



"January opens  
The box of the year  
And brings out days  
That are bright and clear  
And brings out days  
That are cold and grey  
And shouts, "come see  
What I brought today!"  
- Leland B. Jacobs, January

## Board Contact Information

Name	Phone Number	Email
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Ann Hutson	(209) 274-4271	Ahutson.toca@att.net
Rosa Lopez	(209) 274-4382	
Steve Brown	(209) 781-6425	Sbrown.toca@att.net

## Staff Contact

Name	Phone Number	Email
Lauri Triano Community Manager	(209) 274-6056 Office	Lauri@toca.email
Elizabeth Hughes Assistant Manager	(209) 274-6056	Elizabeth.toca@email





***Let me introduce myself*** . . . Laurie Triano, new General Manager at The Oaks

Some of you I have already had the pleasure of meeting, but for the rest of you, I'd like to share a little bit about me so you know something of the person tasked with taking over for Terri Bailey who has faithfully served this community for 11 years.

First, please be patient with me while I try to absorb a fraction of what Terri has in her brain about this community after so long. I will do my best to get up to speed and I am dedicated to working hard, getting to know you all, bringing some new ideas to the table and ensuring that we continue to make this a safe, clean, friendly and fun community to live in.

I am a Canadian born woman who has spent most of her life in California, with a brief stint in Nevada. I have, and still do, lived in Valley Springs for about 11 years and worked remotely from a home office for about 15 years.

For professional side, I worked in Silicon Valley for Intel and other high-tech firms in sales, marketing and customer service management roles for the majority of my career. About 10 years ago, I got involved in managing construction offices and then eventually left the high-tech world and eventually started my own company doing anything and everything (primarily bookkeeping, office management and consulting) for HOA, contractors, theater/restaurant and other clients. I was working for another HOA when the opportunity at TOCA was shown to me and I was looking for something with a little more stability, daily face-to-face interaction and breadth, and this seemed like it might fit that bill! After talking with Terri, meeting with the Board, the rest is history and I am excited to be here!

At a personal level, I have a 24-year old son who just gave me my first grandbaby, miss Peyton Jean (PJ), on 12/4/19, the first week I started here (because there just wasn't enough going on already ). I have raised 5 boys over time, so I feel truly blessed to have this beautiful little girl to spoil in the future and am very glad they only live 5 minutes from me in Valley Springs. Most of my family (Sister & her family) are down in Hollister, so I do some road time travelling to see them at least a few times a year, and a lot of the summer with them at Lake Tulloch. I am a huge dance lover (used to teach some country western dancing and will be planning some line dancing at the Clubhouse in 2020), animal lover (have 3 dogs over 85 pounds and 2 cats), all things water and I snow ski at least 1-2 weeks a year.

That's enough about me for now and I look forward to meeting and learning a little about each of you as we cross paths over time. I would welcome any suggestions you may have, you can email them to [laurie@toco.email](mailto:laurie@toco.email) or call me at the office.

As I get to see all of you, please don't be offended if I don't remember meeting each of you and your names; remember, there are a lot more of you than me and I will get better with time, I promise. Thank you for allowing me to come be a small part of your community!

## Agenda Board of Directors

### **Regular Meeting Tuesday, November 19, 2019, at 6:00 PM**

Call to Order:

