



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, August 9, 2022

Meeting Called to Order at 6:03 pm by Director C. Levin

Directors Present: S. Sanchez, B. Fletcher, A. Hutson, C. Sisson, C. Levin, S. Brown
Director P. Malone resigned from the Board on July 21, 2022

Director S. Brown motioned to NOTICE open seat on the board since it was vacated between meetings and will evaluate candidates and possibly seat new Director at the September 13, 2022, open meeting. Director B. Fletcher seconded the motion. Motion passed 6-0-0-0.

Director C. Levin noted that we submitted Letter of Intent to Select Solar

GM Triano and Director C. Sisson validated Solar ballots (valid Member) in presence of the Board prior to meeting start (to save time and since it is not a secret ballot), then we did a physical count of all Ballots during open meeting. We needed 70 (seventy) votes for our one-third minimum Quorum. We received 90 (ninety) “Yes” votes for the solar project, we received 9 (nine) “No” votes for the solar project. Solar project is proceeding.

Open Forum:

- Member requested that we notify those parking in Guest parking, which is a violation of park rules, to not set their car alarms, as frequent activity around cars, particularly in the pool/mailbox area, causes alarm(s) to constantly chirp and disturbs homeowners in those areas. Anyone found not adhering to this will be ticketed and fined.
- GM Triano will confirm that pool attendant is opening Clubhouse still on the weekends.

Executive Meeting Actions Review:

- GM Triano approved to negotiate Fine delinquency balances with Members.
- June 1, 2022, Executive Meeting Minutes reviewed and approved in Executive session.
- July 12, 2022, Executive Meeting Minutes reviewed and approved in Executive session.
- July 20, 2022, Executive Meeting Minutes reviewed and approved in Executive session.

Director S. Brown motioned to approve July 12, 2022; Open Meeting minutes as written. Director S. Sanchez seconded the motion. Motion passed 6-0-0-0.

All Directors signed off on 5704 Jackson Court shed Design Review.

Director S. Brown motioned to approve July 2022 Financials as presented. Director C. Levin seconded the motion. Motion passed 6-0-0-0.



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GM Triano clarified from July 12, 2022, meeting minutes, Board's desire is to continue annual financial review by CPA as we have been, status quo, not to expand that to full detailed audit (which is \$15K+).

Director S. Brown motioned to proceed with CPA Engagement contract for 2022 financials for \$2,200.00. Director C. Sisson seconded the motion. Motion passed 6-0-0-0.

Board agreed that Treasurer C. Sisson will be one constant part of rotating two-person team to audit financials monthly, thus meeting legal requirements for review vs. entire Board sign-off, and that only those two Directors will sign off monthly audit form (GM Triano will revise form), entire Board will still approve in meeting minutes.

Director B. Fletcher motioned to proceed with online seminar & recording, \$ 139, on how to read financials. Director C. Sisson seconded the motion. Motion passed 6-0-0-0.

GM Triano discussed:

- Progress being made with Assistant Community Manager, Susan Cook, and introduced her to all present.
- Discussed camera status and Board confirmed desire to get updated quote for Flock Safety License Plate reader system.
- Highlighted progress/upgrades S. Cook has made on website. Request to add link to our Payment Portal was noted.
- Highlighted that S. Cook is on top of monthly newsletters.
- Board agreed we should do gate code changes again for Security, need to confirm ability not to replicate any current ones.
- J. Kiefer on seasonal pool duty, J. Cowdell moving over to full-time maintenance.
- Reviewed PG&E rate change savings at WWTP
- Reviewed overall changes with Insurance
- Reviewed September and October Election timeline critical activities, Board agreed okay to pursue Cyndie Landergen as Inspector of Elections.

GM Triano to send Board revised Financials & Violations audit schedule for September and October, we will revisit if/when open Board seat is filled.

Director S. Brown motioned to accept Dolin Roofing \$1,850 roofing bid for pool shed. Director B. Fletcher seconded the motion. Motion passed 6-0-0-0.

Director C. Levin motioned to proceed with purchase of two tables (approx. \$1K each pretax), two umbrellas (approx. \$50/each, to use in interim) and two gazebos (\$1,368/each pretax) for the playground area, with concrete to be reviewed at future meeting once we have bids. Director A. Hutson seconded the motion. Motion passed 6-0-0-0.



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Director S. Brown motioned to proceed with purchase of one additional umbrella (approx. \$50) for the table at the fishing pond to be used until concrete and gazebo are done. Director C. Levin seconded the motion. Motion passed 6-0-0-0.

Director S. Brown motioned to form a Committee for Clubhouse upgrades and improvements evaluation. Director C. Sisson seconded the motion. Motion passed 6-0-0-0. Director C. Sisson, A. Hutson and GM Triano will be on Committee.

GM Triano reviewed reallocation of funds within budget, but noted that per Attorney confirmation, if approved annual budget and assessments are not changing, no approvals needed.

Director C. Levin motioned to form Violations & Solutions Committee. Director A. Hutson seconded the motion. Motion passed 6-0-0-0. Director C. Sisson, GM Triano and Member R. Lopez to be on committee. Board to do entire Community monthly and prior violations to be noted on Board assessment form.

Director (??) motioned to add Design Review follow-up to Violations list given to Board monthly so they can follow-up. Director C. Levin seconded. Motion passed 6-0-0-0.

All Directors agreed any changes involving Governing Documents will be tabled until at least one year out due to complexity and expense.

Director C. Levin motioned to increase HOA Assessment by CPI, 9%, from \$206 current, to \$ 225/month in 2023 to avoid prior pitfalls of not increasing by CPI, thus creating our large negative reserves balance. Director S. Brown seconded the motion. Director S. Sanchez voted No. Motion passed 5-1-0-0. Board also asked for Budget Workshop meeting August 24, 2022 @ 5pm. GM Triano to put initial Budget together for review.

Director A. Hutson motioned to revise our Rules and Regulations & Collection Policy to tighten up fines for Violations to \$0.00 warning @ 30 days, then \$100 fine, then 15 days from the \$100 fine, daily fines of \$ 20/day start, with exclusion for major things like whole house painting being subject to negotiation or to be defined by new Violations Committee. Director C. Levin seconded the motion. Motion passed 6-0-0-0.

Director S. Brown motioned to revise our Employee Policy to set Paid Time Off (PTO) to accrual, not 3 days up front annually. Director C. Sisson seconded the motion. Motion passed 6-0-0-0.

Board agreed to Office staff initiating a twice weekly walking activity/video program in the Clubhouse.

Director A. Hutson motioned to adjourn the meeting. Director B. Fletcher seconded the motion. Motion passed 6-0-0-0.



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Meeting adjourned 8:29 pm

Minutes Approved By:

Secretary, Ann Hutson (signature)

Date