



# The Oaks Community Association

5607 Jackson Valley Road • Lone, CA 95640-9629

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## **Board of Directors Regular Meeting Minutes September 18, 2018**

### **Call to Order:**

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

### **Pledge of Allegiance:**

The Pledge of Allegiance was delivered.

### **Roll Call of Directors:**

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

President R. Brown requested Item J be moved to the top of the agenda to accommodate guest from Jackson Valley Irrigation District.

### **J. Treated Water Report:**

- a. Update of Jackson Valley Irrigation District (JVID) Water Treated Water Project. JVID General Manager and Jesse Shaw, Project Engineer will attend the meeting to discuss issues related to connection to JVID treated water system.
- b. Discussion and Possible Action Related to connection site for JVID Treated Water  
Steven Fredrick introduced himself as the General Manager for Jackson Valley Irrigation District. Mr. Fredrick also introduced Rich Brandt and Connie Jess, Jackson Valley Irrigation District Board Members and Jessie Shaw, Project Engineer. Mr. Fredrick gave an update of the treated water project. The project contractor is Koch and Koch. The Jackson Valley Irrigation District's treated water project is not associated with the Casino project. The two projects happen to be overlapping. The treated water project is progressing. There is approximately five of seventeen miles of pipe in the ground. The second water treatment unit is on site. The 200,000-gallon storage tank is installed. There are several maintenance issues that need to be completed on the tank. Mr. Fredrick stated that it will be around the first of 2019 before Jackson Valley Irrigation District will be providing treated water to The Oaks Community. The water meter will be installed before service starts. There are several tests that need to be completed; including bacterial and pressure testing. Transitioning will be an easy process for JVID; turning one valve off and turning another on. Once connected water lines will have to be flushed several times. Richard Nurse, The Oaks Community Associations Water Treatment Operator, requested the flushing of the water lines be done off the meter. President R. Brown stated that reason flushing will be necessary is because overtime sediment builds up in pipes. When water flows in one direction there is no flaking of sediment. Since the water flow will be reversed in the pipes, there will be sediment flaking. Therefore, flushing will be



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repeated many times. Mr. Shaw stated that this is a good thing. It might be annoying, but it is cleaning the pipes. It should only last a few days. President R. Brown suggested opening fire hydrants to flush the pipes. Mr. Shaw agreed that a lot of flushing and testing would be necessary. Mr. Fredrick stated that service to The Oaks cannot be completed until the second treatment unit is in place and operational. Also, the California Regional Water Quality Control Board needs to approve the site and tank. There is a 6-inch line near the emergency entrance that may work for the meter vault. The meter vault will be located outside The Oaks. All other wires and lines will need to be located before moving ahead. If the Board feels this is a good place, Mr. Fredrich would like approval. Director Hutson asked how long The Oaks will be without water service during the changeover. Mr. Fredrick stated only as long as it takes to turn a valve. There will be 4 – 6 homes that may be without service while a pipe and fitting are being replaced. It will be a couple of hours at the most. Director Six asked what kind of notice The Oaks will receive when it is time to change. Mr. Fredrick stated they will try to make it as easy as possible and will work with The Oaks on a date. Director Hutson motioned to approve locating the meter vault outside of the Oaks fenced area, near the emergency entrance. Director Calhoun seconded. The motion passed 6-0-0-1 with Director S. Brown absent and excused. Community Manager Terri Bailey asked about the Policies and Procedures from Jackson Valley Irrigation District. Ms. Jess stated that they are in the process of completing the Policies and Procedures. They are working on fine tuning and they should be complete within 30 – 45 days. As soon as the first draft is ready, Ms. Jess will forward it to Terri Bailey. Terri Bailey express concerns about shut off notice compliance. Ms. Jess stated they are working to incorporate Proposition 218 into their Policies and Procedures. Mr. Fredrick stated he would keep Terri Bailey updated as the project progresses. President R. Brown thanked Mr. Fredrick, Mr. Shaw, and Ms. Jess for their time and information.

## **Approval of Minutes:**

Director Hutson motioned to approve minutes of July 17, 2018 regular meeting and executive meetings as presented. Director Six seconded. The motion was approved 6-0-0-1 with Direct S. Brown absent and excused.

Director Hutson motioned to approve minutes of August 21, 2018 regular meeting as presented. Director Six seconded. The motion was approved 6-0-0-1 with Direct S. Brown absent and excused.

## **Open Forum:**

A member stated the clubhouse looks very nice but is wondering what happened to the requirement that pastel colors be used. When residents re-paint their homes, they have to use pastel colors. President R. Brown stated the paint color used is one of the pre-approved colors. Several colors were on display for more than a month and members voted for the color.

A member stated she hopes that Jackson Valley Irrigation District comes through this time. Its been a long wait.



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A member asked if the Jackson Valley Irrigation District's delays will affect our budget. Community Manager Terri Bailey stated delays affected the budget several years ago. However, the new budgets will be prepared with the delays in mind; there might be two budgets.