- B. Roll Call of Directors:
- C. Reading of Meeting Rules:
  - Approval of Minutes:
    - a. Approval of Regular Board of Directors Meeting Minutes of October 15, 2019
    - b. Approval of Executive Session Minutes of October 15, 2019
    - c. Approval of Emergency Board of Directors Meeting Minutes of October 30, 2019
    - d. Approval of Executive Meeting of Board of Directors Minutes of November 8, 2019.
- E. Open Forum:
- F. Treasurers Report:
  - a. Financial Statements: Profit and Loss & Balance Sheet July and August
  - b. Lien Approval
- G. Maintenance Report:
  - a. Various Miscellaneous Items
- H. Community Manager Report:
  - a. Holiday Schedule
  - b. Discussion Related to Renters Renting RV Storage Space
  - c. Update of Job Descriptions for Maintenance Personnel
  - d. Update of Fire Hydrant Repairs
  - e. Vehicles Hitting Gate
  - f. Projects List
- I. Community Manager Replacement Committee
  - a. Status of Applications
- J. Wastewater Report:
  - a. Update of Application Process to SWRCB
  - b. Various Miscellaneous Items
- K. Treated Water Report:
  - a. Discussion and Possible Action Related to Treatment Plant Closure and Plant De-certification
- L. Social Committee Report:
  - Upcoming Events
- M. Design Review:
- N. Discussion and Possible Action Related to Possible Ballot Items and Other Election Issues
  - a. Nominations from the floor
  - b. Close Nominations
  - c. Appointment of Election Inspector
  - d. Possible Ballot Items
  - e. Incentives to Return Ballots
  - f. Election Date
- O. Discussion and Possible Action Related Feral Cat Program
- P. Discussion and Possible Action Related to Solar Power for Wastewater Plant and Other Areas

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, November 19, 2019, 6:00 PM

### Type of Meeting: Executive Session

Discussion and Possible Action Related to Delinquent Account, Formal Complaints Received, and Violation Letters.

Discussion and Possible Action Related to Personnel Issues.

Discussion and Possible Action Related to Pending Litigation

	9/30/2019	Reserve Withdrawal	Reserve Deposits	10/31/2019
<b>Operating Bank Accounts*</b>	<b>7,306</b>			<b>1,456</b>
Edward Jones Money Market	72,034			59,838
Edward Jones CD	50,391	-	-	50,391
Edward Jones CD	102,462	-	-	102,462
General Reserve BBVA	-	-	-	-
Water & Sewer Treatment Reserve	-	-	-	-
Reserve CD	-	-	-	-
General Reserve CD Bank of Amador	-	-	-	-
Water & Sewer Reserve Eldorado	-	-	-	-
	<b>224,887</b>	<b>-</b>	<b>-</b>	<b>212,691</b>
<b>Total Cash Available</b>	<b>232,193</b>	<b>-</b>	<b>-</b>	<b>214,147</b>

<b>Accounts Receivable</b>	<b>78,723</b>	<b>83,724</b>
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### Income and Expense Statement October, 2019

Income	Actual	YTD	Budgeted	YTD	Variance	YTD	% of Budget
	Month End		Month End		Month End		
Assessments	33,440	329,384	33,440	334,400	-	(5,016)	82.08%
Utilities	74,764	538,762	60,267	551,390	14,497	(12,628)	84.85%
Other	2,752	33,897	2,889	29,361	(137)	4,536	98.28%
<b>Total Income</b>	<b>110,956</b>	<b>902,043</b>	<b>96,596</b>	<b>915,151</b>	<b>14,360</b>	<b>(8,092)</b>	<b>89.61%</b>
<b>Expenses</b>							
Utilities	44,159	377,882	31,268	430,102	12,891	(52,220)	75.28%
Water Treatment Expense	1,053	22,697		-	1,053	22,697	178.72%
Water Distribution Expense	86	1,140	1,129	11,238		(10,098)	
Sewer Treatment Expense	5,278	48,050	3,263	34,850	2,015	13,200	106.78%
Maintenance Expense	3,478	54,279	3,930	42,075	(452)	12,204	114.27%
Payroll Expense	28,169	272,814	22,895	242,650	5,274	30,164	94.67%
Administrative Expense	9,933	34,495	4,342	47,510	5,591	(13,015)	52.58%
Insurance Expense	1,624	16,242	1,767	17,670	(143)	(1,428)	76.61%
Taxes & Licenses Expense	247	2,831	167	1,670	80	1,161	141.55%
Professional Fees Expense	3,770	9,468	-	2,800	3,770	6,668	249.16%
Bad Debt	-	5,696	-	-	-	-	0.00%
Reserve Expense	6,429	64,287	6,893	68,930	-	(4,643)	77.72%
	<b>104,226</b>	<b>909,881</b>	<b>75,654</b>	<b>899,495</b>	<b>30,079</b>	<b>4,690</b>	<b>84.98%</b>
<b>Net Income (Loss)</b>	<b>6,730</b>	<b>(7,838)</b>	<b>20,942</b>	<b>15,656</b>			

Board of Directors Regular Meeting  
Tuesday, October 15, 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, Hutson, and Morrison. Directors Lopez and Six are absent and excused.

