

"The sun was warm but the wind was chill.  
You know how it is with an April day.  
When the sun is out and the wind is still,  
You're one month on in the middle of May.  
But if you so much as dare to speak,  
a cloud come over the sunlit arch,  
And wind comes off a frozen peak,  
And you're two months back in the middle of March."  
- Robert Frost, *Two Tramps in Mud Time*, 1926



Doodle Art Alley ©

### Board Contact Information

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### Staff Contact

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**Agenda Board of Directors Regular Meeting  
Tuesday, March 19, 2019 at 6:00 PM**

**Type of Meeting: Regular Meeting:**

- A. Call to Order:
- B. Roll Call of Directors:
- C. Approval of Minutes:
  - a. Approval of Regular Board of Directors Meeting Minutes of February 19, 2018.
  - b. Approval of Executive Meeting February 19, 2018
- D. Open Forum:
- E. Treasurers Report:
  - a. Financial Statements: Profit and Loss & Balance Sheet: January and February
  - b. Lien Approval
- F. Maintenance Report:
  - a. Various Miscellaneous Items
- G. Community Manager Report:
  - a. Projects
  - b. April Board meeting
  - c. Playground Gate
  - d. Various Miscellaneous Items
- H. Wastewater Report:
  - a. Various Miscellaneous Items
- I. Treated Water Report:
  - a. Update of Jackson Valley Water Treated Water Project
  - b. Fishing Pond Maintenance After Closure of Water Plant
- J. Social Committee Report:
  - a. Upcoming Events
- K. Design Review:
  - a. Lot 166 – 5899 West Park Dr. - changes to landscaping
  - b. Lot 62 – 5605 Park Circle – Install French Drain
- L. Discussion and Possible Action Related to Proposed Rule Change
  - a. Use of Fire Pits in the Community and Possible Adoption of Rules Pertaining to Fire Issues.
  - b. Adoption of Age Restriction for Unattended Minors in Playground Area.
- M. Discussion and Possible Action Related Company Vehicles.
- N. 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.

**Open Forum Rules:** During the open forum, each attendee may address the board for up to 5 minutes. A director or manager may briefly respond to statements made or questions asked. Speakers must observe rules of decorum and not engage in obscene gestures, shouting, profanity, or other disruptive behavior. If the speaker is in the middle of a sentence when the time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allow their time to others. All persons must follow meeting rules. \*

**\*Meeting Rules:** As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting, and the Sheriff called.

Recording Meetings: Regular Meetings of the Board of Directors are recorded for record keeping purposes. The meetings are not a public meeting, and any recording of the meeting must be approved by the board beforehand.

### **Executive Session**

**Tuesday March 19, 2019 6:00 PM**

#### **Type of Meeting: Executive Session**

- Discussion and Possible Action Related to Delinquent Account and Violation Letters
- Discussion and Possible Action Related to Pending Litigation
- Personnel Issues

### **Draft Board of Directors Meeting Minutes**

**Tuesday, February 19, 2019**

**Regular Meeting Minutes:**

**Call to Order:**

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

**Pledge of Allegiance:**

The Pledge of Allegiance was delivered.

**Roll Call of Directors:**

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

**Approval of Minutes:**

Director S. Brown moved to accept the minutes of January 15, 2019 Regular and Executive meetings. Director Hutson seconded. The motion passed: 7-0-0-0.

**Open Forum:**

There were no Open Forum comments.

**Treasurer's Report:**

Community Manager Bailey stated the report was not completed due to illness. Director Hutson moved to table the Treasurer's Report for one month. Director S. Brown seconded. The motion passed: 7-0-0-0.

**Maintenance Report:**

Director Morrison delivered the Maintenance Report. Director Morrison reported the clubhouse roof and the entry gates have both been repaired.

**Community Manager Report:**

Community Manager Bailey delivered the Community Manager Report.

A new state law requiring all employer, with 5 or more employees, to provide sexual harassment training for supervisors and employees will take effect January 1, 2020.

Community Manager Bailey asked the Board to approve \$1,500.00 to purchase Sexual Harassment and OSHA compliance training videos. OSHA compliance training videos will include heat training, injury and illness prevention and pathogen training. Director S. Brown moved to approve \$1,500.00 for training videos. Director Lopez seconded. The motion passed: 7-0-0-0.

