

OAKMONT

IN THE VALLEY OF THE MOON

Oakmont Village Association (OVA)

Board of Directors Business Meeting Minutes

December 20, 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 1:07 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 42 members.

2. Adoption of Meeting Agenda President **Altman** called for a motion to adopt the meeting Agenda. *On motion duly made and seconded (Hermann/Batchelor) 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.

Vice President **Felton** moved and President **Altman** seconded a motion to limit Agenda Item 9.A Board discussion to a maximum of 20 minutes.

1:10 PM - Secretary **Batchelor** recused himself from the meeting because he is seeking re-election, while the Board discussed limiting Election & Voting Rules topic to a maximum of 20 minutes.

The Board voted **1 "For" – Felton; 5 "Opposed", 1 "Recused" – Batchelor**. Motion failed.

3. OVA Members' Open Forum – President **Altman** announced members will each have 3 minutes to speak to the Board. The following members expressed their opinion as to the duties of the Nominating Committee: **W Schilpp; Hugh Helm** for **P Amedeo** and **B Chapman; S Millar; B Giddings; N Lyons** and **P Herzog**. **I Teske** asked increase the percent of the Gravel/Rock Rule to 20-25%. **K Oswald** gave his opinion on the election rules, noting specific issues he has with the draft. **A Medeiros** gave his opinion on the social media sight "Nextdoor" noting issues he has with the accuracy of the postings regarding OVA information.

4. President's Announcements/Secretary's Executive Minute Summary:

A. President **Altman** announced: 1) The Dylan Concert to benefit the Senior Social Club was a tremendous success and Tom Kendrick and his group were thanked for a very

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4. A. **President's Announcements/Secretary's Executive Minute Summary:** (Cont'd)
 - successful event. 2) The permit for the Central Sports Court Project is approved and will move forward once the encroachment permit is approved and issued. 3) The BAC discussed at its 12/19/16 meeting setting timelines and schedules for their deliverables and developing a section on the OVA website, along with reporting regularly through the Oakmont News. The BAC will meet every other Monday at 10:00 AM. The location will change when OVA offices are moved. Meetings may begin January 9, 2017.
- B. Secretary **Batchelor** summarized the November 15, 2016 Executive Session Minutes saying the topic includes 3 audit contracts, the OVA Office Lease, 1 financial services contract, 1 delinquent account, 1 legal and 1 personnel matter.

5. **Consent Calendar**

On motion made and seconded (Young/Leznik) the Board voted unanimously to remove Item 5. A. 1) 2016-11-01 & 2016-11-15 for discussion and accept the amended Consent Calendar.

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

- 1) ~~2016-11-01 & 2016-11-15 Business Meeting Minutes~~
- 2) 2016-11-15 Executive Meeting Minutes

B. **Accept Committee Minutes:** Communications Committee (CC) 2016-11-14 & 2016-12-12; Construction Oversight Committee (CoC) 2016-11-16, 11-23 & 12-07; Finance Committee (FC) 2016-12-15; Landscape Improvement Committee (LIC) 2016-09-06 & 2016-10-04; Oakmont Emergency Preparedness Committee (OEPC) 2016-11-03.

C. **Group Recognition:**

- 1) 2016-12-02 "iTap & More Rehearsal Group" – **J Gyorgy** – 100% Oakmonters
- 2) 2016-12-12 "Foam Roller"- Class Instructor: **S Shaner** – 100% Oakmonters

Requested Amendments to Minutes of November 1, 2016 - Director **Young** asked to correct the recording of her vote on Item 6.A from "Opposed" to "For" regarding the motion to approve Larry Souza as a sixth member of the Nominating Committee. The corrected vote reads: **2 "For" Leznik, Young; 5 "Opposed" Altman, Felton, Batchelor, Strunka, & Hermann.**

Director **Leznik** asked for the following Amendments:

- 1) Inclusion of the motion designating incumbents only on the ballot. Actual language wasn't provided and will be retrieved from video.
- 2) Inclusion of a reference of a motion that was not considered, with no second made, regarding prohibiting directors from campaigning for candidates.
- 3) Reference to a discussion regarding Section 4F2 of the Election Rules.

On motion made and seconded (Altman/Batchelor) the Board voted unanimously to adopt the Nov 15, 2016 Executive and Business Minutes as written.

