



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 Meeting Minutes

Tuesday, January 15, 2019

Organizational 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.

Election Results:

Community Manager Bailey explained there were four Board seats available for election and four candidates. As provided in the Bylaws and the Davis Sterling Act when the number of candidates is equal to or less than the number of open seats, the candidates can be appointed by acclamation. The candidates are Rickie Brown, Steve Brown, Dana Calhoun, and Ann Hutson. Director S. Brown motioned to accept candidates by acclamation. Director Hutson seconded. The motion was approved: 7-0-0-0.

Selection of Officers

President:

Director Hutson nominated Director R. Brown. Director Six seconded.

Director R. Brown was voted in as President.

Vice President:

Director Lopez nominated Director S. Brown. There was no second.

Director Hutson nominated Director Six. Director Calhoun seconded.

Director Six was voted in as Vice President.

Treasurer:

Director Hutson nominated Director Calhoun. Director S. Brown seconded.

Director Calhoun was voted in as Treasurer.

Maintenance Director:

Director Six nominated Director Morrison. Director S. Brown seconded.

Director Morrison was voted in as Maintenance Director.

Secretary:

Director Calhoun nominated Director Hutson. Director Lopez seconded.

Director Hutson was voted in as Secretary.

Selection of Bank Signatories



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Director S. Brown asked if they should be President and Treasurer? Community Manager Bailey stated they need to be officers. Currently Directors R. Brown, Calhoun, and Hutson are signatories. Director S. Brown motioned to keep the current signatories. Director Lopez seconded. The motion was approved: 7-0-0-0.

Set Meeting Time and Date for 2019

Community Manager Bailey stated the Board can keep the same dates and times or change them. President R. Brown motioned to keep the dates and times the same. Director Hutson seconded. The motioned was approved: 7-0-0-0.

Regular Meeting Minutes

Approval of Minutes:

Director S. Brown motioned to accept the minutes of December 20, 2018 Regular and Executive meetings. Director Hutson seconded. The motion was approved: 7-0-0-0.

Open Forum:

Open forum was moved to the of the meeting as several members were late and wanted to address the Board.

Treasurers Report:

The Treasurer's Report was delivered by Director Calhoun. She reported cash on hand to be \$27,649; Net loss for the month of November as \$6,455; Accounts Receivable as \$77,847; Net Loss Year to Date (\$27,256).

Dana asked for a motion to file five liens. Director S. Brown motioned to move this item to the executive session. (Motion did not receive a second.) Community Manager Bailey stated it will also be in the executive session. This portion has to be completed in the open session. Director S. Brown stated he will not approve any liens without seeing the liens. Community Manager Bailey stated she is following the direction given by the attorney. Director S. Brown stated the open session can be re-opened after executive session and the liens can be approved at that time. President R. Brown stated that was fine.

Maintenance Report:

Director Morrison delivered the Maintenance Report. Director Morrison reported a chimney fire occur on Park Circle on January 7, 2019. There was a hole in the chimney pipe that allowed flames to reach the insulation. The fire damage was contained to room with the stove. The fire departments had to cut holes in the roof to ensure the fire was completely out. There was no other property damaged.

A new leaf blower was purchased for the maintenance crew.



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Community Manager Report:

Community Manager Bailey delivered the Community Manager Report. When B. Hobgood had his injury, California Occupational Safety and Health Administration (CalOSHA) performed an inspection. The Oaks has been cited for not having a Heat Illness Prevention Plan nor an Injury and Illness Prevention Program. Community Manager Bailey presented these plans to the Board for review. The Board accepted both plans. Director S. Brown asked if a Blood Borne Pathogen Program is needed. Community Manager Bailey will write the program.

Wastewater Report:

Community Manager Bailey delivered the Wastewater Report. The maintenance crew is waiting for the berms around the ponds to be dry enough for a crane so the water level markers can be installed.

Treated Water Report:

Community Manager Bailey delivered the Treated Water Report. Jackson Valley Irrigation District (JVID) moved the connection date to mid-February due to the State not completing all necessary inspections. The agreement will need to be reviewed due to AB401. This Bill requires water providers and purveyors to have rate for low income customers. JVID had their attorneys review AB401 to see if it applies to them and the Oaks. The attorneys stated JVID will have to comply with AB401 in the future. When JVID has to comply, the Oaks will also have to comply.

Community Manager Bailey read the proposed letter that will be sent to all residents. Letter was approved to be sent.

Social Committee Report:

Community Manager Bailey delivered the Social Committee Report. Mary Poppins was shown on January 11. Bingo needs helpers. A cooking contest such as wings or salads is in the works. Director Calhoun would like to plan a Superbowl party and needs members for the committee.

Design Review:

There are no design reviews before the board.

Discussion and Possible Action Related to Use of Fire Pits in the Community:

Director S. Brown has noticed several residents using fire pits and warming fires and would like to establish rules regarding when, where, and what type are allowed. He thinks any fire should be in a true fire pit, brick or metal, and should only be allowed to burn untreated wood products. Director Lopez stated it will be very hard to monitor what is being burned in a backyard. President R. Brown stated he agrees there should be a fire pit policy. Director Lopez



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stated they should be prohibited. President R. Brown asked Director S. Brown to put together more information. Director S. Brown asked Director Calhoun to help.