Director S. Brown asked Community Manager Bailey to research what color the various water hydrants should be painted. President R. Brown stated potable should be yellow; non-potable should be violet. Director S. Brown stated raw water should be orange per the Fire Chief. Community Manager Bailey will verify colors with the Fire Chief before painting the hydrants. Community Manager Bailey stated Tommy's Garage did not receive title to the 2002 white Ford Escort. She would like to make sure the Board still wants to sign the Escort over to Tommy's Garage. Director S. Brown stated that was what he remembers. Director Morrison said he is not in favor of the transfer because Tommy's charged to tow and diagnose the Escort. The car has to be worth something. Community Manager Bailey stated Tommy's did not charge for checking the Escort. The Board agreed to sign over the Escort to Tommy's Garage.

Community Manager Bailey stated the white Ford pick-up is not going into gear properly. She asked if a board member wanted to look at it or should it be taken to Tommy's Garage. The original direction from the Board was to drive it until it dies. President R. Brown stated it is probably the transmission. Director Lopez asked if this is the same truck that was just at Tommy's. Director S. Brown stated both trucks have been at Tommy's. Director Calhoun asked how much has been spent on the truck to date. Director S. Brown stated only the purchase price of \$2,300.00 has been spent. President R. Brown stated it is not very expensive to have the transmission serviced. Director Calhoun stated we should have it look at and possibly serviced. Director S. Brown stated if it's drivable to Tommy's, then yes, have them look at it. If it's not drivable, could it be towed. Director Hutson asked if anyone has checked the fluid in it. Community Manager Bailey stated yes. President R. Brown suggested the transmission be serviced to see if that would fix the problem.

Community Manager Bailey reported the John Deere tractor needs new tires and a new mow deck. A new mow deck was approved several years ago; however, it was not needed at the time and the purchase was deferred. New tires will cost \$1,080.00 and the mow deck is \$1,600.00. Director Morrison moved to purchase four new tires and a new mow deck for the John Deere tractor. Director Calhoun seconded. The motion passed: 7-0-0-0.

Community Manager Bailey presented a bid with descriptions of the playground equipment she would like to purchase. She would like to Board's approval to expand the playground and

forego the volleyball court. Director S. Brown moved to expand the playground area and not build a volleyball court. Director Morrison seconded. The motion passed: 7-0-0-0.

#### Wastewater Report:

Community Manager Bailey delivered the Wastewater Report. The software program to remotely check the flow meter data has been received. This software allows the data to be checked remotely, eliminating the need for someone to be onsite to gather data over the weekend. There was a problem with the compatibility of the flow meter with the software, so it has been returned. The flow meter company is looking into a solution to the problem.

#### Treated Water Report:

Community Manager Bailey delivered the Treated Water Report. Jackson Valley Irrigation District (JVID) rescheduled the connection date to mid-March due to a back-flow device not being installed at the connection point to the Oaks Community. President R. Brown stated the state approved plans did not include a back-flow and now the State is requiring one. Director Calhoun asked about residents being bill while they are flushing their pipes during the changeover. Community Manager Bailey stated there will be two-meter readings, one before the changeover and one a few days after. The first will be the end reading for the April bill and the second will be the beginning reading for the May bill.

Community Manager Bailey presented the water treatment plant closure plan. The plan has already been passed by the State.

Community Manager Bailey stated Director S. Brown is concerned about the odor from the pond once the water treatment plant is no longer in operation. He would like the Board to consider installing an aeration system in the pond. Richard Nurse, plant operator, agrees that an aeration system would be beneficial. Director S. Brown stated a top sprinkler is one option, but it only aerates the top. He recommends a perforated pipe system be install across the bottom of the pond. It is a little more expensive, but it is the preferred system. The Board directed Community Manager Bailey to research the different types of aeration systems. Bradley Hobgood is scheduled to test for his distribution certification next month. Once he passes the state test, he will become the certified distribution operator.

#### Social Committee Report:

Director Calhoun reported the Superbowl party was a success. Everyone had a lot of fun. There were approximately 25 people in attendance. The game was shown on the big screen.

#### Design Review:

There were no design reviews before the board.