Reading of Meeting Rules:

Director Calhoun read the open forum rules.

Approval of Minutes:

Approval of Regular Board of Directors Meeting Minutes of September 17, 2019

Director S. Brown moved to approve meeting minutes of September 17, 2019. Director Hutson seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

Approval of Executive Session Minutes of September 17, 2019

Director S. Brown moved to approve meeting minutes of September 17, 2019. Director Morrison seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

Approval of Regular Board of Directors Meeting Minutes of July 16, 2017

Director S. Brown moved to approve meeting minutes of September 17, 2019. Director Hutson seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

Open Forum:

Member stated his daughter's purse was stolen from his house. He is installing security cameras around his house. Director Calhoun stated security cameras can not be pointed at another person's house. Member stated he will be sure the cameras are only pointed at his house.

Treasurers Report:

The Treasurer's report was delivered by Director Calhoun.

As of September 30, 2019: Cash on hand: \$232,193; Total Income: \$105,508; Total Expenses: \$111,559; Net loss for September 2019: (\$6,051)

Community Manager Bailey stated she just received the 2018 Annual Financial Review today.

Director S. Brown stated everything looks good except previous reserves. Is there a way to zero them out? Community Manager Bailey stated there is, and she will bring that back to the Board next month. Director S. Brown moved to approve the 2018 Annual Financial Review. Director Morrison seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

Maintenance Report:

Director Morrison delivered the Maintenance report. Playground is complete. There is a new cover over the pedestrian entrance at the front gate.

Community Manager Report:

Community Manager Bailey explained the Safety Committee would like to present their findings. Director Calhoun presented a letter from the Safety Committee addressing the roads and sidewalks. Director Hutson asked if crosswalks would be across Oak Drive? Director Calhoun stated no decisions have been made. The Safety Committee is recommending locations. President R. Brown asked about new speed

bumps. Director Calhoun stated speed tables would be better than the present speed bumps. The new speed tables could be installed when the roads are being re-done. Director S. Brown stated the roads are not wide enough to have bike lanes. President R. Brown stated that new speed tables could be installed as section of the roads are being repaired. The intersection at Park Circle and Clubhouse Drive is really bad. Director Calhoun stated the Safety Committee would like more people to be involved to make decisions. She would like to have a professional come in and give an assessment. Member asked if a speed bump could be installed by his house? Director Calhoun asked member to join the committee. Community Manager Bailey asked Director Calhoun if she would like the letter printed in the newsletter? Director Calhoun stated yes, she will send a modified version. Director Calhoun asked if there is a three- or five-year plan for road repairs? Community Manager Bailey stated in the past the Board has appointed two Board members to a committee to assess the roads for needed repairs. The needed repairs are brought before the Board to determine which will be repaired, based on the budget. Director Calhoun will research possible grants for road repairs. Director Hutson moved to grant Director Calhoun permission to research road repair grants. Direction Morrison seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

#### Discussion and Possible Action Related to Possible Ballot Items

Community Manager Bailey asked if there were any ballot items the Board wanted on the ballot? No items were discussed.

#### Appointment of Road Repair Committee

Director Calhoun, President R. Brown, Steve Sanchez, and Jack Humphrey will serve on the Road Repair Committee.

