



The Oaks Community Association

5607 Jackson Valley Road • Lone, CA 95640-9629

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

laurie@theoaksione.com

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. Levin 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 Sacramento 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

Minutes Approved By:

Secretary, Ann Hutson (signature)

Date