Discussion and Possible Action Related to Use of Fire Pits in the Community and Possible Adoption of Rules pertaining to Fire Issues

**Committee members: Directors S. Brown and Calhoun**

Director S. Brown explained there have been several residents using fire pits. Directors S. Brown and Calhoun asked for direction regarding allowing open flame fire pits. The Fire Code does not address mobile home communities; however, it does allow portable fire units at one- and two-family dwellings. However, the code does allow HOA's to restrict portable fire units. Director Calhoun stated there are two types of fires; indoor and outdoor. The committee wants to stress to everyone not to burn trash or Christmas trees in an indoor fireplace. Most outdoor fire pits are for ambiance. While a lot of fire pits are propane, some burn wood and wood products. The committee is seeking direction regarding allowing open flame wood burning fire pits with a spark arresting screen. President R. Brown asked how many fire pits we have in the community. Director S. Brown stated he didn't have an exact number, but he has seen a few. The risk is how to ensure someone in their backyard is using a spark arrestor. Director Calhoun stated the rule would include the type of fire pit allowed, when a fire pit can be used, what type of material can be burned, and mandatory clearances. Director Lopez asked who is going to monitor people using a fire pit. Director Calhoun stated the rules are for people who follow rules. Director Lopez stated she doesn't not want to allow any fire pits. Director S. Brown asked for a consensus of yes or no, regarding open flame fire pits. The majority of the Board said no to open flame fire pits. Director S. Brown stated the committee will submit a draft of the proposed rule change next month.

#### **Discussion and Possible Action Related to Storage Shed**

Community Manager Bailey presented several options for a storage shed for the golf cart and some tools, no records or papers. Director S. Brown asked about the maintenance of wood sheds. Plastic sheds are lower maintenance. Director S. Brown moved to approve a maximum of \$2,000.00 to purchase a shed, including all materials and labor. Director Hutson seconded. The motion passed: 7-0-0-0

**Future Agenda Items:** Director S. Brown would like to discuss installation of a solar system for the clubhouse and wastewater plant.

Meeting adjourned at 7:06 pm.

#### **Executive Session**

**Tuesday February 19, 2019, 6:00 PM**

**Type of Meeting: Executive Session**

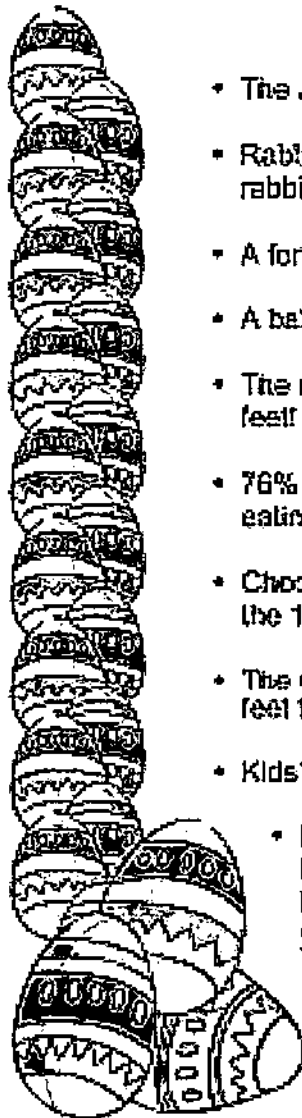
**The board reconvened in Executive Session at 7:15**

- **Discussion and Possible Action Related to Delinquent Account and Violation Letters – No action was taken.**

- Discussion and Possible Action Related to Pending Litigation. The board gave direction to the Community Manager related to possible pending litigation.

A motion was made by Director S. Brown to adjourn the Regular and Executive meeting. Seconded by Director Hutson. Motion passed 7-0-0-0

Meeting was adjourned at 8:40



### Easter Trivia

- The Jackrabbit can run up to 45 mph.
- Rabbits with upright ears hear better than rabbits with floppy ears.
- A female rabbit is called a doe.
- A baby rabbit is called a kit.
- The record high jump of a rabbit measured 3.3 feet!
- 76% of Americans eat the ears first when eating their chocolate bunnies.
- Chocolate eggs were first made in Germany in the 1800s.
- The world's largest Easter egg was over 25 feet tall and weighed nearly 9,000 lbs! Yum!
- Kids' prefer red jellybeans to any other color.
- Easter is a "moveable feast," meaning that it can take place on any Sunday between March 22 and April 25. It's different every year!
- Every year, Americans buy 700 million marshmallow Peeps!