- 6. Treasurer's Report – Strunka – 2016-11-30 Financial Summary**
On motion made and seconded (Hermann/Leznik) the Board voted unanimously to accept the Treasurer's report.
- 7. 2016 DECEMBER – AM Turner Manager's Report – (A copy is in today's handout)**
 AM Turner added the following comments to her report: 1) The Admin staff is moving into the new office the second week of January 2017. She said someone will be in the old office to help residents with questions, until the move is complete. 2) She wished everyone "Happy Holidays!"
- 8. Additional Reports**
- A. OCDC Update Report – Chair Sue Millar** reported that updated plans and renderings for the Elnoka development project in about two months for review by the Santa Rosa City Planning Dept.
- 9. Unfinished Business Items**
- 0:47 PM** Secretary **Batchelor** recused himself until Board discussion on **Item 9.A.** is complete.
- A. Election and Voting Rules – Discuss/Action**
 Discussion among Board members occurred, without action, regarding the language in **Item 4. G. 3** of the Election & Voting Rules. President **Altman** proposed amending the Nominating Committee Charter for the 2018 elections. For example: The Nominating Committee would define specific criteria that they would look for in a candidate, perform interviews, make recommendations and review and revise how the paperwork is received and processed for those wishing to self-nominate and avoid the Nominating Committee.
- On motion made and seconded (Felton/Hermann) the Board voted 5 "For", 1 "Opposed" Leznik, 1 "Recused" Batchelor, effective immediately, to adopt the latest publication of the Election & Voting Rules and implement them for the 2017 election. Motion passed.*
- 1:23 PM** President **Altman** called a 5-minute break to permit Secretary **Batchelor** time to return to the meeting.
- 1:28 PM** President **Altman** resumed the meeting.
- 10. New Business Items**
- A. CoC East Rec Deck Plans – Update on project and design presented by Noel Lyons.** The Board tasked AM **Turner** to send out an RFP on behalf of the OVA and ask to receive proposals prior to the Feb 2017 Board business meeting.
- On motion made and seconded (Leznik/Young) the Board voted 2 "For" Leznik, Strunka; 5 "Opposed" to apply for a Santa Rosa City permit using existing plans. Motion failed.*

The permit was requested to expedite the process, yet a majority of Directors want to learn the cost of the project as designed prior to submitting plans for the permit process.

1:52 PM B. Proposed Changes for Facility Usage Policy – Hermann

CPC suggested that the Board consider adopting a procedure, not a policy, regarding the minimum number of residents required before a group can reserve OVA facilities.

On motion made and seconded (Hermann/Batchelor) the Board voted unanimously to adopt the following procedure and publicize as much as possible, that a group of 10 or more needing a facility used by a group of less than 10, with a permanent facility reservation, whether or not a fee is connected to the small group, that group will be asked to release their permanent reservation, if no other space can be found for the larger group.

The Board agreed to discuss the following two proposed Facility Use Policy changes at some future board meeting:

1. Classes with tuition should be separate from free classes (reference page 2, Item C) change “Classes” to “Free Classes” (reference Item F) add “Tuition based classes” and note that they are required to carry liability insurance and provide proper certification and, if they have employees, carry valid Worker’s Comp insurance.
2. Revise “Recognition and Approval Criteria” of new classes with fees or tuition charges. The OLLI is excluded due to the OVA/SSU Memo of Understanding.

The Board requested further discussion on classes where tuition is paid to the instructor and instructors use of OVA facilities and the Oakmont News for advertising. The Communications Committee is also reviewing this topic and will be auditing space used by these classes.

C. 2017 CPA Audit Proposal – Discuss/Action

On motion made and seconded (Hermann/Young) the Board voted unanimously to contract with Levy, Erlanger & Co, CPA’s to conduct OVA’s audit and prepare tax returns for fiscal year 2016 at a cost of \$4,900.00.

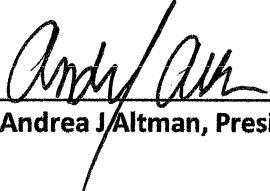
D. 2017 OVA Master Insurance Proposal – Discuss/Action

On motion made and seconded (Hermann/Felton) the Board voted unanimously to accept the Master Insurance & Earthquake Policy proposals by Timothy Cline Insurance brokers, from unspecified carriers, for 2017, which not yet include the additional costs of Workers Comp and C.A.R.E. liability coverage, for \$96,045.80, paid from Operating Funds.

E. 2016-12-15 FC Recommendation - Install 7 bronze bollards at East Rec - Discuss/Action

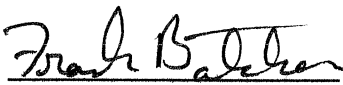
On motion made and seconded (Felton/Young) the Board voted unanimously to authorize spending \$12,260.00, paid from the Asset Replacement Fund, for 7 bronze light bollards to replace the 7 rotted wood bollards at the East facility parking lot area by Reyff Electric.

11. **Future Board Meeting Agenda Recommendations**
 - A. Director **Leznik** requested regular Berger updates at OVA Board meetings.
 - B. President **Altman** announced January 2017 Workshop is cancelled.
12. **Review Meeting's Task-Master List**
 - A. President **Altman** requested **AM Turner** obtain bids for ERC Deck based on plans designed by MKM Engineering.
13. **Adjournment** - President **Altman** adjourned the meeting at 3:49 PM.



Andrea J. Altman, President

2/6/2017
Date



Frank Batchelor, Secretary

02/06/2017
Date