

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
January 9, 2019

Board members Present: Peggy Scoggin, Rod Karg, Cathy Garza, Jackie Lonero, Tom Dominy

Cathy called the meeting to order at 6:57 pm

1. Establishment of Quorum
 - a. Quorum was established.
2. Agenda:
 - a. Approval - Tom motioned to accept the agenda. Peggy seconded the motion. A vote was taken and the motion passed.
3. Minutes:
 - a. Approval of the December 12, 2018 Regular Board Meeting Minutes – Tom motioned to accept the December 12, 2018 Regular Board Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion passed.
 - b. Approval of the December 12, 2018 Executive Meeting Minutes – Peggy motioned to accept the December 12, 2018 Executive Meeting Minutes. Jackie seconded the motion. A vote was taken and the motion passed.
4. Public Comments
 - a. A homeowner was curious about the sewer lines in Oak Hills and believes there is a blockage in the line going to the main sewer line. The Board recommended calling Cal Am Water.
 - b. A Homeowner commented on the Board's fiduciary responsibilities regarding the Administrator position.
5. Correspondence:
 - a. Steve has received comments against the drop box going away. Homeowners like having the drop box and would like it to remain.
 - b. Cathy received a call from a realtor asking how a homeowner could use our facilities.
6. Reports:
 - a. Budget/Utility Report
 1. Steve presented the Monthly Budget report for December 2018. Peggy motioned to accept the December 2018 Budget Report as presented. Jackie seconded the motion. A vote was taken and the motion passed.
 2. Utility Report was presented.
 - b. Administrative Report
 1. Steve reported he gave Steve H. a list of vendors that maintenance supplies are purchased from.
 2. Steve reported that he will be starting the Financial Review with the accountant this week.

3. Steve requested to purchase more pre-stamped envelopes prior to postage rate increase. Tom motioned to have Steve purchase the pre-stamped envelopes. Peggy seconded the motion. A vote was taken and the motion passed.
- c. Greenbelt
 1. No Report
- d. Maintenance
 1. Rod appreciated the informative and detailed information from Steve Harrison's reports.
7. Committee Reports:
 - a. Landscaping Committee
 1. Rod reported that there are 3 homes still in violation of the landscaping policy.
 2. Rod reported that rounds larger than 12" diameter still need to be removed by Paradise from where the trees were removed.
 - B. Personnel
 1. No report
8. Old Business:
 - a. Reserve Study update.
 1. No report
 - b. CCR'S/Bylaws Vote
 1. Steve reported that only 98 ballots have been returned.
 - c. Maintenance Employee Credit Card
 1. Cathy requested that the Board authorize getting a credit/debit card for Steve Harrison so that he can purchase maintenance supplies. Rod motioned to issue Steve Harrison a credit/debit card to make necessary purchases. Any purchase greater than \$500 will require prior approval from a board officer. Jackie seconded the motion. After discussion, a vote was taken and the motion passed.
 - d. Response Letters to Homeowners
 1. Deferred for next meeting.
 - e. Basketball Hoops
 1. Tom reported on his discovery of installing basketball hoops and costs. Board to meet at the courts on January 19 at 9:30am to review options.
9. New Business:
 - a. No new business
10. Adjournment
 - a. Next Meeting Date – February 13, 2019, 7pm Prunedale Library Community Room
 - b. Meeting was adjourned at 7:57 pm.

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
February 13, 2019

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

Cathy called the meeting to order at 6:59 pm

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda - Tom motioned to accept the agenda. Jackie seconded the motion. A vote was taken. The Agenda is approved.
3. Minutes:
 - a. Approval of January 7, 2019 Executive Session Minutes. Cathy motioned to approve, Tom second. A vote was taken and the motion passed. The Minutes were approved.
 - b. Approval of the January 9, 2019 Regular Board Meeting Minutes – Cathy motioned to accept the January 9, 2019 Regular Board Meeting Minutes. Peggy and Jackie seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
 - c. Approval of the January 14, 2019 Executive Meeting Minutes – Cathy and Tom motioned to accept the January 14, 2019 Executive Meeting Minutes. Renate seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
4. Public/Board Comments
 - a. none
5. Correspondence:
 - a. Cathy spoke with homeowner who expressed concern with a house on Arrowleaf that appeared to be painted purple.
 - b. A homeowner requested the board to consider emailing the annual notices instead of the expense of regular mail. The board discussed that State Law and the Davis-Sterling act.
 - c. A homeowner contacted the Board and expressed concern about a large car carrier parked in the driveway on Brookgrass Place. Board discussed responses to the homeowners concern. The carrier was not parked on landscape and not in violation.
 - d. A homeowner contacted the Board about concern of a vacant home on Cockle Bur.
6. Reports:
 - a. Budget/Utility Report
 1. Michelle presented the Monthly Budget/Utility report for January 2019. Peggy motioned to accept the January 2019 Budget Report as presented. Tom seconded the motion. A vote was taken and the motion passed.
 2. Peggy requested for a volunteer in accordance with the new regulations to review reconcile reports by two people. Renate, Peggy, & Tom reviewed the reports.
 - b. Administrative Report

1. Michelle reported that the OHHA office was successfully moved to 9744 Arrowleaf Trail.
 2. Michelle reported the mailing of two Pre-lien notices to homeowners.
 3. Michelle and Steve reminded the board we need news articles for the Greenbelt publication by 25th of February.
 4. Michelle reminded the Board of upcoming Board Member nominations.
 5. Rod had previously requested Administrator look into other bank options for better savings bank interest. Michelle provided a report with several options. The Board will review and discuss as new business next month.
- c. Greenbelt
1. A homeowner expressed concern about a tree located in the greenbelt. The homeowner was concerned that branches might fall on the homeowner's house. Rod presented a bid to trim the tree. After discussion, Rod motioned to accept. Tom seconded the motion. A vote was taken. The Motion passed.
 2. A homeowner expressed concern about feather grass behind their home in the greenbelt. Rod moved to remove the feather grass from the greenbelt. The motion failed for lack of a second. The Board asked Rod to inform the homeowner of their decision.
 3. Renate requested to have Paradise remove branches that fell between Foxtail and Colonial. Rod suggested having Cal-Fire to remove during annual fire prevention removal.
 4. Renate mentioned a homeowner previously expressed concern about a neighbor using the access path on Madras Place. The Board discussed. The Board motioned to discuss at an Executive Sessions.
- d. Maintenance
1. The board discussed the maintenance project list. Cathy was given a list of projects for Steve to complete before the opening of the pool in March.
7. Committee Reports:
- a. Landscaping Committee
1. Rod reported that there are 2 homes still in violation of the landscaping policy. A house on Sandbur Place that has trash stacked next to the driveway and a house on Cockle Bur with washer & dryer sitting outside. The board discussed sending the homeowners a letter. Jackie second the Motion. The Motion passed.
- b. Personnel
1. Rod reported the Board accepted the resignation of Steve Naslund as the current administrator.
 2. Rod reported the Board accepted the hiring of Michelle McLeod as the new administrator.
8. Old Business
- a. CCR's/Bylaws Ballots
1. Replacement ballots – The board discussed providing replacement ballots for the CC&Rs and By-Laws to the homeowners who have not yet returned their ballot.
 2. Revision letter – It was discussed to provide a revision letter with ballots.
- b. Response Letters to Homeowners – The Board discussed a standardized response letter when a homeowner contacts the Association. It was determined a response would be handled by the original recipient.
- c. Basketball Hoops– The Board reviewed the options for a basketball hoop previously provided by Tom and Rod. Renate motioned to allow \$400 for a basketball hoop. Tom seconded the motion. Motion carried.

