



The Oaks Community Association

5607 Jackson Valley Road • Lone, CA 95640-9629

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

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Board of Directors Regular Meeting

Tuesday, August 27, 2019

Call to Order:

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

Pledge of Allegiance was delivered.

Roll Call of Directors:

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

Approval of Minutes:

Minutes of Regular Board of Directors Meeting of July 16, 2019 and Executive Session Minutes of July 16, 2019, were tabled.

Open Forum:

A member asked about yard waste pickup schedule. She stated her yard waste had not been picked up. The Community Manager said she would have to check with staff as to why the yard waste was not picked up.

Director Calhoun informed the membership that the County would be establishing a new voting system for their next election. She explained the County would have three "voting centers," which would be open for several days. One of the voting centers would be located at The Oaks clubhouse.

Treasurers Report: The Treasurer's Report was tabled until the next meeting. Motion to table made by Director Brown, Seconded by Director Calhoun. Motion passed 6-0-0-1 with Director Hutson absent and excused.

Maintenance Report:

The Maintenance Report was delivered By Director Morrison. He reported several trees have been removed and bark for the playground has been ordered.

Community Manager Report:

The Community Managers Report was delivered by Community Manager Bailey.

Community Manager Bailey provided the board with a calendar for the upcoming budget and election. A motion to accept the schedule as presented made by Director S. Brown, Seconded by Director Calhoun, motion passed 6-0-0-1, with Director Hutson absent and excused.

The Community Manager reported she has not received bids for the replacement of the gazebo from any of the four contractors she contacted.



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Wastewater Report: The wastewater report was delivered by Community Manager Bailey. She reported the current Waste Discharge Requirement (WDR) needs updating as required by SWRCB General Order WQ-2014-0153-DWQ. Director S. Brown made a motion to table this item until after the executive session. Motion seconded by Director Morrison. Motion passed 6-0-0-1 with Director Hutson absent and excused.

Treated Water Report:

The Community Manager delivered the Treated Water Report. She reported the final criteria in the de-certification process for the water treatment plant was to physically disconnect the plant from the distribution system. Bailey informed the board this would be taking place on September 7th at 2 AM, with the assistance of JVID. She also discussed with the board the boil water notice which will be delivered to all residents of the Oaks.

Social Committee Report:

The Social Committee Report was delivered by Director Calhoun. She reported The Taste of The Oaks is scheduled for Saturday, September 28th.

Design Review:

The Community Manager reported she had received one design review which was not placed on the agenda as it was received after the agenda was posted. A motion to postpone the design review until the next meeting was made by Director S. Brown, Seconded by Director Morrison. Motion passed 5-0-1-1 with Director Hutson absent and excused and Director Calhoun abstaining.

Discussion and Possible Action Related to Emergency Procedures and Notification to Members Possible Purchase of a Generator for the Clubhouse.

Community Manager Bailey informed the board two quotes for a generator to operate the clubhouse during blackout have been received. Director S. Brown asked why the bids were for such a large generator. His opinion is that a smaller generator was all that would be required. He asked where and how the contractors received the information to determine how large the generator should be. Community Manager Bailey stated she had asked the board three different times to give her direction as to the size of generator required to operate the clubhouse. Each time she was told to let the contractors determine the size of generator necessary. That is the direction she was given, and that is the direction she followed. Director Morrison stated a 7000w generator is enough to run two homes. Director S. Brown asked for the last page of the bid to be reviewed. The last page of the bid states a 7kw generator, not a 70kw generator. The bid estimate is for a 70kw generator. A 7kw generator is more to the size needed. It looks like the bid needs to be corrected. Director Calhoun stated



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heating and cooling are not included in the bid. One of the reasons for getting a generator was to provide a cooling station for the residents. Director S. Brown stated a 7kw generator could handle this clubhouse. Director Calhoun noted that most of the fire stations around here provide cooling stations and she doesn't think we need to purchase a generator. Director S. Brown stated we do because of the size of our community. Director Morrison stated the clubhouse isn't big enough for all residents. How are we going to decide who can and cannot come in during a blackout. Director S. Brown stated the people who need it the most will be allowed in. Someone will have to do triage. Member asked if there will be a medical person on staff to perform triage. Director Morrison stated he would rather spend the money on the roads. Director Calhoun motioned to remove this item from the agenda. Director Morrison seconded. Motion passed: 4-2-0-1, with Directors S. Brown, Lopez voting against the motion and Director Hutson absent and excused.

Discussion and Possible Action Related to Establishing Rules for Residential Use of Individual Generators. Possible Emergency Determination.

