

OAK HILLS HOMEOWNERS ASSOCIATION
Board Meeting Minutes
June 13, 2018

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

Cathy called the meeting to order at 7:04 pm

1. Establishment of Quorum
 - a. Quorum was established.
2. Agenda:
 - a. Approval - Peggy motioned to accept the agenda as amended. Tom seconded the motion. A vote was taken and the motion passed.
3. Minutes:
 - a. Approval of the May 1, 2018 Executive Meeting Minutes – Renate motioned to accept the May 1, 2018 Executive Meeting Minutes. Jackie seconded the motion. A vote was taken and the motion passed – Tom abstained.
 - b. Approval of the May 1, 2018 Annual Meeting Minutes – Beenal motioned to accept the May 1, 2018 Annual Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion passed – Tom abstained.
 - c. Approval of the May 9, 2018 Board Meeting Minutes – Tom motioned to accept the May 9, 2018 Board Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion passed.
 - d. Approval of the May 9, 2018 Executive Meeting Minutes – Tom motioned to accept the May 9, 2018 Board Executive Minutes. Barbara seconded the motion. A vote was taken and the motion passed – Beenal abstained.
 - e. Approval of the May 21, 2018 Executive Meeting Minutes – Tom motioned to accept the May 21, 2018 Executive Meeting Minutes. Peggy seconded the motion. A vote was taken and the motion passed.
4. Public Comments
 - a. A homeowner requested permission to carry wood out of his back yard through the greenbelt and to the street. Renate motion to approve the request. Barbara seconded the motion. A vote was taken and the motion passed – Cathy abstained.
5. Correspondence:
 - a. Jackie reported that a homeowner complained that they could not use the spa due to excessive use by teenagers.
 - b. Cathy received a phone call from a homeowner regarding a neighbor building a fence over 6 feet. Cathy advised her to call the county.
6. Reports:
 - a. Budget/Utility Report – Steve
 1. Steve presented the Monthly Budget report for May 2018. Peggy motioned to accept the

May Budget Report as presented. Tom seconded the motion. A vote was taken and the motion passed.

2. Utility Report was presented.

b. Administrative Report – Steve

1. Steve requested a motion to move \$3,976.99 from Reserve account to General account to fund the Leisure Creations purchase that was approved at the February 2018 Board meeting. Tom so moved. Beenal seconded the motion. A vote was taken and the motion passed.

2. Steve requested a motion to move the following funds from the private drive and reserve accounts to the general account for work performed by Boyds Asphalt Services which was approved during the April 11, 2018 executive meeting:

Arrowleaf Drive PD:	\$ 7,578
Clover Trail PD:	\$ 341
Sandbur Place PD:	\$ 8,476 plus a \$10,000 loan from General Account
Shadow Oak:	\$ 5,127
Reserve Account:	\$71,625

Peggy so moved. Tom seconded the motion. A vote was taken and the motion passed.

3. Steve updated the Board on the status of the 10 year old Gate Security system and recommended that the Board consider replacing it due to age and limitations.

4. Steve reported that he took and passed the Certified Pool Operators class.

5. Steve asked to Board to make a motion to add Barbara Gulley as a signer for the general checking account. Peggy motioned to add Barbara Gulley as a signer to the general checking account. Beenal seconded the motion. A vote was taken and the motion passed – Barbara abstained.

c. Maintenance – Pete

1. Pete gave his report on the pool facility.

2. Pete reported that the playground structure parts were replaced and the pump room door frame repaired.

3. Pete reported that he has started the mowing.

d. Playground/Pool/Spa check lists

1. Pete reported all okay.

e. Greenbelt

1. Rod passed out a bid for injecting a pesticide into a few trees to remove the bugs/beatles for \$390. Renate motioned to accept the bid to treat the trees with pesticide. Jackie seconded the motion. A vote taken and passed.

2. Rod passed out a bid to remove two fallen trees for \$455. A bid to remove a dead pine tree for \$705. A bid to trim a cypress tree, remove cypress limbs and remove smaller cypress trees for \$1,835. Rod motioned to accept the bids. Tom seconded the motion. A vote was taken and the motion passed.

7. Committee Reports:

- a. Landscaping Committee
 - 1. Rod reported that a neighbor donated soil to the HOA for the oak trees that were planted.
 - 2. Rod reported that the committee is in the process of surveying the neighborhood. Tom motioned to send a landscaping violation letter to the house on Foxtail for weed violation. Barbara seconded the motion. A vote was taken and the motion passed.

- 8. Old Business:
 - a. Recreation Center Walkthrough
 - 1. Referred to personnel committee.

 - b. Security Cameras
 - 1. All cameras working okay. Barbara motion to remove item from old business. Tom seconded the motion. A vote was taken and motion passed.

 - c. Greenbelt Cleanup
 - 1. Rod motioned to remove item from old business. Renate seconded the motion. A vote was taken and motion passed.

 - d. Private Roads/County Roads
 - 1. Peggy reported that all the private drive roads have been repaired / sealed. She did report that an existing crack on the Arrowleaf Private Drive still has a surface crack. Peggy will contact the contractor.

 - e. Pool Spa Policy – Comments
 - 1. One comment was received after mailing of the policy. Policy to be added to the web site. Renate motion to remove item from old business. Jackie seconded the motion. A vote was taken and motion passed.

 - f. Incident Follow Ups
 - 1. Barbara made a motion to remove item from old business. Renate seconded the motion. A vote was taken and motion passed.

 - g. Common Trench
 - 1. Defer to July meeting.

 - h. Tennis Courts
 - 1. Tom passed out a bid to repair the tennis court surface area cracks and raised asphalt for \$3,760 from Boyds Asphalt Services. Tom motioned to accept this bid. Rod seconded the motion. After discussion, Tom pulled his motion and will seek more bids.

 - i. Spectrum Internet
 - 1. Pete reported that the pool inspector suggested a 911 call box in the spa area. Renate moved to have Steve coordinate the installation of a 911 call box in the spa area. Jackie seconded the motion. A vote was taken and the motion passed.
 - 2. Peggy made a motion to remove item from old business. Barbara seconded the motion. A vote was taken and motion passed.

j. Pump Room Electrical Upgrades

1. There are pump room electrical upgrades that need to be done to bring the facility up to code. Renate will get a bid on these upgrades.

9. New Business:

a. Code of Conduct Forms

1. Cathy passed out Code of Conduct forms for the Board and employees to sign.

B. Inventory of OHHA Items

1. Renate put inventory tags on the new furniture.

C. CC&R's and Bylaws to Homeowners

1. The Board agreed that the CC&R's and Bylaws are ready to be mailed out to the homeowners for their review. Cathy will write a cover letter for the mailing.

d. Personnel Committee

1. A personnel committee has been formed. Members are: Barbara (Chairperson), Renate, Peggy and Cathy.

10. Adjournment

- a. Next Meeting Date – July 11, 2018, 7pm Prunedale Library Community Room.
- b. Meeting was adjourned at 8:48 pm.