9. New Business:

- a. March Newsletter/New Board Member Solicitation
 - 1. Cathy motion a board member to write up to solicitation for new board members to be advertised in the Greenbelt.
- b. Website
 - 1. New Program - Cathy asked Michelle to look at a new program for maintaining the OHHA website.
 - 2. Memo of Mediation – the Board discussed a Memo of Mediation currently in the 1974 CC&R's.
- c. Annual Meeting, May 7th 2019
 - 1. Cathy requested that a Board member write a solicitation for new members to join the board. Michelle will confirm the Annual Meeting location and put a notice in the newsletter. Tom suggested having someone from Cal-Fire to discuss fire prevention at the meeting. The Board agreed.
- d. Greenbelt Mowing
 - 1. Rod suggested an article in the newsletter soliciting for an available person to mow the greenbelt. Rod would also like to advertise on Next Door, the OHHA website, or Craig's List. The Board agreed.

10. Adjournment

- a. Next Meeting Date – March 13, 2019, 7pm Prunedale Library Community Room
- b. Meeting was adjourned at 8:45 pm.

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
March 13, 2019

Board members Present: Cathy Garza, Peggy Scoggin, Rod Karg, Tom Dominy, Renate Harvey,
Barbara Gulley

Cathy called the meeting to order at 7:00 pm

1. Establishment of Quorum (5):

- a. A Quorum was established.

2. Agenda:

- a. Approval of Agenda – Tom motioned to accept the agenda. Peggy seconded the motion. A vote was taken. The Agenda is approved.

3. Minutes:

- a. Approval of the February 13, 2019 Regular Board Meeting Minutes – Peggy motioned to accept the February 13, 2019 Regular Board Meeting Minutes. Tom seconded the motion. A vote was taken and the motion passed. The Minutes were approved.

- b. Approval of February 13, 2019 Executive Session Minutes. Cathy motion to approve. Tom and Barbara seconded. A vote was taken and the motion passed. The Minutes were approved.

4. Public/Board Comments

- a. A homeowner thanked the board for all the work the board does. They were appreciative of the OHHA yard policy and the continued enforcement of the policy as it continues to improve the community and make it a positive and rewarding place to live. The homeowner expressed concern for the large commercial auto trailer parked on Brookgrass Place and a vehicle parked in yard on Brome Trail. The homeowner expressed that vehicles were eyesores and reflect poorly on the community.

Renate mentioned she called county code enforcement about the trailer after last meeting. The county stated homeowners are allowed to bring work/commercial vehicles home and there are no regulations against the trailer being there. The issue must be resolved through the HOA.

- b. Barbara was approached by homeowner who has a food truck and asked her if they could occasionally park and sell their food in the parking lot by the pool. The board suggested the homeowner put their request in writing.

5. Correspondence:

- a. Peggy discussed a house who had previously removed all the vegetation in their yard leaving muddy holes with stagnant water that can breed mosquitos. Peggy called Mosquito Abatement who said they would keep an eye on it.

6. Reports:

- a. Budget/Utility Report -

- 1. Michelle presented the Monthly Budget/Utility report for February 2019. Peggy motioned to accept the February 2019 Budget Report as presented. Renate seconded the motion. A vote was taken and the motion passed.

b. Financial Review – Peggy and Renate reviewed the financial transaction report.

c. Administrative Report -

1. Michelle reported the mailing of two Pre-lien notices to homeowners.
2. Michelle reported that the required Labor Law Posters & mandatory handouts will be placed in the pump room.
3. Drop Box – Michelle reported that she installed the drop box at her home as many homeowners ask if it would be available and others were leaving payments in her own mailbox. Tom motioned to leave the OHHA drop box at the current administrators' home. Barbara seconded the motion. A vote was taken. The motion to leave the OHHA drop box was approved.
4. Fred Pryor Seminars: Michelle presented available classes from Fred Pryor Seminars to keep current with 2019 Payroll & HR Laws for \$499. Michelle also mentioned a 10 person package that would include the board members employee training for \$199 a person that would include harassment training, communication/personal development, computer training, time management, and finance and accounting. Barbara motioned to approve the \$499 annual training for Michelle. Renate seconded the motion. A vote was taken. The motion passed.
5. Website – Michelle reported she is testing the top recommended website builder to determine if it will work for the OHHA website.
6. Bank rates – Rod presented an option to transfer a portion of the OHHA reserve funds to a different bank that would significantly increase the annual interest earned. Barbara motioned to move the funds to the new bank. Rod seconded the motion. A vote was taken. The motion carries.

d. Greenbelt

1. Rod provided the board with a picture of tire tracks where a homeowner is suspected of driving through OHHA property and asked the board if the tire tracks were enough to fine the homeowner. The board agreed it was. Rod will verify property line before deciding to send a letter.

e. Maintenance

1. Discussed Steve H's excellent work and his maintenance report. The Board discussed maintenance report.

7. Committee Reports:

a. Landscaping Committee

1. Rod motioned to send letter to homeowner who has a vehicle parked on landscape. Tom seconded. Peggy opposed. A vote was taken. Motion carried to send a letter to the homeowner.
2. The Board received correspondence from homeowners displeased with landscape fines received for his home on Cockle Bur. The board will discuss the matter in the Executive Meeting.
3. Rod motioned to hire an expert to review the sprinkler system and report any needed repairs. The expert comes highly recommended by several homeowners. Barbara motioned to accept hiring for 4 hours or less. Rod seconded. Discussion occurred. The board voted. The motion carried.

b. Personnel

1. None to discuss.

8. Old Business

a. CCR's/Bylaws Ballots

1. Replacement ballots – The board discussed the lack of return of ballots by homeowners. Rod motioned to extend deadline to June 19th 2019. Tom seconded. The Board voted. The motion passed.

2. Revision of letter – The board discussed sending an updated letter with the new deadline.

b. Board member response to letters from homeowners - Receiving board member responds to homeowner. Homeowner emails to board in general: the board president responds.

c. Basketball Hoops – Discussion about Basketball hoop.

d. Website\ New Software – the Website was discussed in the Administrative report.

e. Annual Meeting 5-7-19 - The annual meeting will be held in the Prunedale library meeting room.

A speaker from North County Fire Dept. will discuss fire safety and prevention.

f. Greenbelt Mowing – Ad was posted on Nextdoor.com and in the Greenbelt newsletter. One company will be providing a bid. If we do not receive any further interest, the job will be posted on Craig's List. There was discussion about the possibility of using goats instead of mowing.

9. New Business:

a. No new business

10. Adjournment

a. Next Meeting Date – April 10, 7pm Prunedale Library Community Room

b. Meeting was adjourned at 8:26 pm.

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
April 10, 2019

Board members Present: Cathy Garza, Peggy Scoggin, Rod Karg, Tom Dominy, Renate Harvey,
Jackie Lonero, Barbara Gulley

Cathy called the meeting to order at 7:10 pm

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Cathy motioned to accept the agenda. Tom seconded the motion. A vote was taken. The Agenda is approved.
3. Minutes:
 - a. Approval of the March 13, 2019 Regular Board Meeting Minutes – Cathy motioned to accept the March 13, 2019 Regular Board Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
 - b. Approval of March 13, 2019 Executive Session Minutes. Motion was made to defer approval of the Executive Session Minutes until May.
4. Public/Board Comments
 - a. A homeowner was asked to bring a swatch of colors they intended to paint their house. The board had received calls from a couple of concerned homeowners over color choices. The board thanked the homeowner.
 - b. A homeowner brought a diagram of pickle ball court overlay. Renate motioned to allow pickle ball lines on one current tennis court with a maximum budget of \$200. Rod seconded. Tom abstained. Motion carried.
5. Correspondence:
 - a. A letter from a homeowner regarding their food truck business was presented and discussed.
 - b. A homeowner reported finding a couple who had brought their dog into the tennis court.
6. Reports:
 - a. Maintenance –Peggy thanked Steve for his very detailed report. Steve thanked the board for support. His Primary job is safety & health. Steve provided detail about his maintenance report. Steve H. said now that Steve N. is no longer on payroll, he thinks we need another chemically certified trained person to cover when he's not available. He also discussed pool drain covers legally required by the Virginia Graeme Baker Pool and Safety Act.
 - b. Budget/Utility Report -
 1. Michelle presented the Monthly Budget/Utility report for February 2019. Michelle mentioned Peggy and Renate had reviewed the financial transaction report. Peggy motioned to accept the February 2019 Budget Report and utility report as presented. Renate seconded the motion. A vote was taken and the motion passed.

