

OAK HILLS HOMEOWNERS ASSOCIATION  
Board Meeting Minutes  
September 13, 2017

Board members Present: Renate Harvey, Beenal Amin, Jackie Lonero, 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 - Peggy motioned to accept the agenda as presented. Jackie seconded the motion. A vote was taken and the motion passed.
3. Minutes:
  - a. Approval for 7-26-2017 Closed Meeting Minutes – Renate motioned to accept the July 26, 2017 Closed Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion passed with one abstention.
  - b. Approval for 8-9-17 Regular Meeting Minutes – Beenal motioned to accept the August 9, 2017 Regular Meeting Minutes. Renate seconded the motion. A vote was taken and the motion Passed.
4. Open Forum/Comments:
  - a. A homeowner from the old section tried to volunteered our facilities on Oct 31 via Oak Hills Next Door.
  - b. A homeowner asked the board to consider lighting the back area of the pool/tennis court area.
5. Correspondence:
  - a. The office received two calls about the landscapers blowing leaves into their yard at the corner of Colonial and Charter Oak. Pete had directed the landscaping crew to properly take care of this issue but they ignored his directive. Pete will talk to the owner.
  - b. Cathy received a call from a homeowner on Trefoil about the tall weeds against the fence in the greenbelt and rounds from dead trees.
  - c. Jackie received a call from homeowner stating that their neighbor was paving “their” road.
6. Reports:
  - a. Budget/Utility Report – Steve
    1. Steve presented the Monthly Budget report. Peggy motioned to accept the Monthly Budget Report. Beenal seconded the motion. A vote was taken and the motion passed.
    2. A budget meeting has been set for Monday, Sept 25 at 6pm at Peggy’s house.
  - b. Administrative Report – Steve
    1. Steve reported that he has submitted the Application for Blanket Dishonesty Bond. Awaiting to hear back from insurance carrier.
    2. Steve asked for a motion to move \$1,364 from the Reserve Account to the General Checking to pay for the Sand delivery and Labor to spread. Peggy so moved. Beenal 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 someone tried to remove some bolts from where the new fence meets the tennis court fence. Pete also reported that someone was observed, via the cameras, swimming in the pool at night.
3. Pete stocked up on chemicals since he will be gone for about a month.
4. Pete had the sprinkler controller checked out since it appears that the system is running at non-programmed times.
5. Pete has 3 bids to run a pipe line from building to tennis court for a water source.

d. Greenbelt – Rod

1. Steve reported that Paradise Landscaping had completed their projects in the greenbelt.
2. Pete reported that the county mosquito abatement brought in a dozer into the greenbelt to cut better trenches for drainage.

7. Committee Reports:

a. CC&R – Tom

1. Cathy reported that the C&Rs are completed and waiting for the bylaws to be completed.

b. Landscaping Committee

1. Steve reported that 25 letters were sent out for those in violation of the landscaping policy.

c. ByLaws

1. Richard Garza reported that he will send a draft to the board within the next week.

d. Basketball Court

1. No Update

e. Annual Employee Evaluation

1. Peggy reported that the board met to do annual evaluations.

f. Peggy met with the Reserve Study company.

8. Old Business:

a. Pool Fencing Signage

- i. Jackie presented the Board a sample of then new signage for the playground fence. She presented 3 bids for the signs. Jackie motioned to purchase the signs from 3D signs for \$104 for two signs. Renate seconded the motion. A vote was taken and the motion passed with one abstention.

b. Auto Chemical Dispenser Bids

- i. Steve reported that he is still waiting for a bid from one vendor. He received a verbal from one company and is awaiting a bid from another. The estimated starting costs will be around \$4k - \$5k. After discussion, Cathy asked for a motion to table this topic. Jackie so moved. Renate seconded the motion. A vote was taken and the motion passed.

- c. Annual Picnic
    - i. Renate reported that all is on track. She had talked to the taco vendor and will have tacos ready by 11am. Banners are up.
  - d. Parking Lot Gate Closure at Night
    - i. Cathy asked for volunteers to close the gate at sunset. The board decided that the gate will be closed when the pool closes.
  - e. Parking Lot Gate Painting
    - i. Pete suggested to get bids to paint gate and re-stripe parking lot. Topic deferred to next meeting.
9. New Business:
- a. Pool Coverage during Employees Vacation
    - i. Cathy will fill in while employees are on vacation.
10. Adjournment
- a. Next Meeting Date – October 11, 2017, 7pm Prunedale Library Community Room.
  - b. Peggy motioned to adjourn the meeting. Jackie seconded the motion. A vote was taken and the motion passed. The meeting was adjourned at 8:50 pm