A member thanked the Board for the mirrors in the mailbox parking area. They are great.

A member asked if there is an internet service that is better than any other. Several people gave their opinions.

A member asked about using the tower up on Hilltop Dr. to improve cell service. Terri Bailey stated the tower is owned by Volcano Communications.

A member asked about solicitors in the park. She had a solicitor come to her door. She wants to make people aware they are in the area.

A member asked about the gas leak survey. President R. Brown stated a few minor leaks were found and are being repaired.

Director Calhoun stated there are quite a few events coming up in the next few months. The yard sale committee decided to have the Fall Yard Sale on October 13 & 14, 2018. The committee will do all the advertising. There will be two committee meetings for the yard sale on October 4, 2018 at 2:00 pm and October 11, 2018 at 4:00 pm. The first Halloween party committee meeting will be September 20, 2018 at 6:00 pm. There will be several more meetings to plan the Halloween party. The Halloween party will be on October 31, 2018 from 5:00 pm – 7:00 pm. Volunteers are needed. There will be a second annual chili cook-off on October 20, 2018 from 1:00 pm – 3:00 pm. Last year's chili-cookoff was very popular. Flyers for all events are available near the office.

## **Treasurers Report:**

The Treasurer's Report was delivered by Treasurer Strickland. He reported cash on hand to be \$288,962, Net loss for the month of August (\$9,578), Accounts Receivable as \$65,658, Net Loss Year To Date (\$66,072).

## **Maintenance Report:**

The Maintenance Report was delivered by Director Morrison. Director Morrison stated the clubhouse alarm has sounded a couple of times this month. Both times the building was secure. Painting has started and looks good. Director Morrison motioned to solicit bids for the cement work and siding on the building. Director Hutson seconded. The motion passed: 6-0-0-1 with Director S. Brown absent and excuse.

## **Community Manager Report:**

The Community Manager Report was delivered by Terri Bailey. Community Manager Bailey stated there is another election coming up. She asked if there any items the Board or anyone else would like to see placed on the ballot. Such as: increase in Association dues to fund a community park, reduction of board members from seven to five, residency requirement when purchasing a home in The Oaks. Director Strickland asked what the reasoning is behind having five board members instead of seven. Community Manager Terri Bailey stated that it is hard to find people willing to serve on the board and most government boards have five members.



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Director Calhoun asked about changes to the CC&R's related to the election recommended by the attorney. Community Manager Terri Bailey stated she is working on it and that the Board will review anything before it is put on the ballot. President R. Brown asked when recommendations for ballot items are needed. Community Manager Terri Bailey stated within the next two weeks. Director Calhoun asked if anyone can place an item on the ballot. Community Manager Terri Bailey stated all ballot items must be approved by the Board before being placed on the ballot. Ballot items will be approved next month. The Board directed Community Manager Terri Bailey not to include reducing board members from seven to five on next month's agenda.

Community Manager Terri Bailey explained records storage is becoming an issue. There are many records that must be kept in perpetuity, others for three to seven years. She would like to propose keeping records digitally. Once records are digitized, paper records can be destroyed. Director Calhoun asked if there was a preferred system. Community Manager Terri Bailey stated she needs to look into the different types, options, and costs. She is looking for direction. The Board directed Community Manager Terri Bailey to investigate options and costs for digitizing records.

Community Manager Terri Bailey stated a violation report is included in each board packet and on the members copy of the agenda. This report does not include any personal information, only violation types and dates. There is also a second violation report that will only be distributed to board members. The second report will list personal information such as names and address and can be discussed in executive session. Director Calhoun stated the report is very helpful. It will show residents that letters are being sent. Community Manager Terri Bailey will be providing these reports each month.

Community Manager Terri Bailey discussed the holiday schedule for Board Meetings. In the past, meetings were only scheduled in November and December if they were necessary. Director Calhoun stated that since Jackson Valley Irrigation District will be close to finishing the treated water project, November and December meetings might be necessary.

Community Manager Terri Bailey announced she will be gone the first week of October and will not have access to cell service or email.

## **Wastewater Report:**

The Wastewater Report was delivered by Community Manager Bailey. Bradley Hobgood came in to discuss his injury. Bradley has not yet been released by the doctor. He will start meeting with Brady McCartney, our certified wastewater operator, on Saturdays, so Bradley can get some time toward his wastewater certification. The effluent flow meter should be installed on September 29, 2018. If the lid for the lift state is ready, it will be installed also. Community Manager Terri Bailey will order a treated water distribution certification class for Bradley Hobgood.

## **Design Review:**

- a. Lot 68 – 5918 Oak Drive – Window Railing.



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Community Manager Terri Bailey explained the homeowner would like to install window railings. Director Six motioned to approve the design. Director Hutson Seconded. The motion was passed 6-0-0-1 with Director S. Brown absent and excused.

b. Lot 74 – 5604 Park Circle – Replace Fence

Community Manager Terri Bailey explained that the homeowner would like to replace fencing in front of their home. Director Hutson motioned to have Director Strickland confirm fence placement before approving. Director Calhoun seconded. The motion was approved 6-0-0-1 with Director S. Brown absent and excused.