c. Financial Review Mailing Policy– The Board discussed creating a policy that the administrator shall mail financial reviews (current and future) to all OHHA members. Tom motioned for policy adoption. Barbara second. Motion approved.

d. Administrative Report -

1. Michelle reported her attendance of the required Gabilan Orientation to work with upcoming Cal-Fire abatement activities.
2. Per the board's approved request, on April 1st 2019 Michelle and Cathy transferred the reserve account from Pacific Valley Bank to Wells Fargo Bank.
3. Michelle requested approval to file a lien against two properties. One for \$653.90 and one for \$538.64. Tom motioned to approve. Jackie seconded the motion. A vote was taken. The motion was approved. Michelle reported receiving full payment from a homeowner that currently has a lien against the property. She will be releasing the lien once the payment clears the bank.
4. Website – Michelle reported that due to the increase in activity from the pool she has not had time to test a website building software further.
5. Michelle requested the board to define the amount that is considered an "Asset". Peggy motioned to consider an asset to be set at \$500. Tom seconded the motion. A discussion ensued around office equipment that is less than \$500, but considered an asset. Michelle will consult with the accountant on how to handle "office equipment". A vote was taken. The motion was approved.
6. Michelle reported she will be buying Quickbooks 2019 because the 2016 version will no longer support payroll as of May.
7. Security: Michelle asked why there was no security camera on the Shed. The Board requested Michelle obtain a bid proposal.
8. Michelle discussed a gate/lock issue with Paradise Landscape. A gate had been found incorrectly locked. Paradise Landscape has corrected the issue.
9. Michelle presented a proposal to purchase envelopes pre-printed with the P.O. Box address at a cost of \$150. This will save a significant amount of manual time & labor to stamp the envelopes and it will look a lot more professional. Rod motioned to accept. A vote was taken. The motion was approved.
10. Cathy and Michelle presented a proposal to purchase magnetic business cards to send to all current homeowners and as a "welcome" gift for NEW homeowners. Rod motion to approve the purchase of 300. Peggy seconded the motion. A vote was taken. The motion was approved.

d. Greenbelt

1. Rod brought to the board two bids for mowing the greenbelt areas. One for \$6,800 and one for \$4400. Rod motioned to accept the \$4400 bid. Jackie seconded the motion. There was discussion of concern that the lowest bidder may not have visited the area. The board requested the \$4400 bidder see the job site. If, at that time the bid is withdrawn, the board motions to accept the second bid of \$6,800. A vote was taken. The motion is approved.

7. Committee Reports:

a. Landscaping Committee

1. Paradise landscaping – A board member received a complaint that the Arrowleaf access path was not being mowed; homeowner said he has been mowing it. A board member also mentioned the access path on Mimosa was also not being done as it should. Rod said the contract needs be looked at and rewritten.

2. Sprinklers – Tony Ramos checked the Rec. Center sprinkler system and found there were 18 broken sprinklers and a broken pipe. Rod motion to have the sprinklers repaired at a cost of no more than \$600, plus cost of sprinklers. The board discussed. No resolution was provided.
- b. Personnel
 1. Barbara to take over the supervisory position.
8. Old Business
 - a. CCR's/Bylaws Ballots
 1. Barbara thanked Tom working on the streets that where not assigned to a board member. We currently have only 59% of homes that returned a vote. The board decided to continue calling and going door-to-door to push for the homeowners to vote.
 - b. Annual Meeting 5-7-19. North County Fire Department will be on hand to discuss fire prevention. A representative from MST (Monterey Salinas Transit) requested to present their services to our community. A board member will call MST and see if they can come to the annual meeting.
 - c. Greenbelt Mowing – Rod and Michelle will meet with winning bidder.
9. New Business:
 - a. Access Path Barriers – Cathy motioned to table discussion on barriers. Rob second the motion.
 - b. Pickle Ball Courts – discussed in open forum.
 - c. Board Nominations – We still have not received any nominations for the board. It was suggested to put another article in the May Greenbelt newsletter.
10. Adjournment
 - a. Next General Meeting Date – May 08, 7pm Castroville Library Community Room
 - b. Meeting was adjourned at 9:10 pm.

OAK HILLS HOMEOWNERS ASSOCIATION
Annual Board Meeting Minutes
May 7, 2019

Board members Present: Cathy Garza, Peggy Scoggin, Rod Karg, Tom Dominy, Renate Harvey,
Jackie Lonero, Barbara Gulley

Cathy called the meeting to order at 07:00 PM

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Cathy motioned delete item 9. Board Nominations and to accept the agenda. Peggy motion to accept. Barbara second the motion. A vote was taken. The Agenda is approved.
3. Introductions – Board, Employees, Lt. Tucker, Lesley van Dalen, Beenal Amin:
 - a. Each member of the Board introduced themselves. Cathy introduced the new Administrator, Michelle McLeod.
 - b. Lt. Tucker – North County Fire Department introduced himself.
 - c. Lesley van Dalen – M.S.T introduced herself.
 - d. Beenal Amin, an Oak Hills homeowner and realtor for Keller Williams Coastal Estates introduced himself and Tim from a California Financial Lending company.
4. Guest Speakers
 - a. Lt. Tucker – North County Fire – has worked with North County Fire 18 years. He provided handouts and discussed their weed abatement program and wildland fire prevention. One of the main things to do is keep the grass and brush cut down 100 feet from the home. Make sure the trees are trimmed near any chimney and that the spark arrest screen is in good condition to keep sparks down. Make sure Shake roofs are treated. A composition roof is best. A homeowner asked about an escape route. Lt. Tucker said every homeowner should have disaster plan in place. Weeds should be trimmed to 1.5 times the distance of the height of the fence. House #s on front of house so Fire Department find the address should be clearly visible (3" high x 3/8" wide). For more information go to www.ncfpd.org.

Lt. Tucker talked about Salinas Valley Medical Hospital's free Telecare service. Telecare is a telephone "check-in" service for individuals where you receive a daily telephone call from a volunteer who calls to check on you. For more information go to www.svmh.com and go to Senior Support Services.
 - b. Lesley Van Dalen - MST Monterey-Salinas Transit is covered under Measure Q. There are two specific, MST Rides & MST Trips. MST RIDES provides paratransit service providing accessible transportation to persons with physical and/or cognitive disabilities who are unable to independently use MST's scheduled buses. MST TRIPS provides reimbursement for alternate transportation and "self-drive" for qualified candidates. For more information go to www.mst.org.

- c. Beenal Amin – Beenal provided some statistics on Oak Hills home values. In 2007, the home values were around \$330k. In 2018, those values are up to \$610k.

5. Board Reports:

- a. Recognition of employees/board members – Tom presented service awards to board member Peggy Scoggin, former board member Beenal Amin, and retired Maintenance Pete Loreno and former Administrator Steven Naslund and thanked them for their excellent service.
- b. Landscape/Greenbelt – R. Karg
Rod reported that we hired a contractor to mow the Greenbelt and they are scheduled for 1st week of June. Cal-Fire fire is scheduled to start weed whacking the 2nd and 3rd week of June. If any homeowners are able and have the opportunity please help OHHA and Cal-Fire by weed whacking near the fence on both sides.
A homeowner mentioned a dead tree in Greenbelt near Scarlet Oak. Rod will look into it.
- c. Financials/Paving Project – P. Scoggin
Peggy discussed the financials that were sent to all the homeowners at the beginning of the year as well as the financial review that mailed in April. Peggy was happy to report the completion of the paving project since last Annual meeting.
- d. General Info – Cathy discussed the CC&R & By-Law voting. At present we only have 60% of homeowners that have returned a vote. The Board has installed a new Basketball Hoop in the far lot of the tennis courts. The Board also approved having Pickle Ball court lines painted over one of the tennis courts.