#### Discussion and Possible Related to Spa Repairs

Community Manager Bailey stated the spa heated has stopped working. There are two bids for replacement heaters. If our maintenance crew installs the heater, the warranty is voided. If it is installed by a certified spa person, the warranty will be good. Director Hutson asked how much it would cost to have the heater installed? Community Manager Bailey stated there are no bids for installation. Director S. Brown asked what the standard warranty is? Community Manager Bailey stated it is three years. Director S. Brown asked how old the heater is? Community Manager Bailey stated it is about six years old. Director S. Brown stated there isn't much in installing a heater. Unless, the installation is very reasonable, we should install it ourselves. Community Manager Bailey stated we can do it, but she wanted the Board to understand if we did, there would be no warranty. Director Calhoun stated if it is an easy installation, it shouldn't cost that much. President R. Brown suggested choosing one heater and approved a set amount to spend. If the heater and installation is more then the set amount, then our crew will do the installation. Director Hutson moved to get installation prices (Motion did not receive a second). Director Calhoun stated that would put it out another 30 days. Director Hutson rescinded her motion.

Director S. Brown moved to purchase the Pintair Mastertemp Heater. Director Morrison seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused. Director Hutson moved to get bids for installation, not to exceed \$500.00. Director S. Brown seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

Community Manager Bailey stated the spa needs to be re-plastered again. Director Hutson asked when was it done last? President R. Brown stated it has been three or four years. Community Manager Bailey will get bids and present them at the next Board meeting.

#### Results of Annual Gas Leak Survey

Community Manager Bailey presented the results from the annual gas leak survey. There were no significant leaks found. Director S. Brown asked about the anodes not being repaired or replaced. Community Manager Bailey stated the crew has not had the time to complete these. Director S. Brown

stated these are a priority. Community Manager Bailey stated there can only be so many priorities. Director S. Brown stated these should take priority. Community Manager Bailey stated it is her job to decide. Director S. Brown stated as a Board member, he is expressing his concern for what he considers a priority. The electrical distribution should be a priority. Community Manager Bailey stated they would be done when there is time. President R. Brown directed Community Manager Bailey to get a bid from a contractor for this. Community Manager Bailey stated these have not been ignored, everything cannot be a priority. Decisions had to be made. President R. Brown stated there is also routine maintenance that could not be put off. Director Calhoun stated earlier in the year the Board created so many projects for the staff, that were consider high priority. At that time, she suggested hiring additional personnel, but was shot down. Director S. Brown stated the Board needs to decide if the gas, water, and electrical distribution are the highest priority. President R. Brown stated right now the decision is to get a bid to have the anodes repair or replaced.

#### Results of Annual Fire Hydrant Inspection

Community Manager Bailey stated the annual fire hydrant inspection was completed. No of the issues found were consider significant by the firefighters performing the inspection. Director S. Brown asked if not being able to get a 4" cap off is significant? Community Manager Bailey stated according to the inspector, it is not. Director S. Brown stated the report says it did not pass and it should be a priority to make sure all caps are removable. Community Manager Bailey stated she is restating what the inspector said. President R. Brown asked Community Manager Bailey to have one of the maintenance crew to contact him. He can help get the cap unstuck. Director S. Brown would let this to be followed-up at the next meeting.

#### Projects List

Community Manager Bailey stated the storage shed is being built and should be painted tomorrow. Community Manager Bailey stated that Director S. Brown will be getting bids for the solar panels. Director S. Brown asked when was this decided? Community Manager Bailey stated either she is getting the bids or Director S. Brown is getting the bids. Director S. Brown stated he has been contacting vendors to see whether our costs are worth getting a bid. He has made it clear that once the cost warrants a solar system, the company will need to come to the property and make a bid. President R. Brown stated it is very difficult to say if there will be cost savings without giving a bid. Director S. Brown stated he would be happy to get the bids, if that's what the Board wants. President R. Brown asked Director S. Brown to move forward with what he is doing.