Community Manager Terri Bailey ask for a Board member to review the shed at lot 179 for final approval. Director S. Brown was nominated to review lot 179.

## **Discussion and Possible Action Related to Removal of Shrubs in Common Area on Jackson Court**

Community Manager Terri Bailey stated a homeowner, whose fence backs up to common area on Jackson Court, is asking that the shrubs and bushes be removed. The homeowner is experiencing spiders and insects. Director Strickland asked if they can be sprayed. President R. Brown stated there are spiders at his house too even though he doesn't have shrubs or bushes. Board directed Community Manager Terri Bailey to have the area sprayed.

## **Discussion and Possible Action Related to installation of solar street lights at the end of West Park Drive and throughout the community.**

Community Manager Terri Bailey reported back regarding purchase of solar streetlight for installation of a streetlight at the end of West Park Drive. The solar streetlight was installed in front of the clubhouse, so everyone can see it and to test its output. Community Manager Terri Bailey asked if the Board wanted to change out the streetlight to the solar streetlight and if so, does the Board want to change all the streetlights to solar. Director Hutson stated this would save on the Community's electric bill. Director Strickland asked if the solar light is bright enough. Community Manager Terri Bailey stated there are least 3 other streetlights in the community that need electrical repairs. Upchurch electrical will need to be called for the repairs. This will cost from \$1,500 to \$3,000 per light. Director Strickland asked how much the solar streetlight cost. Community Manager Terri Bailey stated it cost \$179, but when bought in quantity, they cost \$160. Director Calhoun stated she would like the street lights to be taller. If the current streetlights are costing between \$500 and \$800 per month for electricity and the solar streetlights cost a total of \$12,500, then the cost would be recouped very quickly. Community Manager Terri Bailey stated the post out front was the existing post that's why it is short. Director Hutson motioned to purchase 75 solar streetlights. Director Calhoun seconded. The motion was approved 5-1-0-1 with Direct Six voting no and Director S. Brown absent and excused.



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## **Discussion and Possible Action Related to repair/replacement of gate pillar and weather structure at entrance gate.**

Community Manager Terri Bailey explain she is still trying obtain bids to repair the pillar at the front gate. The gate technician was here yesterday, and he is going to help find someone who can do the masonry work. The loop on the outgoing side needs to be replace. This will be on next month's agenda. President R. Brown stated the pole in the middle that supports the gates could be replaced with a couple of 4x4 steel poles that are sunk into the ground, skinned and painted. This might be more cost-effective. Just need to take drawing to the steel place in Jackson. Community Manager Terri Bailey will get bids.

## **Discussion and Possible Action Related to Reserve Investments**

Community Manager Terri Bailey explained she was asked to find better rates for the reserve investments. She asked if the Board wanted to change where the funds are held. Director Strickland stated he would go with the highest rates. Community Manager Terri Bailey stated the CD's should be staggered so they mature at different times of the year. The Board directed Community Manager Terri Bailey to invite a representative from Edwards Jones as well as other firms to discuss investment.

## **Discussion and Possible Action Related to Upgrades to Playground.**

Director Hutson motioned to table this item until October's meeting. Director Morrison seconded. The motion was approved 6-0-0-1 with Director S. Brown absent and excused.

## **Discussion and Possible Action related to Christmas Decoration Contest**

Director Hutson would like to sponsor a Christmas decoration contest with the same prizes as the beatification contest. If a homeowner wants to be in the contest, they can submit their name. President R. Brown asked why they have to submit their name, why not just include everyone. Director Hutson stated some homeowners may not want to participate. President R. Brown stated if they don't want to participate, they can tell the office. Director Hutson motioned to hold a community-wide Christmas decoration contest. Decorations may be put up after Thanksgiving. If a homeowner does not want to participate, they need to notify the office. Director Morrison seconded. The motion passed: 6-0-0-1 with Director S. Brown absent and excused.

## **Discussion and Possible Action related to Community Park – Director S. Brown**

Director Hutson motioned to table this item until October's meeting. Director Morrison seconded. The motion was approved 6-0-0-1 with Director S. Brown absent and excused.

## **Future Agenda Items**

Dates that holiday decorations may be put up

## **Adjourn**

The meeting adjourned into Executive Session at 7:25 pm.



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

### **The board reconvened into Executive Session at 7:30**

Director Steve Brown arrived for the Executive Session at 7:25. All Board members were in attendance for the Executive Session.

- Member request to meet with Board regarding violations – The member did not attend the executive session. The board directed the community manager to send a letter to the member.
- Discussion and Possible Action Related to Delinquent Account and Violation Letters – The board reviewed violation letter and gave direction to the Community Manager.
- Discussion and Possible Action Related to Personnel Issues – No action was taken.