

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 1<sup>st</sup> 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.