#### Community Manager Replacement Committee

Community Manager Bailey stated the committee met earlier and felt there was only one applicant that was qualified. Community Manager Bailey explained that the Board could not discuss individual applicants in open session. These need to be discussed in Executive session. The committee can give recommendations that can be discussed in Executive session. This item should be continued until after the Executive session to announce what the Board decided during Executive session. The committee's recommendation is to contact the one applicant to schedule an interview. There is a second applicant the committee thought would be a good fit, but their salary requirements were too high.

#### Wastewater Report:

Community Manager Bailey presented Bradley Hobgood's report. Gravel has been spread for erosion control and used to fill gopher holes. Riprap has been placed on the lagoon outlets for erosion control. The plant is being prepared for winter. Bradley Hopgood has taken the level II exam on Saturday. We're still waiting for the results. Director Calhoun asked about the container that is near the plant. She would like to know if it can be filled with dirt. Community Manager Bailey stated it is slowly being filled.

A report of wastewater discharge needs to be submitted for the application process to update the DWR. Director S. Brown asked if this can be contractor out? Community Manager Bailey stated it can. Director S.



Brown moved to have the report professionally written (Motion did not receive a second.). President R. Brown stated most of the information is boilerplate stuff. The Board directed Community Manager Bailey to proceed with writing the report.

#### Treated Water Report:

Community Manager Bailey stated all required reports have been submitted to the State. The plant is completely disconnected from the distribution system. The State has to do a final inspection.

#### Social Committee Report:

Director Calhoun stated the Taste of the Oaks was canceled due to no participation. Bingo is the only event. Director Calhoun asked if anyone had any ideas. Member stated she comes to Bingo and would like to see if Bunco could be started. Director Calhoun asked if the member would like to volunteer to organize Bunco. Janye Humphrey, member, agree to organize Bunco. She will bring more information to the next meeting.

#### Design Review:

Lot 173 – Request to expand parking into front yard.

Community Manager Bailey explained the request has been turned down one time previously. The request is to allow a parking space in the front yard. President R. Brown and Director Calhoun have looked at the lot. Director Calhoun moved to approve the design review. Director Hutson seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

#### Discussion and Possible Action Related to 2020 Budget

Community Manager Bailey explained as part of the budget process, the Board took action to increase the assessment from \$1920.00 annually or \$160.00 per month to \$1956.00 annually or \$163.00 per month and increase the facility fee from \$53.00 per month to \$55.00 per month. The Board needs to formalize these actions.

#### Discussion and Possible Action Related to Dues Increase

Director S. Brown moved to accept the increases. Director Morrison seconded. The motion was approved: 4-1-0-2, with Director Calhoun voting no and Directors Lopez and Six absent and excused.

#### Discussion and Possible Action Related to Increase in Facility Fee

Director S. Brown moved to accept the increases. Director Morrison seconded. The motion was approved: 5-1-0-2, with Directors Lopez and Six absent and excused.

#### Discussion and Possible Action Related to Personal Use Generator Rules

Community Manager Bailey stated the amended rules have been posted and need to be ratified. Director S. Brown moved to approve the rules. Director Calhoun seconded. The motion was approved: 5-1-0-2, with Directors Lopez and Six absent and excused.

#### Discussion and Possible Action Related to Annual Disclosures

Community Manager Bailey presented the disclosures that need to be sent out each year. This is mostly informational, so the Board sees what is being sent out. Community Manager Bailey recommended having the disclosure review by a different attorney prior to next year's mailing.

Director Hutson move to send out disclosures as presented. Director S. Brown seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