Community Manager Bailey presented draft rules for residential use of generators. Community Manager Bailey asked if the board wanted to approve these rules as an emergency determination due to so many residents purchasing generators. Director S. Brown stated he did not feel this needed to be handled as an emergency as it is not life-threatening. Director Lopez asked if the rules can be put into effect without posting. Community Manager Bailey explain that if the board decides it constitutes an emergency, the rules will go into effect immediately. The rules will still be posted for 28 days. Director Calhoun stated it could be considered a safety issues if generators are not vented properly. President R. Brown stated he didn't think it constituted an emergency. The rules look good, except the adherence to quiet times. There are many residents that must use oxygen, CPAPs, and other medical equipment during the quiet hours. Director S. Brown stated that during a blackout, residents need to be able to run generators 24/7. Director Calhoun stated medical necessities be excluded from the quiet hours. Director S. Brown moved to strike restricting generator use during quiet hours. Director Six seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused. Director S. Brown suggested revising #8 to read generator may not be connected to the Park's power system without a permit. Director Morrison stated the powerlines are not PG&E's. The Oaks owns all powerlines in the park. Director S. Brown stated that generators should not be connected to The Oaks power lines, whether it is permanently installed or not. Community Manager Bailey asked if words "permanently installed" should be removed. President R. Brown confirmed removing "permanently installed" from #8 and adding "Any permanently installed generator must be permitted." Community Manager Bailey suggested adding, "all permits are the responsibility of the homeowner." Director S. Brown moved to approve the rules for Residential Use of Individual Generators be approved as amended. Director Lopez seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused.



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Discussion and Possible Action Related to Full-time Front Gate Closure

Director Calhoun suggested having the gate open longer until the driver's side keypad is installed. President R. Brown agrees with Director Calhoun. President R. Brown stated it has been suggested having the gates open from 6:30 am to 9:00 am and 4:30 pm to 6:30 pm to accommodate high traffic times. Community Manager Bailey stated the post for the keypad will be installed soon. Director S. Brown moved to have the front gate closed at all times, except 6:30 am to 9:00 am and 4:30 pm to 6:30 pm, times can be adjusted as needed. Director Calhoun seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused.

Review Recommendation from Recruitment of Community Manager Committee

Community Manager Bailey presented the committee recommendations. The Committee recommends starting salary be about 30% less than current salary. Salary will not be included in advertisement. No relocation assistance. No degree required. Vacation is accrued at one week per year. No contract until after the first year. No resident, community member, or property owner should be considered for the position due to conflict of interest concerns. Do not use an employment agency or recruiter; place ad online. Start advertising September 1, 2019. Start date to be no later than January 1, 2020. Application close date October 15, 2019. Committee Member Steve Sanchez stated they had a job description. Director S. Brown asked what the salary is. Committee Member Sanchez stated 30% less than the current salary. Community Manager Bailey stated that would be a salary about \$55,000.00. Director Lopez thanked the Committee. Committee Member Sanchez stated the salary recommendation is not set in stone. Salary is negotiable, depending on experience. Training period should not exceed four weeks. Candidate should be able to grasp the job within four weeks. Director Lopez stated she feels candidates should have degrees. Committee Member Sanchez explained there are many people who have worked for years and have the experience without having a degree and the committee did not want to exclude them. Director Calhoun asked about the timeline for hiring and Community Manager Bailey leaving and if four weeks training is enough. Community Manager Bailey explained she is flexible on her leave date. Committee Member Sanchez stated the four-week training period is not locked in; training is dependent on experience. Director S. Brown asked about the wording "off-site manager." Community Manager Bailey explained generally an off-site manager refers to managers that work on-premises, but live off-site. Director S. Brown suggested clarifying this as it seems confusing. President R. Brown suggested leaving off-site out of the ad. Ad to read: Full-time manager. Director Lopez asked why residents and members should be excluded. Director S. Brown stated he doesn't have a problem with allowing residents and members to apply. Committee Member Sanchez explained if the manager lived here, they would not have any time away from the job. Also, having an outside person will bring a new perspective. Director Lopez feels whoever is qualified should be allowed to apply. Community Manager Bailey stated the attorney stated as long as the board felt that may be or will be a conflict, residents, and members can be excluded