6. Public Comments

- a. A homeowner mentioned they'd like to see the Greenbelt mowed more often. Another homeowner mentioned they thought it was only mowed once a year to preserve the wild life.
- b. A homeowner wanted to know about the crime mentioned on nextdoor. A discussion ensued about the importance of knowing your neighbors and being familiar with regular activity so irregular activity can be spotted.
- c. A homeowner wanted to know what happened to discussions about volley ball and why it was removed. They would like to see it come back. A few other homeowners wanted to see Bocci Ball or Badminton.

7. Election Results

- a. Nobody volunteered or submitted any names so there was no election. Anyone interested in joining the board can submit their request to theboard@oakhillshoa.org.

8. ~~Appointment of Directors(s) to vacant positions(s)~~ – Tabled for General Meeting

9. ~~Board Nominations~~ – DELETED

10. Adjournment

- a. Next General Meeting Date – May 08, 7pm Castroville Library Community Room
- b. Meeting was adjourned at 08:52 pm.

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
May 8, 2019

Board members Present: Cathy Garza, Rod Karg, Tom Dominy, Renate Harvey, Jackie Lonero (by cell phone), Barbara Gulley.

Cathy called the meeting to order at 7:03 pm

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Cathy motioned to accept the agenda to add 9b Board Positions. Tom approved. Rod seconded the motion. A vote was taken. The Agenda is approved.
3. Minutes:
 - a. Approval of the April 10, 2019 Regular Board Meeting Minutes – Cathy motioned to accept the April 10, 2019 Regular Board Meeting Minutes. Tom approved. Rod seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
 - b. Approval of March 13, 2019 Executive Session Minutes. Approval was deferred.
 - c. Approval of April 10, 2019 Executive Session Minutes. Approval was deferred.
4. Public/Board Comments
 - a. A homeowner has concern with speeding. The homeowner installed an app on their phone. The average speed of cars going past the pool is 42mph. The homeowner suggested the board to contact county to request a speed camera. The various options offered were another speed monitor sign going east, or have a raised intersection at certain crosswalk, or request a speed trap.
 - b. The homeowner also expressed concern about a “purple” house. The homeowner is asking the board form a “committee” to approve house painting
 - c. The homeowner stated that he was approached about serving on the board and surprised to hear that board members HOA fees were waived or that there is no other monetary advantage to serving. A board member discussed some of the advantages were more personal for some such as prestige, or commitment. Other advantages are being able to affect your community and housing values.
5. Correspondence:
 - a. The Board received a complaint about two homes on Brome Trail. One with knee high weeds and the other with a vehicle parked on gravel driveway with significant weeds.
 - b. The Board received correspondence from homeowner re: board conduct. The board schedule an executive session for Saturday, 11th May to discuss.
6. Reports:
 - a. Maintenance – Barbara wanted to share feedback from Steve Harrison regarding the board meeting in April. Steve wanted to thank the board for the opportunity to interact directly. The board discussed the maintenance report. Barbara added that she felt the review of the maintenance inspection form could be reduced to a couple of times a year.

b. Budget/Utility Report -

1. Michelle presented the Monthly Budget/Utility report for April 2019. Cathy motioned to accept the April 2019 Budget Report and utility report as presented. Tom motion to accept. Barbara seconded the motion. A vote was taken and the motion passed.

c. Administrative Report -

1. Michelle reported the Financial Review was mailed.
2. Last month Michelle requested approval to file a lien against two properties. Michelle reported that one property paid in full, and the lien was filed on the other property.
3. Website – Michelle reported no time time to test a website building software.
4. Michelle updated Quickbooks to 2019.
5. Michelle reported receiving the pre-printed envelopes with the P.O. Box address. The envelopes will be used when the current hand stamped supply is gone.
6. Michelle reported received the magnetic business cards. She is looking into the most effective way to send to the homeowner.
7. Michelle provided an activity report of her hours to the board.

d. Greenbelt

1. Greenbelt mowing is scheduled for the 1st week of June. Cal-Fire scheduled is scheduled 2nd and 3rd week.
2. Rod will be inspecting a dead tree on Scarlet Oak Brome trail.

7. Committee Reports:

a. Landscaping Committee

1. A complaint was received about knee high weeds in the front yard of a home on Brome Trail. Tom motioned to send a letter to the homeowner. Renate seconded. A vote was taken. The motion to send the homeowner a letter was passed.
2. A complaint was received about the weeds where a vehicle is parked on an “alleged” driveway. Renate motioned to send a letter to the homeowner. Tom seconded. A vote was taken. The motion to send the homeowner a letter was passed.
3. Rod presented three estimates for sprinkler repair at the pool facility. Tom motioned to accept Paradise Landscape bid to repair the sprinkler system. Barbara seconded. A vote was taken. The motion to accept Paradise Landscapes bid passed.

b. Personnel

1. Barbara take over the personnel committee as it goes hand-in-hand with supervisor.

8. Old Business

- a. CCR's/Bylaws Ballots – Only 3 additional votes were received since the April board meeting. We have only received 60% of homeowners that turned in their vote so far. The board will continue to push for homeowners to submit their vote.

9. New Business:

- a. Lien Processing – Payments for Lien processing was discussed.
- b. Board Positions

President – Tom nominated Cathy Garza for President, Rod seconded. Nominations for President were offered three times. No additional nominations were provided. The nominations are closed. A vote was taken. The motion carries. Cathy is appointed to the position of President.

Vice President – Barbara nominated Rod Karg for Vice President. Nominations for Vice President were offered three times. No additional nominations were provided. The nominations are closed. A vote was taken. The motion carries. Rod Karg is appointed to the position of Vice President.

Secretary – Tom nominated Barbara for Secretary. Barbara declined as she was taking the supervisor and personnel committee. Cathy nominates Tom to be Secretary. Nominations for Secretary were offered three times. No additional nominations were provided. The nominations are closed. A vote was taken. The motion carries. Tom is appointed to the position of Secretary.

Treasury – Barbara nominates Renate for Treasurer. Nominations for Treasurer were offered three times. No additional nominations were provided. The nominations are closed. A vote was taken. The motion carries. Renate is appointed to the position of Treasurer.

10. Adjournment

- a. Meeting was adjourned at 9:27 pm.

Next General Meeting Date – June 12, 2019 @ Prunedale Community Room, 7pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
June 12, 2019

Board members Present: Cathy Garza, Rod Karg, Tom Dominy, Renate Harvey, Jackie Lonero, Barbara Gulley.

