

OAKMONT

IN THE VALLEY OF THE MOON

**Oakmont Village Association (OVA)
Board of Directors Business Meeting Minutes
November 15, 2016 – 1:00 PM – Central (Berger) Auditorium
6633 Oakmont Dr, Santa Rosa CA 95409**

- 1. Roll Call – Establishment of a Quorum – Call To Order – Altman**
President **Andie Altman** called the meeting to order at 1:00 PM, noting a quorum of seven Board members present: President **Andie Altman**, Vice-President **John Felton**, Treasurer **Elke Strunka**, Secretary **Frank Batchelor** and Directors **Herm Hermann**, **Ellen Leznik** and **Gloria Young**. Also present were Association Manager (AM) **Cassie Turner**, Executive Administrative Assistant (EAA) **Cathy Dougherty** and approximately 37 members.

- 2. Adoption of Meeting Agenda** President **Altman** called for a motion to adopt the meeting Agenda. *On motion duly made and seconded (Felton/Young) the Board voted unanimously to adopt the meeting Agenda.*
President **Altman** asked Vice President **Felton** to serve as Time-Keeper and EAA **Dougherty** to serve as Task-Master.

- 3. OVA Members' Open Forum –** President **Altman** announced members will each have 3 minutes to speak to the Board. **1) N Beltrano** suggested OGC (Oakmont Golf Club) President **D Kuddoo** speak to the OVA Board about OGC's finances. **2) V Boot** questioned why New Year's Eve Dinner/Dance stops at 10 PM. **3) W Schilpp** reminded Board OGC courses are zoned "Open Space" in perpetuity. **4) K Oswald** commented on **a) Securing the Election Ballot Box; b) AM's 3yr Contract renewal; c) Personnel Committee (PC) changes and concern over the Liaison.** President **Altman** addressed all three issues. **5) A Medeiros** Commented on the spirited discussion among board members at the budget meeting and a board achieving its goal unanimously at the October 25th Budget Meeting. **6) E Monney** asked when East Rec balcony will be repaired. AM **Turner** said she will address the issue in her Manager's Report today.

- 4. President's Announcements/Secretary's Executive Minute Summary:**
 - A.** President **Altman** announced the Berger Action Committee (BAC) is scheduled to meet in December for a facility walk through to identify issues. There will be a formal "kickoff" meeting sometime in the future. She appointed Director **Hermann** at the BAC's Board Liaison. The BAC will try to meet twice per month. She announced Treasurer **Strunka** is now on the Personnel Committee with President **Altman** and Vice President **Felton**.

OAKMONT VILLAGE ASSOCIATION

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4. **President's Announcements/Secretary's Executive Minute Summary:** (Cont'd)
President **Altman** acknowledged as part of the consent calendar the CPC is disbanded. She thanked Chair **Herm Hermann** and the committee members for providing valuable information regarding facility usage.
- B. Secretary **Batchelor** summarized the October 18, 2016 & November 1, 2016 Executive Session minutes saying personnel issues were discussed at both meetings.

5. **Consent Calendar**

A. **Ratify October & November Board Meeting Minutes:**

- 1) 2016-10-18, 2016-10-25 Business Meeting Minutes
- 2) 2016-10-18, 2016-11-01 Executive Meeting Minutes

B. **Accept Committee Minutes:** Finance Committee (FC) 2016-11-10; Oakmont Community Development Committee (OCDC) 2016-10-13, Oakmont Emergency Preparedness Committee (OEPC) 2016-10-14; OVA/OGC Joint Task Force 2016-10-20.

C. **Committee Recommendations:**

- 1) 2015-11-10 OEPC – Member Resignations: **Berman & Altman** & Appointee: **Warman**
- 2) 2016-10-27 COC – Member Appointments: **Dodd & Fichtenberg**
- 3) 2016-11-11 CPC – Disband the Committee

Director **Leznik** motioned to separate Item 5.c.3) from the Consent Calendar. Treasurer **Strunka** seconded the motion. *The Board voted unanimously to accept removing Item 5.c.3) from the consent calendar.*

On motion duly made and seconded (Felton/Hermann) the Board voted unanimously to adopt the amended consent calendar.

5.C.3) Director **Leznik** stated the outdoor space evaluation hasn't been started, so disbanding the CPC isn't appropriate.

Director **Hermann** responded he'd sent an email to all CPC members 2—3 weeks ago asking if anyone had ideas on what comes next or should the CPC disband. He received no response from any CPC member, including Director **Leznik**. Director **Hermann** said none of the outside facilities are reserved and therefore cannot be surveyed for usage. No other members objected.

Directors Felton/Batchelor moved and seconded to uphold the original motion to disband the Ad Hoc CPC. The Board voted (5 "For"; 1 "Opposed" – Leznik; 1 "Abstain" – Strunka).