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	12/31/2018	Reserve Withdrawal	Reserve Transfers Deposits	1/31/2019
<b>Operating Bank Accounts*</b>	<b>13,941</b>		<b>108,913</b>	<b>72,119</b>
Edward Jones Money Market			388	388
Edward Jones CD			50,000	50,000
Edward Jones CD			102,000	102,000
General Reserve BBVA	85,522	85,522		
Water & Sewer Treatment Reserve	23,391	\$ 23,391		
Reserve CD	-			-
General Reserve CD Bank of Amador	50,388	\$ 50,388		
Water & Sewer Reserve Eldorado	102,294	\$ 102,294		
	261,595	\$ 261,595	-	-
<b>Total Cash Available</b>	<b>275,536</b>	<b>\$ 261,595</b>	<b>-</b>	<b>72,119</b>

Accounts Receivable 60,539 73,015

Reserve funds of \$152,388 were transferred to Edward Jones. Remaining Reserves of \$91,015 (108,913 - 17,898) will be transferred to Edward Jones Money Market account when we receive checks for the reserve fund. The reserves account owes the operating account \$17,898, for expenditures made from the operating account.

#### Income and Expense Statement January 31, 2019

Income	Actual		Budgeted		Variance		% of Budget
	Month End	YTD	Month End	YTD	Month End	YTD	
Assessments	28,424	28,424	33,440	33,440	(5,016)	(5,016)	7.08%
Utilities	51,719	51,719	50,697	50,697	1,022	1,022	8.15%
Other	2,923	2,923	2,257	2,257	666	666	8.47%
<b>Total Income</b>	<b>83,066</b>	<b>83,066</b>	<b>86,394</b>	<b>86,394</b>	<b>(3,328)</b>	<b>1,688</b>	<b>7.76%</b>
<b>Expenses</b>							
Utilities	19,275	19,275	37,024	37,024	(17,749)	(17,749)	3.84%
Water Treatment Expense	2,899	2,899	1,111	1,111	1,788	1,788	22.83%
Sewer Treatment Expense	6,242	6,242	2,703	2,703	3,539	3,539	13.87%
Maintenance Expense	6,628	6,628	3,320	3,320	3,308	3,308	13.95%
Payroll Expense	21,863	21,863	23,265	23,265	(1,402)	(1,402)	7.59%
Administrative Expense	3,927	3,927	4,132	4,132	(205)	(205)	5.99%
Insurance Expense	1,624	1,624	1,767	1,767	(143)	(143)	7.66%
Taxes & Licenses Expense	237	237	167	167	70	70	11.85%
Professional Fees Expense	89	89	-	-	89	89	2.34%
Bad Debt	-	-	-	-	-	-	
Reserve Expense	6,429	6,429	6,893	6,893	-	(464)	7.77%
	69,213	69,213	80,382	80,382	(11,169)	(11,169)	6.46%
<b>Net Income (Loss)</b>	<b>13,853</b>	<b>13,853</b>	<b>6,012</b>	<b>6,012</b>			

	1/31/2019	Reserve Withdrawal	Reserve Transfers Deposits	2/28/2019
<b>Operating Bank Accounts*</b>	<b>72,119</b>			<b>61,344</b>
Edward Jones Money Market	388			388
Edward Jones CD	50,000			50,000
Edward Jones CD	102,000			102,000
General Reserve BBVA	-			-
Water & Sewer Treatment Reserve	-			-
Reserve CD	-			-
General Reserve CD Bank of Amador	-			-
Water & Sewer Reserve Eldorado	-			-
	<b>152,388</b>			<b>152,388</b>
<b>Total Cash Available</b>	<b>224,507</b>			<b>213,732</b>

Accounts Receivable                      73,015                                      73,883

Reserve funds were of \$152,388 were transferred to Edward Jones. Remaining Reserves of \$87,712 (108,913 - 21,203) will be transferred to Edward Jones Money Market account when we receive checks for the reserve fund. The reserves account owes the operating account \$21,203, for expenditures made from the operating account. This amount and contributions will be paid into the reserve fund in March.