Cathy called the meeting to order at 7:05 pm

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Cathy motioned to accept the Agenda. Tom approved. Renate seconded the motion. A vote was taken. The Agenda is approved.
3. Minutes:
 - a. Approval of the March 13, 2019 Executive Session Minutes – Barbara deferred until July 10th Board meeting.
 - b. Approval of April 10, 2019 Executive Session Minutes. Cathy Motion to approve. Tom approved. Jackie seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
 - c. Approval of May 7, 2019 Annual Session Minutes. Cathy motion to approve. Tom approved. Jackie seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
 - d. Approval of May 8, 2019 Regular Session Minutes. Cathy motion to approve. Tom motion to approve. Renate seconded the motion. A vote was taken and the motion passed. The Minutes were approved.
3. Approval of May 11, 2019 Executive Session Minutes. Tom deferred until the July 10th Board meeting.
4. Public/Board Comments
 - a. Leslie from MST – There were no homeowners who had not previously heard her presentation so she deferred and will present again at next year's Annual Meeting.
 - b. Tom – Tom received a compliment from a homeowner. The homeowner was appreciative for the current Administrator who responded quickly to an incident at the Pool facility and enforcing rules that should be adhered to and are in place for every ones safety and enjoyment at the pool.
5. Correspondence:
 - a. Correspondence – Cathy received correspondence from a homeowner about the deer that was hit last month on Charter Oak. The homeowner wanted to know what the current procedure was to deal with this type of situation. There is no policy in place and this type of incident has never occurred in OHHA before. Cathy spoke with Supervisor Phillips' office of Public Works and they have no policy in place of what to do when animal has been hit on country roads within a sub-division and the animal ends up on private property. It's based on a case by case situation.

6. Reports:

a. Maintenance – Barbara Gully

1. Tom expressed concerned about the condition of the spa. The board discussed when the requirement to resurface and replace covers were due. It was determined it would be due next year. The Board will work with Maintenance to begin getting quotes for when they do a walk through in September.
2. Tom asked about the status of the sprinkler head repair. There are two sprinklers that still need repair that were not a part of the original repair bid. Barbara said Maintenance is working on it.
3. Jackie mentioned concerned with some plants that look dry down by the OHHA sign at Cathedral and Charter Oak. Barbara will have Maintenance check the area.
4. Tom requested Barbara to consult with Maintenance about power washing tennis courts on a regular basis to remove build-up.
5. Rod asked about replacement mirrors in the pool house bathrooms. Steve requested to replace the bathroom mirrors in the bathroom with glass mirrors. The board discussed that it could be a liability, but would entertain looking into replacing the current polished metal mirrors.
6. Rod requested Barbara have Maintenance check into the cost of putting up wind screens the North and West side of the tennis courts. The Board also discussed looking into wind screens for the pool area.

b. Budget/Utility Report -

1. Michelle presented the Monthly Budget/Utility report for May 2019. Cathy motioned to accept the May 2019 Budget Report and utility report as presented. Renate motioned to accept. Jackie seconded the motion. A vote was taken and the motion passed.

c. Administrative Report -

1. Website – Michelle reported working several hours on designing/updating the website. She provided a link to the board and said suggestions/ideas are welcome.
2. Michelle finished the design to mail the magnetic business cards. It will cost .20 cents extra postage to mail with next billing.
3. Michelle reported significant increase in usage and incidents at the pool due to school being out causing a significant increase in time required reviewing footage and incident reports.
4. Bill Harvey met with current provider of our Security Cameras. He received a quote for adding an additional camera and upgrading some cameras. He requested to be included on the Agenda in August.

d. Greenbelt

1. Rod received an email from homeowner who requested being able to mow behind their home. Discussion ensued about what the board wants to do. The issue was discussed. It was decided that the Board needed to give the issue some more thought and discuss at another time.
2. Rod reported that we are in the process of mowing the Greenbelt. Rod thanked Michelle for her assistance in helping get contractor hired. Rod understands there have been a couple of complaints from homeowners that the job is not as good as previous years. The mowing equipment being used by the contractor is smaller than what was used by our previous Maintenance person. The job is not yet complete and we do expect the contractor to meet a certain expectation before being paid. We also plan to consult with Cal-Fire about the areas that the contractor was unable to mow. It was suggested that a committee should be formed.

7. Committee Reports:

a. Landscaping Committee

1. Last month we mailed two letters for Landscape violations. One has corrected the issue. The other violation remains. Rod motioned to send a letter requesting a hearing. Tom Seconded the motion. The Board approved.
2. Rod discovered a homeowner with a vehicle parked on Landscape. Rod motioned to send homeowner a letter. Tom seconded. The Board approved.
3. Jackie requested the Landscape committee to review the current CC&R's and policy regarding dealing with homeowners who continually violate the rules.

b. Personnel

1. Barbara – Barbara requested the Personnel Committee meet to discuss our Sick Pay policy.

8. Old Business

- a. CCR's/Bylaws Ballots – We have received ballots for 62% of the voters. The Board will continue to request homeowners turn in their ballot.
- b. Lien Processing – The board will have an Executive Session on July 10th to discuss the policy.

9. New Business:

- a. Website - Michelle received a quote of \$400 to set up initial website. This includes 30 days training on updating/adding/deleting. However, the vendor has been unresponsive and other quotes we are getting are significantly higher.
- b. CSA-45 (Speeding)
 1. At the May Board Meeting a homeowner expressed concerned about speeding in Oak Hills at speeds upwards of 50 mph near the pool house. Tom prepared front page article to be placed in the July Greenbelt Newsletter. Tom motioned to accept the article. Barbara seconded. The Board Approved. The Board also discussed that the Greenbelt Newsletter should also be mailed to all residents including renters.
 2. Tom also spoke with CHP and requested additional traffic control in Oak Hills to deter speeders. He drafted a letter from the Board requesting their assistance. Barbara mentioned she had also attended a town hall meeting last month and spoke to CHP then about this issue. A CHP presence has already been observed by several board members and homeowners. Tom motioned to approve the letter to the CHP. The board approved.
 3. Tom drafted a letter to send to all the homeowners, and renters about actions being taken to curb the speeders within the community. The Board discussed. It was decided to send the letter in September as an additional future reminder about speeding.
 4. Tom drafted a letter to the Special Districts requesting speed bumps with Oak Hills. The Board discussed. It was mentioned that this request has been requested before and the county will not put speed bumps within Oak Hills. Tom withdrew the letter. Cathy suggested the Board check if the Board can have signs like "children at play" or "pedestrian crossing" installed.

10. Adjournment – The meeting was adjourned at 09:06 PM.

Next General Meeting Date – July 10, 2019 @ Prunedale Community Room, 7pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
July 10th, 2019

Board members Present: Cathy Garza, Rod Karg, Tom Dominy, Barbara Gulley.
Not present: Renate Harvey, Jacki Lonero

Cathy called the meeting to order at 7:05 pm

1. Establishment of Quorum (5):

- a. There were not enough board members to constitute a quorum. The board discussed whether an additional executive meeting was needed. All business is required to be on the August Agenda.

Next General Meeting Date – August 14, 2019 @ Prunedale Community Room, 7pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
August 14, 2019

Board members Present: Cathy Garza, Rod Karg, Renate Harvey, Jackie Lonero, Barbara Gulley.

Board members Absent: Tom Dominy.

Cathy called the meeting to order at 7:05 pm.

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Cathy motioned to accept the Agenda minus item 9e. Barbara motioned to approve. Jackie seconded the motion. A vote was taken. The Agenda is approved.
3. Minutes:
 - a. Approval of the March 13, 2019 Executive Session Minutes – Cathy Motion to accept the March 13, 2019 Executive Session Minutes. Renate motioned to approve. Rod seconded the motion. A vote was taken and the motion passed. The March 13, 2019 Executive Session Minutes were approved.
 - b. Approval of May 11, 2019 Executive Session Minutes. Cathy Motion to accept the May 11, 2019 Executive Session Minutes. Renate motioned to approve. Rod seconded the motion. A vote was taken and the motion passed. The May 11, 2019 Executive Session Minutes were approved.
 - c. Approval of June 12, 2019 Regular Session Minutes. Cathy motion to accept the June 12, 2019 Regular Session Minutes. Renate motioned to approve. Rod seconded the motion. A vote was taken and the motion passed. The June 12, 2019 Regular Session Minutes were approved.
 - d. Approval of July 10, 2019 Regular Session Minutes. Cathy motion to accept the July 10, 2019 Regular Session Minutes. Barbara motioned to approve. Rod seconded the motion. A vote was taken and the motion passed. Jackie abstains. The July 10, 2019 Regular Session Minutes were approved.
4. Public/Board Comments
 - a. A homeowner asked if the Board planned to do anything about the upcoming California American Water sewer bill increases. Discussion was held about OHHA representation. A homeowner mentioned that Oak Hills as a united community should attend the hearings to express objection of the increase.
5. Correspondence:
 - a. Cathy received correspondence from a homeowner asking why there was a spot behind his house in the greenbelt that wasn't mowed. Cathy pointed out to the homeowner that the area was too wet because there is a stream in that spot.
6. Reports:
 - a. Maintenance – Barbara

