickland asks if there have been more than one owner complaining of this. Terri Bailey stated there were a couple. Director S. Brown ask what the issue is. Terri Bailey stated that it is the post office. Terri Bailey stated an envelope will be mail to The Oaks Office with every mailing to track mailing times. Director Strickland motioned to leave things as they are and leave it to the staff to extend deadlines. Director S. Brown seconded. The motion was approved: 5-2-0-0 with Directors Hutson and Six voting negatively.

President R. Brown called for a break at 8:42 pm.

President R. Brown called the meeting back to order at 8:50 pm.

**Discussion and Possible Action Related to Budget and Election Calendar.**

Director S. Brown motioned to accept the Budget and Election Calendar. Director Hutson seconded. The motion was approved: 7-0-0-0

**Discussion and Possible Action related to Landscaping the Front Area of the Clubhouse**

Terri Bailey stated she is still looking for Board direction on what to do at the front of the clubhouse. Director Calhoun stated she had some ideas such as a built-in planter box of stone or planting palm trees. Director S. Brown stated the problem with palm trees is that they get very big. Director Calhoun stated that there are dwarf palms. Director Morrison stated that it should be done to match what is already there. Terri Bailey stated that there are no irrigation lines to that half and anything planted would have to be watered by hand. Director Morrison motioned to purchase 3 – 4 bushes and colored stone to match existing landscaping. Director Hutson seconded. The motion was approved: 5-2-0-0 with Directors Calhoun and Strickland voting negatively.

**Future Agenda Items**

Director S. Brown would like to look investments as part of the budget. Director Calhoun would like to discuss the playground and review the code of conduct/ethics for residents, staff, and Board.

**Adjourn**

The meeting was adjourned at 9:00 pm.

**Board of Directors**

**Executive Meeting Minutes**

**July 17, 2018**

The executive meeting was called to order by President R. Brown at

1. **Discussion and Possible Action Related to Delinquent Accounts:**
2. **Discussion and Possible Action related to Personnel Issues**
3. **Discussion and Possible Action Related to Member Discipline**

The executive meeting was adjourned at

No action was taken at this meeting.