

OAK HILLS HOMEOWNERS ASSOCIATION

Board Meeting Minutes

May 17, 2023

Cerisa Skinner called the in Person and on ZOOM meeting to order at 7:07 pm.

**1. Establishment of Quorum (5):**

a. A Quorum was established with the following members: Cerisa Skinner, Rod Karg, Gerald Gifford, Michael Kelly and Keturah Harmer.

**2. Agenda:**

a. Approval of Agenda – Motion to approve agenda (Jerry). Seconded (Keturah). Motion carried. With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

**3. Minutes:**

a. Approval of Meeting minutes:

Regular Meeting Minutes April 26, 2023 and Executive Meetings on March 8 and April 26, 2023. Motion to approve all minute (Rod). Seconded (Keturah). Motion carried. With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

**4. Election of Officers:**

a. President – Barbara Gulley-Skillett, no other nominations. Keturah moves to elect Barbara as President. Seconded (Mike). Motion carried with (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

b. Vice President – Rod nominates Cerisa for Vice President. Seconded (Jerry). With (5) Ayes - Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer. Cerisa Skinner Abstained.

c. Secretary – Rod nominates Tom as Secretary. Seconded (Keturah). Motion Carried With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

d. Treasurer – Rod nominates himself as Treasurer. Seconded (Mike). Motion Carried. With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

**5. Public/Board Comments**

a. Homeowner would like to see the meeting start on time and all Board members present.

b. Homeowner would like to know when Annual Meeting Minutes will be approved. (The draft is online for viewing.)

c. Homeowner would like an update on the wall. Cerisa reported that the materials were to be delivered this week.

**6. Correspondence**

a. Emails are being received in response to the ARC Policy being sent to Homeowners.

## **7. Executive Session Actions**

- a. Motion to impose \$50 fine for violation landscaping policy. Motion carried.
- b. Motion to award contractor for resealing private drives and parking lot. Motion carried.
- c. Motion to approve bid to prune trees next to a home on Timothy. Motion carried.

## **8. Reports**

- a. Administrative – Emma reports the ARC Policy was successfully sent to all Homeowners.
- b. Financials – Nothing to report.
- c. Maintenance – Eric is doing a great job.
- d. Landscaping –
  - a. Greenbelt mowing starts day after Memorial Day.
  - b. Greenbelt weed whacking by Cal - Fire starts first week of June.
  - c. Rod motions to approve sending letters to those in violation of our Landscaping Policy. Seconded (Cerisa). Motion carried. With (5) Ayes - Cerisa Skinner, Rod Karg, Gerald Gifford, Michael Kelly and Keturah Harmer. Fernando Munoz abstained (not present).
  - d. Rod motions to approve the Revised Landscaping Maintenance Requirements. Seconded (Jerry). Motion carried. With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

## **9. Old Business**

- a. Architectural Review Policy – Meeting will be held June 5, 2023, at 7pm at the Prunedale Library for discussion and feedback for all Homeowners.

## **10. New Business**

- a. Rod moves to accept El Gabilan’s bid to prune the two cypress trees at the parking lot due to neighbor complaints for \$750. (Keturah) Seconded. Motion carried. With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

**11. Adjournment** – Jerry moves to adjourn the meeting. Seconded (Rod). Motion carried. With (6) Ayes - Cerisa Skinner, Rod Karg, Fernando Munoz, Gerald Gifford, Michael Kelly and Keturah Harmer.

The meeting was adjourned at 7:28pm by Cerisa.

Next Regular Meeting June 14, 2023, at the Prunedale Library and on Zoom, 7pm.

*“Draft” until Board approves 7/14/23 Board meeting.*