1. Jackie asked for an update on her previous inquiry of the plants that were dying down by the OHHA sign. Barbara said maintenance checked and the battery was dead. Maintenance replaced the battery, but it is still not working. Maintenance is looking into the issue.
 - b. Budget/Utility Report -
 1. Michelle presented the Monthly Budget/Utility report for June & July 2019. Cathy motioned to accept the Budget Report and Utility reports as presented. Renate motioned to accept. Barbara seconded the motion. A vote was taken and the motion passed. The Budget/Utility reports for June & July were approved.
 - c. Administrative Report -
 1. Website – Michelle reported the website is ready to activate and she is waiting final board approval. She previously provided a link to the board and requested feedback.
 2. Greenbelt mowing is complete for the season.
 3. Michelle reported she mailed a pre-lien notice on July 1st of a property in arrears (\$654.72). She is requesting board approval to continue the Lien process as more than 30 days has lapsed. Rod motioned to approve. Jackie seconded the motion. A vote was taken. The motion to file a lien was approved.
 4. Michelle reported a homeowner was upset with the landscape violation process.
 5. Michelle reported she will be attending three Fred Pryor seminars in Sept: Improving Employee Accountability, Manage and Organize AP, and Employment Law.
 6. Michelle reported she received the renewal P.O. Box 781. Rod motion to extend for 6 mo. Jackie seconded. The motion to extend the Box 781 passed.
 - d. Greenbelt
 1. Rod mowing is complete.
 2. Cal-fire scheduled work is complete. This year we were working with limitations like new Captains, and a shortage of personnel that prevented Cal-Fire from completing all the work that was needed.
 3. Tree work estimates:
 - a. Rod presented several bids for removing trees, and brush piles that Cal-Fire was unable to complete.
 - Brome Trail – Trim Eucalyptus trees behind a homeowner that is hanging over fence.
 - Colonial – Prune Eucalyptus on Charter Oak d & colonial.
 - Playground – Trim/prune branches hanging down and remove dead Pine in playground area.Barbara motioned to accept all bids from AB. Rod seconded. A vote was taken and the motion carries.
 4. Rod presented three bids to remove a dying tree in the greenbelt by Maul Oak. Barbara motion to accept Paradise. Renate seconded. A vote was taken and the motion carries.
 5. Rod presented estimates to chip 10 brush piles in greenbelt left by Cal-Fire. Barbara motion for accept AB service to chip the brush piles. Renate seconded. A vote was taken and the motion carries.
7. Committee Reports:
- a. Landscaping Committee
 1. Cathie and Rod reviewed the homes that were sent landscape violation letters. There were 8 who did not fix the violation. Rod motioned to scheduling hearings on 9/4. Barbara seconded. A vote was taken and the motion carries.

2. There were 5 homes with new landscape violations. Rod motion to send the 5 homes landscape letters. Jackie seconded. A vote was taken and the motion carries.

b. Personnel

1. Barbara – Discussion of personnel will be held in the Executive Session.

8. Old Business

- a. CCR's/Bylaws Ballots – We have received ballots for 66% of the voters.
- b. Website - Renata asked about monthly costs, hosting.
- c. Speeding - Jackie discussed purchasing a highly visible 32" Warning stand with a flag to place at various spots near the pool on charter oak. Renata motion to purchase three. Rod seconded. A vote was taken and the motion carries.

9. New Business:

- a. Annual Picnic in September – Renate propose to hold picnic on Sept 14th. Tom has agreed to do the car show. 11 am – 3 pm. Barbara provided quotes from Lunch truck. Barbara will ask the caterer to provide a vegetarian option. Discussion followed. Renate asked for volunteers to be on a picnic committee. Barbara, Jackie, Tom, and Renata will be the committee. Last year the budget was \$1200. Renate requested to increase the budget to \$1500. Rod motioned to accept the budget of \$1500. Jackie seconded. A vote was taken and the motion carries.
- b. Reserve Study – Renate in contact with Peggy and Michelle to begin Reserve Study update.
- c. 2020 Budget – A Budget committee will be Rod, Barbara, Renate, Michelle, Jackie. It is expected that it will take two meetings to complete 2020 budget.
- d. Maintenance Projects List – We had three termites vendors inspect and provide reports. All three recommend tenting and replacing posts at entrance. Barbara will recommend maintenance to obtain estimates for replacing the posts.
- e. ~~Pool Usage~~ – Deleted from Agenda.
- f. Parking Lot Gate Closure - Barbara and Cathy have been opening and closing gates each day. During that time, they only had to request a couple of people to remove cars so they could close the gates. A couple of homeowners thanked them for closing the gates. Cathy requested additional volunteers to open and close during board vacations. Jackie agreed to close the gates on Tues, Thur. and Sat. Cathy will do the other days.
- g. Board Members Vacation Schedule – Because the Board has three vacancies, Cathy requested all board members inform the Board and the Administrator with as much advance notice of any planned vacations in order to minimize scheduled meeting with no Quorum.

10. Adjournment – The meeting was adjourned at 08:40 PM.

Next General Meeting Date – September 11, 2019 @ Prunedale Community Room, 7pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
September 11, 2019

Board members Present: Cathy Garza, Renate Harvey, Jackie Lonero, Barbara Gulley, Tom Dominy.

Board members Absent: Rod Karg.

Cathy called the meeting to order at 7:02 pm.

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Cathy motioned to accept the Agenda. Tom motioned to approve. Jackie seconded the motion. A vote was taken. The Agenda is approved.
3. Minutes:
 - a. Approval of August 14, 2019 Regular Session Minutes. Cathy motion to accept the August 14, 2019 Regular Session Minutes. Barbara motioned to approve. Renate seconded the motion. A vote was taken, Tom abstained, and the motion passed. The August 14, 2019 Regular Session Minutes were approved.
 - b. Approval of August 14, 2019 Executive Session Minutes. Cathy motion to accept the August 14, 2019 Executive Session Minutes as amended. Barbara motioned to approve. Jackie seconded the motion. A vote was taken, Tom abstained, and the motion passed. The August 14, 2019 Executive Session Minutes were approved as amended.
 - c. Approval of September 4, 2019 Executive Session Minutes. Cathy motion to accept the September 4, 2019 Executive Session Minutes. Tom motioned to approve. Renate seconded the motion. A vote was taken and the motion passed. The September 4, 2019 Executive Session Minutes were approved.
4. Public/Board Comments
 - a. none.
5. Correspondence:
 - a. Cathy Received correspondence from Randy Hall asking how to receive payment for the painting of the pickle ball court lines. She informed him to submit the bill to the office. Randy also requested a symbolic gesture and written statement from the board in support of the Central Coast Coalition of Community for Wastewater Equity for fighting the increase from Cal. Am Water. He also requested a \$100 donation to the coalition for paper and stamps. Jackie motioned to donate \$100 and to provide a letter of support from the Board. Tom seconded the motion. A vote was taken and the motion passed to provide a support letter and a \$100 donation. Cathy will suggest to Randy to write an article to put in the November Greenbelt to inform the homeowners of this coalition and he might be able to receive additional support from the homeowners.

- b. Jackie received correspondence from an individual who was visiting a homeowner in Oak Hills. They commented that the park/playground area was beautiful, but the guest was surprised that garbage was left all over the area.