#### Income and Expense Statement     February 28, 2019

Income	Actual		Budgeted		Variance		% of Budget
	Month End	YTD	Month End	YTD	Month End	YTD	
Assessments	33,440	61,864	33,440	66,880	-	(5,016)	15.42%
Utilities	58,641	110,360	56,667	107,364	1,974	2,996	17.38%
Other	2,399	5,322	2,454	4,711	(55)	611	15.43%
<b>Total Income</b>	<b>94,480</b>	<b>177,546</b>	<b>92,561</b>	<b>178,955</b>	<b>1,919</b>	<b>3,607</b>	<b>17.64%</b>
-							
<b>Expenses</b>							
Utilities	41,346	60,621	34,672	71,696	6,674	(11,075)	12.08%
Water Treatment Expense	3,496	6,395	1,033	2,144	2,463	4,251	50.35%
Sewer Treatment Expense	3,097	9,339	4,303	7,006	(1,206)	2,333	20.75%
Maintenance Expense	6,108	12,736	3,590	6,910	2,518	5,826	26.81%
Payroll Expense	24,280	46,143	23,015	46,280	1,265	(137)	16.01%
Administrative Expense	3,063	6,990	4,415	8,547	(1,352)	(1,557)	10.66%
Insurance Expense	1,624	3,248	1,767	3,534	(143)	(286)	15.32%
Taxes & Licenses Expense	237	474	167	334	70	140	23.70%
Professional Fees Expense	1,361	1,450	-	-	1,361	1,450	38.16%
Bad Debt	-	-	-	-	-	-	0.00%
Reserve Expense	6,429	12,858	6,893	13,786	-	(928)	15.55%
	<b>91,041</b>	<b>160,254</b>	<b>79,855</b>	<b>160,237</b>	<b>11,186</b>	<b>17</b>	<b>14.97%</b>
-							
<b>Net Income (Loss)</b>	<b>3,439</b>	<b>17,292</b>	<b>12,706</b>	<b>18,718</b>			

B I		B I N G O					G O	
1	18	3	17	32	49	62	47	64
6	25	4	19	40	52	64	48	65
10	27	8	21	33	53	67	50	66
12	29	12	26	41	55	69	54	68
14	23	14	28	43	57	71	55	70

# Bingo Night

Please join us for Bingo

Tuesday April 9th

from 7pm to 9pm in the clubhouse.

You must 18 and over to play.

10 games 2 cards per game Just \$10

Volunteers are always appreciated

There will be a pot luck starting at 6:30.

Please bring a dish to share if you are attending the potluck.

All residents of the Oaks are Welcome.

Come and meet your

neighbor's, enjoy some great food

and have some fun playing BINGO.

Toni is looking for someone to help with BINGO Night. If you are interested in helping out please contact the office 274-6056.



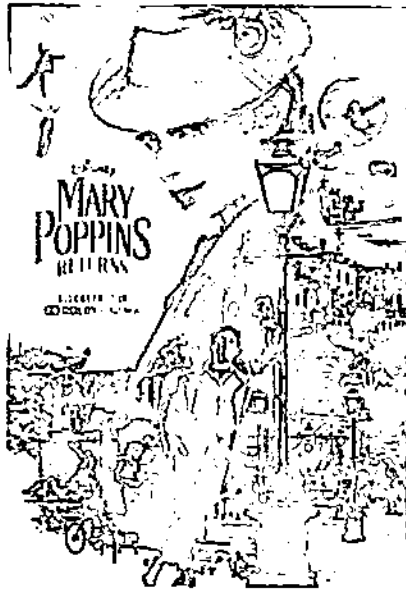
See You April 9th for BINGO



# Mary Poppins Returns

Everyone's Favorite Nanny Is back...

*Mary Poppins Returns* relies on the magic of its classic forebear to cast a familiar -- but still solidly effective -- family-friendly spell.