Discussion and Possible Action Related to Approval of Engagement letter for Annual Review: Community Manager Bailey presented a letter of engagement from Schwartz, Giannini, Lantsberger, & Adamson for the annual review and tax preparation. Director S. Brown motioned to approve the services as outlined in the letter. Director Calhoun seconded. The motioned was approved: 7-0-0-0.

Discussion and Possible Action Related to 2019 Projects:

Record Storage and Long-Range Plan for Storage: Community Manager Bailey explained she is researching the best way to convert to digital document storage. It is very expensive to have an outside company come in and set up the system and do the scanning. She is looking for a company to come in and set up the system, then the office staff would scan the documents. A new storage shed needs to be built for the golf cart.

Director S. Brown asked how long we are obligated to keep records? Community Manager Bailey stated it varies depending of the type of record; some are three years, some are seven years, and some are forever. Director S. Brown asked if there is a fire destruction policy? Community Manager Bailey stated we do have a Records Retention Policy. Director S. Brown asked if there is a real reason to scan the older documents? Couldn't we start from a certain date and go forward? Community Manager Bailey stated it could be done that way. President R. Brown asked Community Manager Bailey to research a couple of solutions and come back to the Board. Community Manager explained there are two golf carts. One is for the office. She would like a large enough shed to hold one golf cart, some on the storage files, and some tools. President R. Brown stated the files should be stored at the treatment plant. A storage room can be built once the treatment plant is no longer in use. Director S. Brown stated where ever the files are stored, it has to mouse tight. President R. Brown asked Community Manager Bailey to get some prices for a golf cart/tool shed.

RV Storage and Installation of Sheds for Storage: President R. Brown asked what everyone thought about allowing individuals to erect commercial grade storage sheds in their storage spaces? Director S. Brown stated this was addressed in the storage contract; if a resident wishes to place a storage shed or pod in their storage space, they must ask for Board approval.

Fishing Pond Overflow: Community Manager Bailey stated that have been a couple of incidents where the pond has overflowed. Director S. Brown stated there is a culvert at the back of the pond that drains the uphill property. The culvert goes under some properties and connects to the storm drain. This would allow an overflow pipe to be installed and plumbed in the storm drain. There have been some issues with the flow value; sometimes they work and sometimes they don't. Once we are connected to Jackson Valley Irrigation District, it should be much less of a problem. President R. Brown stated that before any work is done to the pond, it has to be engineered. President R. Brown asked to re-visit this item in two months.



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Storm Drain on North Park Drive: President R. Brown asked if the manhole is definitely a storm drain. Director S. Brown stated it is. Director S. Brown spoke with Chris and Bradley. They feel the storm drain is fine, it's the road settling around the drain. The road needs to be firmed up around the manhole. President R. Brown asked Community Manager Bailey to get bids to repair the road.

Roof Repairs: Community Manager called three roofers to try to get bids to repair the clubhouse roof. Only one roofer came out. The roofer walked the roof and estimated the labor at \$1800.00. Total bid was \$2350.00. Director S. Brown asked if the tiles will be replaced or painted. Community Manager Bailey stated the tiles will be replaced. The roofer has located 50 tiles that match the current tiles. Director Morrison motioned to approve estimate for roof repairs. Director Lopez seconded. The motion was approved: 7-0-0-0.

Update Playground Equipment: Community Manager Bailey presented a quote for playground equipment for younger children. She asked for a budget of \$10,000.00 for the equipment. She would like to form a committee of parents to pick the playground equipment. Director Calhoun motioned to approve budget. Director Hutson seconded. Director S. Brown asked if a small swing set could be included? Community Manager Bailey stated yes. Director Lopez asked where are we going to find the money for this? Community Manager Bailey stated it will come out of the reserves. The Board directed Community Manager Bailey to have the maintenance crew patch the hole at the bottom of the playground fence with wood. This will fix the problem on children going under the fence. The motion was approved: 7-1-0-0; with Director Lopez voting no. Community Manager Bailey explained she and Director S. Brown have found a replacement slide per the Board's request. The ordered slide was residential rated and had a 150-pound weight limit. The company recommends going with the slide that is residential rated and has a 250-pound weight limit. This slide would cost about \$200.00 more. The better slide is still within budget. Director S. Brown motioned to purchase the upgraded slide. Director Hutson seconded. The motion was approved: 7-0-0-0.

Review of Project Listed in Reserve Study : Community Manager Bailey presented a list of major items slated in the reserve study to be addressed this year. Many of the items can be pushed out a few years and be fine. Director S. Brown asked if Director Morrison could put together a schedule of when the items would need to be addressed. Discussion ensue as to what some items entail. Community Manager Bailey stated she and Director Morrison would put together a report.

Appointment of Committee to Update Clubhouse and Common Areas: Director Calhoun would like to put together a committee, consisting of Board members and residents, to look at the possibility of up-dating the interior of the clubhouse. There is money in the reserves for the up-dates. The committee would be responsible for reviewing the budget and putting together designs. Directors Calhoun, Hutson, and Lopez will serve on the committee. Director Calhoun will recruit a few residents.



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Open Forum

Member complained about the notice he received regarding the weeds in his yard. Member stated the weeds were very small and he felt he didn't deserve the notice. He stated he is using weed control but can not use it while it is raining. Board stated that can be allowances for some weeds in the winter.

Member asked when the light at the end of West Park will be installed? Community Manager Bailey stated it has been purchased and it will be installed shortly.

Future Agenda Items: Director S. Brown would like to discuss Blood Borne Pathogen Policy.

Meeting adjourned at 7:48 pm.