6. Reports:

a. Maintenance – Barbara

- 1. Barbara spoke with maintenance about the concern of glossy vs. matte paint on the parking lot gate.
- 2. Maintenance was putting sand in the “warning” stands because the wind was knocking them over.
- 3. Post replacement – Maintenance will get quotes for replacing the posts.
- 4. Picnic – Maintenance removed 8 bags of wood chips in preparation. The grass is looking greener from the water/sprinkler adjustments.

b. Budget/Utility Report -

- 1. Michelle presented the Monthly Budget/Utility report for August 2019. Cathy motioned to accept the Budget Report and Utility reports as presented. Tom motioned to approve. Renate seconded the motion. A vote was taken and the motion passed. The Budget/Utility reports for August were approved.

c. Administrative Report -

- 1. Website – Waiting on the Board.
- 2. Michelle requested the Board to approve two reserve funds transfers. \$952 for the sprinkler repair and \$3760 for the tennis court repair. Renate motioned to transfer reserve funds of \$3760 for tennis courts and \$952 for sprinkler repair. Barbara seconded. A vote was taken and the motion is approved.
- 3. Michelle reported the property that she mailed the pre-lien last month has paid in full. This month she mailed two pre-lien notices. One property in arrears of (\$525.04) and one for (\$568.04). She is requesting board approval to continue the Lien process if payment is not made after 30 days. Tom motioned to approve. Jackie seconded the motion. A vote was taken. The motion to file a lien if payment is not made was approved.
- 4. Michelle mailed two notices of pool key deactivation letters for past due accounts. Next step is pre-lien notice.
- 5. Michelle reported the “Warning” guys were purchased and have been placed around the pool center.
- 6. Michelle reported receiving communication from two homeowners. One suggested a community bulletin board inside the pool where residents can connect with other residents who are looking for tennis partners, or other activities. Discussion was that this item was brought to the board before and that there would be too many difficulties maintaining it. The other was a homeowner who mentioned it would be nice to see the entrance signs on Cathedral Oak be ‘uniform’ in color and ‘cleaned’. The discussion was that the right-side sign does not belong to Oak Hills HOA. The other had the sign painted when we did. The colors were close, but not ‘exactly’ the same color.
- 7. Michelle reminded the board she will be attending three Fred Pryor seminars this month: Improving Employee Accountability, Manage and Organize AP, and Employment Law.

d. Greenbelt

- 1. Rod not present. Nothing to report.

7. Committee Reports:

- a. Landscaping Committee – Rod not present. Nothing to report.
- b. Personnel – No personnel report.

8. Old Business

- a. CCR's/Bylaws Ballots – Still at 66% of votes received. Tom will have ballots available at the annual picnic.
- b. Website – no update.
- c. Speeding – The only new incidents was that a water project worker reported a white truck who speeds on Charter Oak every day. The worker was asked to provide a license plate to the Administrator. The administrator did not receive any information. Tom motion to table Speeding at this time. Jackie seconded. A vote was taken and the motion to table Speeding was approved.
- d. Annual Picnic – Picnic banners have been posted. Tom is expecting 25 cars for the car show. Tom will set up a table, plus a greeting table. A BBQ plate and the vegetarian plate will be a bean and rice burrito with roasted vegetables on side. Renate requested assistance with setting up at 9:30 am. Jackie and Barbara volunteered. Renate requested assistance with clean-up after the event. Cathy and Rich volunteered to help with clean-up.
- e. Reserve Study – Michelle and Renate have completed the update forms and will submit to begin the Annual Reserve Study update.
- f. Pool Building (Termites/Repairs) – Discussion regarding the tenting of the pool facility. This will be done during the pool closure after November 3rd.

9. New Business:

- a. Camera System – Bill Harvey presented a quote to install an additional camera. Tom motion to accept and approve the quote of \$1160.14 to install camera. Barbara seconded the motion. Renate abstained. A vote was taken and the motion to install an additional camera was approved.
Cathy motioned to approve transferring \$1160.14 from reserve fund to business checking. Barbara seconded. Renate abstained. A vote was taken and the motion to transfer \$1160.14 from reserves was approved.
Tom thanked Mr. Harvey for his efforts in obtaining quotes for the camera system.
- b. Card Reader – Bill Harvey presented a quote to replace the card reader system. Tom motion to defer until October meeting. Barbara will discuss securing the inner gate with Maintenance.
- c. 2020 Budget – Renate motion to accept the 2020 budget. Tom seconded. A vote was taken. The 2020 budget is approved.
- d. November Meeting – Due to scheduled vacations and a minimal board staff the board decided to change the November Board Meeting from 11/13 to 11/20. Tom motioned to approve moving the meeting. Renate seconded. A vote was taken. Motion to move the November meeting was approved.

Adjournment – The meeting was adjourned at 08:29hn PM.

Next General Meeting Date – October 9 @ Prunedale Community Room, 7pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
October 09, 2019

Board members Present: Cathy Garza, Jackie Lonero, Barbara Gulley, Tom Dominy, Rod Karg, Jim Wrona.

Board members Absent: Renate Harvey.

Cathy called the meeting to order at 07:34 pm.

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Tom motioned to approve the agenda. Jackie seconded the motion. A vote was taken, the Agenda was approved.
3. Minutes:
 - a. Approval of September 11, 2019 Regular Session Minutes. Tom motioned to approve the Regular Session minutes. Jackie seconded the motion. A vote was taken, the motion passed. The September 11, 2019 Regular Session Minutes were approved as amended.
 - b. Approval of September 11, 2019 Executive Session Minutes. Tom motioned to approve the Executive Session Minutes. Jackie seconded the motion. A vote was taken, the motion passed. The September 11, 2019 Executive Session Minutes were approved as amended.
4. Public/Board Comments
 - a. A homeowner, Jim Wrona, requested consideration to be appointed to the board. The Board discussed the request. A vote was taken. Jim Wrona was appointed to the Board.
5. Correspondence:
 - a. Cathy is still in correspondence with Randy Hall regarding a Greenbelt Article.
 - b. Cathy received correspondence from a new homeowner who asked for Day Care recommendations. Cathy suggested checking Nextdoor for recommendations from the neighbors.
 - c. Cathy responded to a homeowner's desire to form a committee to look into Solar power to the Pool facilities. With the number of empty Board member seats and the difficulty to maintain a quorum, a commitment to such an endeavor is difficult at this time.
6. Reports:
 - a. Maintenance – Steve
 1. Repairs – 63 hours this month due to prep for the Picnic. Steve went over his maintenance report with the Board.
 - b. Budget/Utility Report -
 1. Michelle presented the Monthly Budget/Utility report for September 2019. Cathy motioned to accept the Budget Report and Utility reports as presented. Tom motioned to approve. Jackie seconded the motion. A vote was taken and the motion passed. The Budget/Utility reports for September were approved.

- c. Administrative Report -
 - 1. Website – The updated website is now LIVE.
 - 2. Michelle released the Lien we had on a property.
 - 3. The Reserve Study ready for the Board's review.

- d. Greenbelt - Rod
 - 1. Nothing to report.

7. Committee Reports:

- a. Landscaping Committee – Rod. All the tree work that was approved in August was complete satisfactorily. Rod requested the board to approve \$50 for purchasing potting soil to plant some trees.
- b. Personnel – nothing to report.

8. Old Business

- a. CCR's/Bylaws Ballots – At 67% of votes received. Received 3 more ballots from Tom's efforts at the Picnic.
- b. Website – Covered in the Administrator report.
- c. Annual Picnic Review – Deferred to November
- e. Reserve Study – Reserve Study ready for review. Michelle to check if Nov 15 is hard date for sending the report.
- f. Pool Building (Termites/Repairs) – Defer to November

9. New Business:

- a. Board Reimbursements – Tom motioned to request reimbursement for mileage. Barbara motioned to second. The topic was discussed. A vote was taken, Jim abstained, the motion was defeated.
- b. Fences – The Board received a letter regarding a homeowner installing a split rail fence. CC&R state there is a requirement set back of 20 feet at the front of the property. There are currently other properties that have been out of compliance for many years. The Board discussed various ways of handling the situation. A resolution was not achieved at this time.

