

OAK HILLS HOMEOWNERS ASSOCIATION  
Board Meeting Minutes  
August 9, 2017

Board members Present: Rod Karg, Tom Dominy, Renate Harvey, Beenal Amin, Jackie Lonero and Cathy Garza, Peggy Scoggin.

Cathy called the meeting to order at 7:05 pm

1. Establishment of Quorum

- a. Quorum was established.

2. Agenda:

- a. Approval - Tom motioned to accept the agenda as presented. Renate seconded the motion. A vote was taken and the motion passed.

3. Minutes:

- a. Approval for 6-14-2017 Closed Meeting Minutes – Tom motioned to accept the June 14, 2017 Closed Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion Passed with one abstention.
- b. Approval for 7-12-17 Regular Meeting Minutes – Peggy motioned to accept the July 12, 2017 Regular Meeting Minutes. Tom seconded the motion. A vote was taken and the motion passed with one abstention
- c. Approval for 7-26-2017 Closed Meeting Minutes – Deferred to September Meeting.

4. Open Forum/Comments:

- a. A homeowner asked if anything has been done about the rail fence. Cathy said that letters have been sent out. The homeowner also asked about the large stumps and was told that the stump removal will be addressed in 2018 due to budget concerns.
- b. A homeowner also commented on the weeds growing in the greenbelt after the mowing. Asked about weed control.
- c. A homeowner asked about an upgrade to the camera system. The DVR system has been replaced for free. He mentioned that the depth of field on some cameras have issues due to low lighting. He advised to get better lighting in the pool area via IR lighting.
- d. Renate said that the Board needs to grant Steve admin privileges to the camera system via a letter to Core Surveillance.
- e. Jackie reported a small child was jumping on the skimmer covers and was supervised by a minor at the pool.
- f. Cathy brought up the Code of Conduct to the Board and reminded them to uphold to them.
- g. A homeowner suggested that the meetings be recorded and word for word be put into minutes. Cathy informed him that minutes are to be a summary of what is discussed.

5. Correspondence:

- a. Renate informed the Board that ECHO is having a seminar on October 28<sup>th</sup> 8:30 – 12:30 in seaside.
- b. Peggy reported that she talked to CSA-45 about pot holes in the roads. Was assured that they will

be fixed. Her neighbor reported concerns about tall grass in the greenbelt.

- c. Peggy called Cal Water regarding the broken fire hydrant on Pampas Path and Charter Oak. They had to do other repairs before fixing hydrant.

#### 6. Reports:

##### a. Budget/Utility Report – Steve

1. Steve presented the Monthly Budget report. Peggy motioned to accept the Monthly Budget Report. Tom seconded the motion. A vote was taken and the motion passed.

##### b. Administrative Report – Steve

1. Sickle Bar Mower - Steve reported that Larry has the sickle bar mower stored safely. Awaiting the Board's decision on the disposition. Rod motioned to give the mower away for free. Peggy seconded the motion. After discussion, a vote was taken and the motion passed with two abstentions.
2. Fidelity Bond. Steve reported that the bond to cover board members at \$500k would be a total annual premium of \$478. The underwriters would need to review total annual reserves that will be used as a rating basis. Peggy motioned to purchase the Fidelity Bond. Renate seconded the motion. After discussion, a vote was taken and the motion passed.
3. Dropbox – Steve reported that all Board members have been set up on Dropbox and have been given instructions on how to install. There is a limit of 2gb data at no charge.
4. Steve asked for a motion to pay the Reserve study, \$1700, from the Reserve fund and to move those funds, \$1700, from the Reserve account to the General account. Peggy motioned to pay the reserve study from the reserve fund and to move \$1,700 to the general account. Tom seconded the motion. A vote was taken and the motion passed.

##### c. Maintenance – Pete

1. Pete reported pool and hot tub working well.
2. Pete reported that part of the tennis court fence had been taken apart to gain access to the pool area. Pete fixed the problem.
3. Pete trimmed some trees in the pool area for better camera views.
4. Pete reported that he is training Cathy on taking pool chemical readings.
5. Pete reported that he replaced a broken doggy pot post.
6. Pete is working on repairing the sprinkler line that was broken by the stump grinder.
7. Pete is waiting for a second bid for sand. After discussion, the Board requested Pete to proceed with his first bid from J & M Complete Landscaping.

##### d. Greenbelt – Rod

1. Rod reported that the work by Paradise Landscaping has not been completed in the greenbelt. He contacted Paradise to inform them the work is incomplete.

#### 7. Committee Reports:

##### a. CC&R – Tom

1. Tom handed out the latest draft copy of the CC&Rs. He reported that the committee has approved this draft prior to changes that Steve recommended after reviewing the draft. Tom motioned that the Board adopt the "clean" copy of the CC&Rs. Rod seconded the motion. After discussion, a vote was taken and the motion passed.

##### b. Landscaping Committee

1. Rod reported that the Landscaping Violation committee has surveyed the HOA and reported properties in violation. Letters are ready to be sent to those properties in violation. Rod informed the Board that there are 5 to 7 violation type letters that are appropriate to send.
- c. ByLaws
  1. Richard Garza reported that the committee met and made some revisions. Richard asked for clarification on if the Board is required to sign the Code of Conduct. If so, it will be added to the ByLaws. He informed that Standing Committees need to be in the ByLaws.
- d. Basketball Court
  1. Beenal reported that the committee met and discussed the basics and goals for the committee and will report back to the Board on their progress.
- e. Annual Employee Evaluation
  1. Peggy requested that evaluations be sent to Rod by August 26<sup>th</sup>. The Board will meet Monday, Aug 28th 6pm Peggy's home, to review the evaluations.
8. Old Business:
  - a. Pool Fencing Update – Peggy
    - i. Fence Funding – Peggy motioned to fund the fence project from the Reserve Fund for \$53,301 and to move the \$53,301 from the Reserve account to the General account. Beenal seconded the motion. After discussion a vote was taken and the motion passed.
    - ii. Jackie presented the Board with signage options for the new fence. Cathy requested a mock up of the sign for use in getting 3 bids.
  - b. Weekend Maintenance Position – Renate/Jackie
    - ii. Tabled under old business.
  - d. Automatic Chemical Dispenser for Spa bids
    - iii. Waiting for bids. Defer until September.
9. New Business:
  - a. Parking Lot Gate Closure
    - i. Homeowner found white substance in pool parking lot. She tried to contact authorities and was not able to make contact. Cathy asked the Board on their thoughts of locking the gate at night. Tom suggested that the gate be locked / unlocked at the proper times. Renate suggested that each Board member take one night a week to close the gate. Pete will open the gate in the morning. Cathy will solicit volunteers.
  - b. Annual Picnic
    - ii. The Board discussed the Annual Picnic and will hold it on Sept. 16. Committee formed with Alyson, Tom, Renate, Peggy and Cathy. The committee will meet on Saturday, August 26 at Renate's house 10am.
10. Adjournment
  - a. Next Meeting Date – September 13, 2017, 7pm Prunedale Library Community Room.
  - b. Tom motioned to adjourn the meeting. Jackie seconded the motion. A vote was taken and the motion passed. The meeting was adjourned at 9:15 pm