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from applying. Director Morrison moved to place an ad as modified. Director Calhoun suggested offering working interviews. Director S. Brown would like to see the actual hiring process. Director Morrison re-stated his motion. Director Six seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused. Director S. Brown moved there be no screening of applicants until the board has seen the written hiring process. President R. Brown stated there will be a set of questions asked each applicant. Director Calhoun seconded. Motion was approved: 6-0-0-1, with Director Hutson absent and excused. Committee Member Sanchez stated he would like an additional Board Member on the Recruitment Committee. Director Lopez was appointed to the Committee. Community Manager Bailey explained to the board that she has been using her personal mobile phone while working here. She would like the board to consider approving the purchase of a mobile number for the Community Manager to use. She would like to get the mobile number as soon as possible so it can be included in the newsletters, website, and correspondences. Director S. Brown moved to purchase a mobile number for the Community Manger's use. Director Six seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused. Community Manager would like to suggest the board discuss when the Community Manager should be available for phone calls, text messages, and emails from the board. President R. Brown stated if they have a dedicated phone, they can turn it off. Director S. Brown stated its part of the Community Manger's job to be available, especially to the Board President, for coordination of emergencies and other things, within reason. President R. Brown stated an hour before and after normal business hours should be fine, unless it is an emergency. Director S. Brown stated if other board members have an after-hours issue, they should forward it to the President to deal with. Community Manager Bailey suggested something be put in the Board Manual addressing this issue. Director S. Brown moved to add after-hours contact with the Community Manager to the Board Manual. Director Calhoun seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused. Director Morrison stated he is on-call all the time as maintenance director. He understands it is hard on the Community Manager, but it is also hard on board members.

Discussion and Possible Action Related to Safety Concerns:

Community Manager Bailey explained the new rules have been posted and are before the board for final approval. She asked the board to review the rule regarding electric scooters and vehicles. President R. Brown stated a member was concerned that two rules seem to contradict each other. Director S. Brown stated the rules are fine, its written and verbal rules that are conflicting. Some members have been told that electric scooters and toy vehicles will be banned. This is not the case. Electric scooters and toy vehicles are allowed, but they have to obey all road rules and possibly have a flag on them for better visibility. Community Manager Bailey explained why this has become an issue. The Oaks has purchased flags for bicycles and electric toy vehicles. Director S. Brown moved to ratify the rules related to use of common



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area. Director Lopez seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused.

President R. Brown asked if crosswalks should be painted in the park. Director Calhoun asked where would they go. Director Morrison stated they should go on the main street where most of the traffic is. Community Manager Bailey recalled the board and committee discussed the intersections of Oak Dr. and South Oak, and Oak Dr. and Three Oaks. Director S. Brown asked if a mock-up could be done so the board could see how the crosswalks would look. Director Calhoun suggested the Safe Committee meet again to put together maps of the crosswalks. President R. Brown stated the Safety Committee will meet again to work on crosswalks and speed bumps. President R. Brown stated Director Six brought-up the issue of rumble strips have on bicyclist. Rumble strips will not be utilized as they are dangerous to bicyclist and expensive. Director Calhoun stated she wasn't sure about having monthly kid's safety meetings. An annual kid's safety event has been approved. Community Manager Bailey clarified that the committee had discussed holding monthly safety meetings. Monthly meetings would be too difficult and aren't practical. Director S. Brown suggested having safety meeting two times per year. One right before Halloween and one when school is getting out for the summer. President R. Brown asked about lowering the speed limit from 10 mph to 5 mph. Director S. Brown stated no, it is too slow. Director Morrison stated that if the speed limit is lowered to 5 mph, people will actually go 10 mph. Director S. Brown stated the 5 mph is not reasonable. Board consensus is not to reduce the speed limit.

Discussion and Possible Action Related to Yard Trimming Pickup

Community Manager Bailey explain the changes made as requested by the board. Rules have been posted for 28 days and are now before the board for ratification. Director Six moved to approve Yard Trimming Pick-up Rules as posted. Director Lopez seconded. Motion passed: 5-1-0-1, with Director Morrison voting no and Director Hutson absent and excused.

Discussion and Possible Action Related to Contract with Browning Reserve Group for Reserve Study

Community Manager Bailey explained every year The Oaks is required to do a reserve study. Browning Reserve Group charges \$500.00, unless they are doing a site visit. There is no site visit required for this year. Director Calhoun stated she thought this was automatic. Community Manager Bailey stated a contract still needs to be signed, so the board needs to approve it. Director S. Brown moved to approve Browning Reserve Group for the reserve study. Director Morrison seconded. Motion passed: 6-0-0-1, with Director Hutson absent and excused.

Future Agenda Items: None

Meeting continued to after the executive session at 7:21 pm.



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The Meeting was re-convened at 9:00 PM.

Motion was made by Director S. Brown to submit the application updating Waste Discharge Requirements as required by SWRCB General Order WQ-2014-0153-DWQ. Motion seconded by Direction Calhoun. Motion passed 6-0-0-1 with Director Hutson absent and excused.

Submitted By:

Ann Hutson

9-25-19

Ann Hutson, Secretary

Executive Session Tuesday, August 27, 2019, 6:00 PM

Type of Meeting: Executive Session

- Discussion and Possible Action Related to Delinquent Accounts and Violation Letters. The board reviewed the delinquent accounts and violation notices and gave direction to the Community Manager.
- Discussion and Possible Action Related to Pending Litigation. The board discussed pending litigation and gave direction to the Community Manager.

Submitted By:

Ann Hutson

9-25-19

Ann Hutson, Secretary