Adjournment – The meeting was adjourned at 8:59 PM.

Next General Meeting Date – November 20 @ Prunedale Community Room, 7:00 pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
November 20, 2019

The meeting was cancelled and not held due to a lack of a quorum

Next General Meeting Date – December 11 @ Prunedale Community Room, 7:00 pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
Special Regular Session
November 25, 2019

Board members Present: Cathy Garza, Jackie Lonero, Renate Harvey, Tom Dominy, Rod Karg, Jim Wrona.

Board members Absent: Barbara Gulley

Cathy called the meeting to order at 07:05 pm.

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Jim motioned to approve the agenda. Rod seconded the motion. A vote was taken, the Agenda was approved.
3. Old Business:
 - a. Reserve Study - Rod motioned to approve the Reserve Studies. Renate seconded the motion. A vote was taken, the motion passed. The Reserve Studies were approved.
4. New Business
 - a. Tree Proposal – Rod presented 2 proposals to remove a dying tree in the greenbelt that had a potential to fall on a homeowner's home. One quote for \$2125, one for \$2,445.00. Tom motioned to accept the bid for \$2125 to remove the tree. Jim seconded the motion. A vote was taken, Rod abstained. The motion to accept the tree removal proposal of \$2125 was approved.
 - b. Spa Motor – Rod presented the Board with 3 proposals to replace the Spa motor. A bid to install the exact same motor, a bid to install a variable speed motor that will significantly reduce electric costs, and a bid to install a variable speed motor and replace the grates in the hot tub. Jim motioned to accept the variable speed motor bid of \$2384.00. Rod seconded the motion. A vote was taken, and the motion passed to install a variable speed motor only.

Adjournment – The meeting was adjourned at 7:25 PM.

Next General Meeting Date – December 11 @ Prunedale Community Room, 7:00 pm

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
December 11, 2019

Board members Present: Renate Harvey, Jackie Lonero, Barbara Gulley, Tom Dominy, Rod Karg, Jim Wrona.

Board members Absent: Cathy Garza.

Rod called the meeting to order at 7:01 pm.

1. Establishment of Quorum (5):
 - a. A Quorum was established.
2. Agenda:
 - a. Approval of Agenda – Tom motioned to approve the agenda. Jackie seconded the motion. A vote was taken, the Agenda was approved.
3. Minutes:
 - a. Approval of October 9, 2019 Regular Session Minutes. Tom motioned to approve the Regular Session minutes. Jackie seconded the motion. A vote was taken, Renate abstained, the motion passed. The October 9, 2019 Regular Session Minutes were approved.
 - b. Approval of October 9, 2019 Executive Session Minutes. Tom motioned to approve the Executive Session minutes. Jackie seconded the motion. A vote was taken, Renate abstained, the motion passed. The October 9, 2019 Executive Session Minutes were approved.
 - c. Approval of November 4, 2019 Executive Session Minutes. Tom motioned to approve the Executive Session minutes. Jackie seconded the motion. A vote was taken, Renate abstained, the motion passed. The November 4, 2019 Executive Session Minutes were approved.
 - d. Approval of November 20, 2019 Regular Session Minutes. Tom motioned to approve the Regular Session minutes. Jackie seconded the motion. A vote was taken, the motion passed. The November 20, 2019 Regular Session Minutes were approved.
 - e. Approval of November 25, 2019 Regular Session Minutes. Tom motioned to approve the Regular Session minutes. Renate seconded the motion. A vote was taken, Jackie abstained, the motion passed. The November 25, 2019 Regular Session Minutes were approved.
 - f. Approval of November 25, 2019 Executive Session Minutes. Tom motioned to approve the Executive Session minutes. Jackie seconded the motion. A vote was taken, Barbara abstained, the motion passed. The November 25, 2019 Executive Session Minutes were approved.
4. Public/Board Comments
 - a. No comments.
5. Correspondence:
 - a. The Board discussed a letter received from a homeowner about the potable water serving Oak Hills. Rod will respond to homeowner.

6. Reports:

a. Maintenance – Steve

1. Steve introduced the new employee Tyler to the Board.
2. Steve discussed this status report with the board.
3. Steve mentioned the Maintenance signs were installed.
4. Pump status. – expected completed paperwork for permits in 1 week. Expect 2 days to install the pump.
5. Steve will check for businesses in the area who can repair/replace grates. Previous business no longer services our area.
6. Steve discussed OHHA sign. Steve will get estimate from sign a couple of sign companies.

b. Budget/Utility Report -

1. Michelle presented the Monthly Budget/Utility report for November 2019. Rod motioned to accept the Budget Report and Utility reports as presented. Tom motioned to approve. Renate seconded the motion. A vote was taken and the motion passed. The Budget/Utility reports for November were approved.

c. Administrative Report -

1. Michelle informed the board the Sandbur special assessment increase letter was mailed.
2. Michelle provided two formats to mail the Annual Documents and quotes for printing.
3. Michelle mentioned the Camera installed over the shed was installed.
4. Michelle informed the board the 'Executive Board' email alias created for "personnel" discussions.
5. Michelle shared with the board the bi-weekly payroll timecards that were created in order to change from a monthly payroll to a bi-weekly payroll in accordance with the law. Mileage & Expense will continue to be paid on a monthly basis.
6. Michelle informed the board that the November Private Drive funds were transferred in December.
7. Michelle requested a motion to transfer funds for Sandbur Loan in the amount of \$1800.00 from Sandbur to Business Checking. Renate motion, Tom seconded the motion. A vote was taken, the motion to transfer \$1800 from the Sandbur Private Drive Account to Business checking was approved.
8. Michelle reminded the board she took the Fred Pryor class – How To Use Quickbooks. Upcoming class on Dec 19 – Leadership & Management Skills for Women.

d. Greenbelt - Rod

1. The tree behind a house on Sandbur was removed. The cut tree pieces will be removed when ground is dry.
2. Rod planted 3 oak trees to replace trees that died.

e. Executive Sessions – The board hired the Weekend Maintenance person, Tyler. Payroll will change to a bi-weekly payroll beginning in January 2020.

7. Committee Reports:

- a. Landscaping Committee – Rod will review Paradise landscaping contract to clarify maintaining greenbelt properties vs. private properties. Letters will be sent to homeowners concerning landscaping boundaries.

8. Old Business

- a. CCR's/Bylaws Ballots – Tom requested board to provide list of homes they have been unable to contact for votes.
- b. Annual Picnic Review – Renate shared an after review of the picnic. The picnic was under budget at \$1,438.34.
- c. Termites/Repairs) – The board discussed the three Termite quotes. Tom motion to accept the Target Pest Control quote for \$1105. Jackie seconded. A vote was taken and the motion passed. The board will seek an alternative for the repairs needed.

9. New Business:

- a. Fences – no action taken.
- b. Tree Proposals – Rod shared with the board 4 proposals. Two from Paradise, two from AB Tree. Barbara motion to accept both bids from Paradise. Tom seconded the motion. A vote was taken and the motion passed to accept the Paradise bid of \$885 to remove a Eucalyptus tree on Charter Oak between Trefoil & Arrowleaf and the Paradise bid of \$1295.00 to remove trees and prune-reduction behind Pampass path.
- c. Board Positions up in 2020. No discussion.

Adjournment – The meeting was adjourned at 8:34 PM.

Next General Meeting Date – January 8 @ Prunedale Community Room, 7:00 pm