6. **Treasurer's Report – Strunka – 2016-10-31 Financial Summary –** *On motion made and seconded (Hermann/Batchelor) the Board voted unanimously to accept the Treasurer's report for this period.*

7. **2016 NOVEMBER** – AM Turner Manager’s Report – *(A copy is in today’s handout)* AM Turner announced: **1)** the COC will meet Dec 12th to review deck plans and decide who will bid and submit plans to the City; **2)** OVA volunteers will meet with project coordinator Hugh Helm at 9 AM, Sat 12/10, at the Stone Bridge Rd Community Garden to prepare the Annadel Access Trail; **3)** A rodent forum is set for Wed, Nov 30, 3-4:30 PM in the Berger Auditorium; **4)** the OVA Office remodel is on target for move in after the end of the year.

8. **Unfinished Business Items**

- A. **Fitness Center \$15 Orientation Fee Request** After much Board discussion, the Board agreed to move forward with budgeting for specific activities with a Fitness Trainer. *On motion made and seconded (Leznik/Young) the Board voted to enter an independent contractor agreement with Fitness Trainer John Phillips whereby he will work for OVA 10 hours per week to show resident show to properly sue the gym equipment and keep an eye on the condition of the equipment and report to OVA any needed repairs. Total payment to John should not exceed \$15,000/year and this arrangement is effective January 1, 2017.*

The following amended motion was made:

On motion made and seconded (Felton/Young) the Board voted unanimously that OVA enter a contract with Fitness Trainer John Phillips, as an independent contractor for the Fitness Center and Training Sessions, for an annual amount up to \$16k. That he shall maintain a liability insurance policy indemnifying OVA and naming OVA as additional insured. That the contract shall be effective January 1, 2017.

President **Altman** tasked AM Turner to work with the Fitness Club and Director **Leznik** to set up scope of work for the Fitness Trainers’ contract.

- B. **Legal Counsel Letter-15% Landscape Rock Rule** After much discussion and consensus on aesthetic changes in Oakmont and the enforcement of the protective restrictions: *On motion made and seconded (Felton/Strunka) the Board voted unanimously to accept the proposed protocols as described in the letter from attorney Sandra Gottlieb.*

President **Altman** directed AM Turner to add this letter to the Annual Disclosure mailing due to be sent within the next week.

- C. **Revised OVA Election & Voting Rules** – Secretary **Batchelor** announced he is recusing himself from discussion and voting on this issue for a possible perceived conflict of interest. *Vice President Felton moved and President Altman seconded to publish these Election Rules as presented today and pursuant to California Civil Code 4360, giving 30-day comment period starting tomorrow and with intent to adopt published rules at the December 20, 2016 Board meeting. The motion passed 5 “For” Felton, Altman, Hermann, Strunka, Young; 1 “Opposed” Leznik.*

- D. **East Rec (ERC) Entry Sign Design** The Board selected the bottom left sign of the Sanders Forest Green/White letter collection (for \$3,500) and directed AM Turner to

get the accurate pictures, with true colors for contracts and content and costs of this selected sign for review at the December 20, 2016 meeting.

9. New Business Items

- A. **ARF Minimum Funding Change from \$300K to \$700K** On motion made and seconded (**Strunka/Hermann**) the Board voted unanimously to increase the ARF reserve balance from \$300k to \$700k.
- B. **Financial Services RFP** On motion made and seconded (**Strunka/Young**) the Board voted unanimously to retain CFM as OVA's financial Services Provider.
- C. **Selection of CPA for Annual Audit** President **Altman** moved this item to the December 20, 2016 Agenda to obtain further proposals.
- D. **Cause Notice of Lien Assessment Acct#134702-313-01** On motion made and seconded (**Hermann/Felton**) the Board voted unanimously to refer this account to collection.

10. Future Board Meeting Agenda Recommendations


- A. **New Auditor Selection**
- B. **Review East Rec Deck**
- C. **East Rec Sign Costs**
- D. **Facility Use Policy**
- E. **Adopt New Election and Voting Rules**

11. Review Meeting's Task-Master List


- A. **AM Turner** to meet with member **V Boot** after meeting to discuss the annual OVA/ODC New Year's Party end time.
- B. **AM Turner** to meet with **V Katz** Fitness Club Board member and Director **Leznik** to determine scope of work for the Fitness Center Trainer.
- C. **AM Turner** to place large notice to members on front page of next Oakmont News announcing Board adoption of 15% landscape rock rule with a link on OVA webpage for members to read the document.

President **Altman** announced the 15% Landscape Rock Rule document will be mailed to all members with the 2017 Annual Disclosure in late November 2016.

12. Adjournment - President **Altman** adjourned the meeting at 2:32 PM.


Andrea J Altman, President

12/27/2016
Date


Frank Batchelor, Secretary

12/27/2016
Date