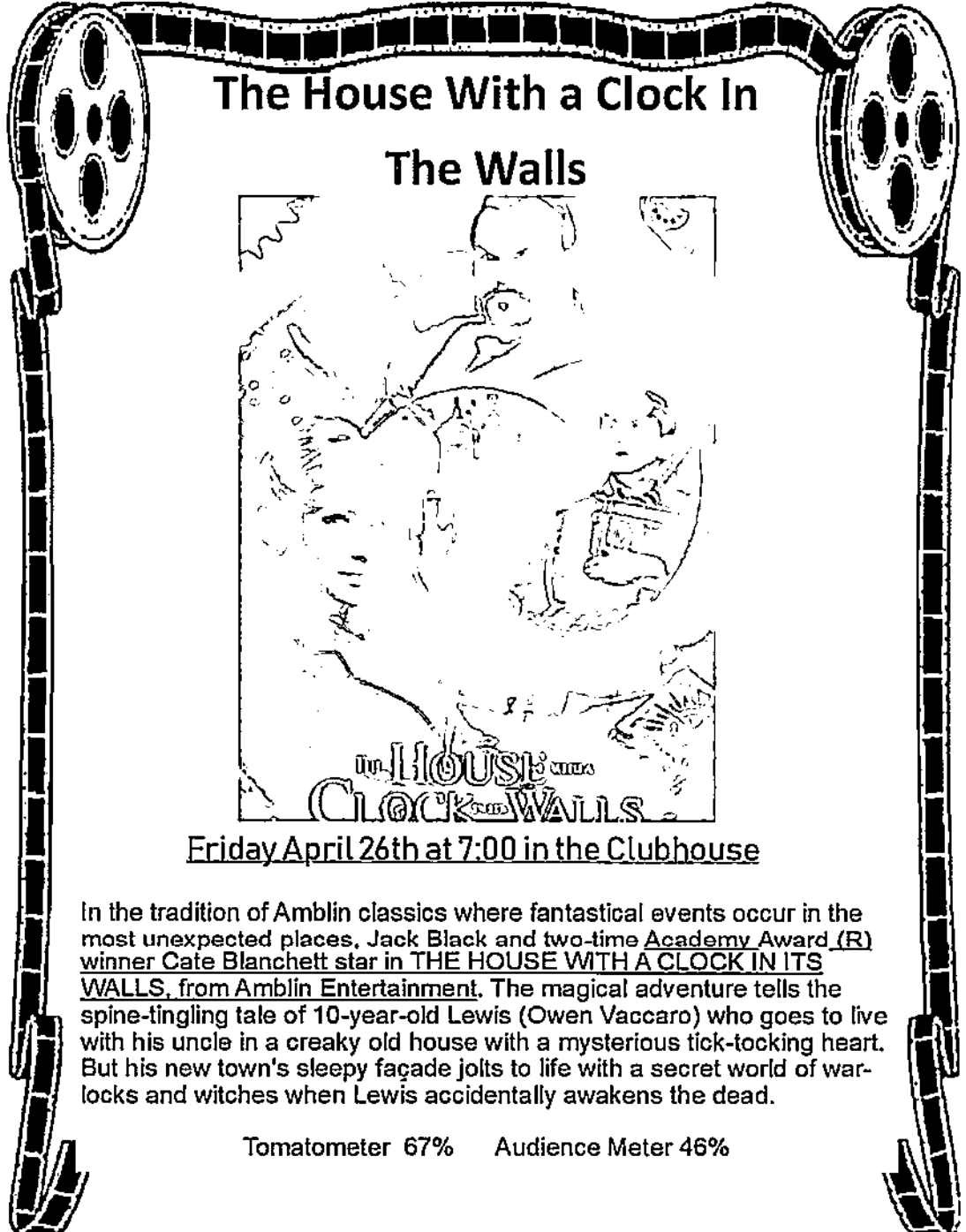
**Friday April 12**

**at 7:00 PM**

**in the Clubhouse**

**Feel Free to bring  
drinks and a snack**

**Tomatometer rating 79% - Audience Score 69%**



## The House With a Clock In The Walls



Friday April 26th at 7:00 in the Clubhouse

In the tradition of Amblin classics where fantastical events occur in the most unexpected places, Jack Black and two-time Academy Award (R) winner Cate Blanchett star in THE HOUSE WITH A CLOCK IN ITS WALLS, from Amblin Entertainment. The magical adventure tells the spine-tingling tale of 10-year-old Lewis (Owen Vaccaro) who goes to live with his uncle in a creaky old house with a mysterious tick-tocking heart. But his new town's sleepy façade jolts to life with a secret world of warlocks and witches when Lewis accidentally awakens the dead.

Tomatometer 67% Audience Meter 46%

# April 2019

◀ March	Sun	Mon	Tue	Wed	Thu	Fri	Sat	May ▶
	1		2	3	4	5	6	
7	8		9 BINGO @ & Potluck @ 6:30	10	11	12 Movie Marry Poppins Returns @ 7	13	
14	15		16 Board Meeting @ 6	17	18	19	20	
21	22		23	24	25	26	27	
28	29		30					