#### Discussion and Possible Action Related to Feral Cats and loose pets.

Director Hutson stated that there are a lot of feral cats in the community. What is being done to relocate feral cats to across the street to help with the rodent population. President R. Brown stated Community Manager Bailey has purchase a kennel. Before trapping any cats, an appointment needs to be made with Jackson Valley Vet to have the cats spayed or neutered and health checked. Two cats can be taken at one time. Appointments can take about 3 weeks to get. After the appointment and recovery time, the cats will be house

pets with tags are not trapped? President R. Brown stated most people who are having problems with the cats really don't care if it is a pet or not, they just want the cats to stop spraying and pooping in their yards. Rules state all animals need to be contained. Director S. Brown asked if the cat has a collar and tag, wouldn't the vet call the owner? President R. Brown stated if the owner's name and number is on the tag. Director S. Brown asked if it is possible to start trapping cats now. President R. Brown stated it didn't make sense to trap cats before the appointment. Community Manager Bailey stated if we trapped cats before the appointment, it would give owner's a chance to get their cats. Director S. Brown asked if there is going to be more than just a kennel, is there going to be a mini house for them? President R. Brown stated a house still needs to be purchased. Residents will need to be notified prior to trappings. Director S. Brown moved to purchase the necessary equipment. Director Calhoun seconded. The motion was approved: 5-0-0-2, with Directors Lopez and Six absent and excused.

Future Agenda Items: None

Director S. Brown moved to recess meeting to Executive Session. Director Hutson seconded. Meeting recessed at 7:13 pm.

### **Executive Session Tuesday, October 15, 2019, 6:00 PM**

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

Hearing: Members "Not In Good Standing" Determination.

Discussion and Possible Action Related to Delinquent Account, Formal Complaints Received and Violation Letters

Review Applicants for Community Manager Position

Discussion and Possible Action Related to Pending Litigation



The Oaks Community Association Board of Directors meeting are held on the third Tuesday on each month at 6:30pm. All residents are welcome to attend. The Board of Directors values your input at these meetings. Please join us and share your thoughts and ideas.



# FOOTBALL!!

Put on your team jersey and join us  
For a super fun indoor tailgate party!

## The Oaks Second Annual Super Bowl Party!

Game will be shown on the BIG projection  
screen.

We will provide the pizza;  
you provide an appetizer, snack, side dish or  
dessert.

Clubhouse will open at 2:30; Kickoff is at 3:30.

R.S.U.P: Sign-up sheet in  
the office

Thank you Steve and Maryann  
Sanchez for organizing this event!



Flag on the play if you don't show!!!

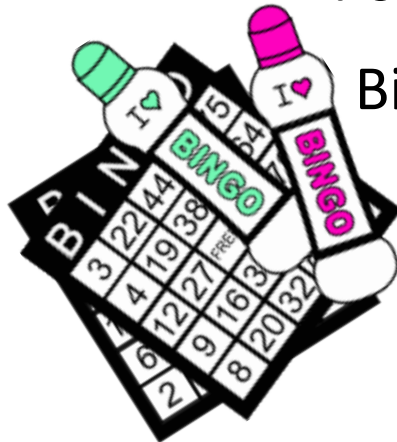
# Bingo Night

Please join us for a scrumptious potluck dinner  
and rousing games of BINGO!!

Tuesday, January 14th

Potluck starts at 6:30 pm

Bingo starts at 7:00 pm



10 Games - 2 cards --- Just \$10.00

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

ALL RESIDENTS OF THE OAKS ARE WELCOME!

Come and meet your  
neighbors, enjoy some  
great food and PLAY

**BINGO!**

You must be 18 and over to play





Annual Membership Meeting is on  
January 7, 2020 at 7:00 pm



Kid's Bingo

Join us on January 20th at 2:00 pm for KID's BINGO!

All kid's are welcome. We will provide snacks and PRIZES!

Calling all artist and want-to-be artists...

Would you be interested in a paint party? No experience necessary!  
We will have a professional artist come in to guide your painting skills on  
cavass or maybe even a wine glass...

If you would be interested in this type of event, let us know.

# January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day Office Closed	2	3	4
5	6	7 Annual Membership Meeting - 7:00pm	8	9	10 Movie Night - 7:00pm	11
12	13	14 Potluck - 6:30pm Bingo - 7:00pm	15	16	17	18
19	20 Kid's Bingo - 2:00pm	21	22	23	24 Movie Night - 7:00pm	25
26	27	28	29	30	31	