

OAKMONT VILLAGE ASSOCIATION

BOARD OF DIRECTORS MEETING – OPEN MEETING

Berger Auditorium – 6633 Oakmont Drive

Tuesday, June 18, 2024 – 1:00 PM

AGENDA

1. **CALL TO ORDER/DETERMINATION OF A QUORUM**
2. **ADOPT MEETING AGENDA**
3. **TIME-KEEPER / MINUTES – Dawn McFarland**
4. **CONSENT CALENDAR**
 - A. Approval of Minutes
 1. Approval of the May 21, 2024, Board of Directors Meeting Minutes p. 3
 - B. Long Range Planning Committee, member additions p. 6
 - C. Architectural Committee-Firewise Inspector, member additions p. 11
 - D. Dissolution of Community Education & Transparency Committee p. 13
5. **PRESIDENTS REPORT**
6. **SECRETARY’S EXECUTIVE MEETING SUMMARY**
7. **OTHER REPORTS**
 - A. Treasurer’s Report (TK)
 - B. Review OVPC Financial Statements, May 31, 2024 p. 15
 - C. General Manager’s Report
 - D. Committee Reports
 1. Communications Committee – Jackie Ryan p. 18
 2. Long Range Planning Committee – Rex Fuller p. 19
 3. Landscape Committee – Jenny Watts p. 20
 4. Community Education & Transparency – Sue Aiken p. 21
8. **OPEN FORUM**

Members are invited to submit questions to AskOVA@oakmontvillage.com or address the Board of Directors during this time.
9. **UNFINISHED BUSINESS**
 - A. Treasurer (HK)
 - B. Committee Refinement (SS) p. 22

10. NEW BUSINESS

- A. Finance Committee Recommendations (TK) p. 32
- B. East Rec Awning & East Rec Shade Sails Expenditure Request (CA) p. 33
- C. West Rec AV Upgrade Expenditure Request (CA) p. 35
- D. Policy on Committees – Update (HK) p. 37

REVIEW

Items for Board review: Member correspondence; Committee Minutes; Other

11. NEXT MEETINGS

- A. Agenda Topics for July Meeting.
- B. Town Hall Meeting - Archilogix, June 27, 2024, 1:00 pm, Berger Auditorium and Zoom.
- C. The Next Board Meeting, July 16, 2024, 1:00 pm, Berger Auditorium and Zoom.

12. ADJOURNMENT

OAKMONT VILLAGE ASSOCIATION

BOARD OF DIRECTORS MEETING – OPEN MEETING

Berger Auditorium – 6633 Oakmont Drive

Tuesday, May 21, 2024 – 1:00 PM

MINUTES

1. CALL TO ORDER/DETERMINATION OF A QUORUM

President Klyn noted a quorum and called the meeting to order at 1:02 pm.

BOARD MEMBERS PRESENT

Heidi Klyn, President

David Dearden, Vice President

Steve Spillman, Secretary

Jerry Gladstone, Director

Matt Oliver, Director

Olga Ydrogo, Director

Mark Randol, Director

OTHERS PRESENT

Christel Antone, GM

Dawn McFarland, EA

Trace Hernandez, IT

Approx. 20 members in audience

2. ADOPT MEETING AGENDA

Director Dearden motioned to approve, it was seconded and was unanimously approved with a 7 – Yay and 0 – Nay vote.

3. TIME-KEEPER / MINUTES – Dawn McFarland

4. CONSENT CALENDAR

A. Approval of Minutes

1. Approval of the April 16, 2024, Board of Directors Meeting Minutes

Director Dearden motioned to approve, it was seconded, and the April 16 Meeting Minutes were approved 7 – Yay, 0 – Nay.

B. Oakmont Emergency Preparedness Committee, Chair Update

Director Dearden motioned to approve, it was seconded and the OEPC Chair update was approved 7 – Yay, 0 – Nay.

C. Long Range Planning Committee, member additions

This item was tabled for a future meeting.

5. **PRESIDENTS REPORT**

President Klyn gave the president's report, which is available on the Association's website.

6. **SECRETARY'S EXECUTIVE MEETING SUMMARY**

Secretary Spillman presented the secretary's executive meeting summary.

The Board met in executive session three (3) times since the last board meeting:

- April 19, 2024, to discuss three (3) legal items.
- May 13, 2024, to discuss one (1) legal item.
- Earlier today to discuss three (3) legal items and one (1) personnel item.

7. **OTHER REPORTS**

A. Treasurer's Report

B. Acceptance of the unaudited April 30, 2024, Operating and Reserve Account Financial Statements

Director Dearden made a motion, it was seconded, and approved 7 – Yay, 0 – Nay.

RESOLVED: That the Board accepts the OVA April 30, 2024, Treasurer's report, unaudited operating, and reserve account financial statements.

C. Review OVPC Financial Statements, April 30, 2024

D. General Manager's Report

E. Committee Reports

1. Emergency Preparedness Committee
2. Golf Advisory Committee
3. Architectural Committee

8. **OPEN FORUM**

Members are invited to submit questions to AskOVA@oakmontvillage.com or address the Board of Directors during this time.

9. **UNFINISHED BUSINESS**

A. Treasurer

President Klyn reported that treasurer interview will continue, and the board will resolve this item at the June 18, 2024, Regular Board Meeting.

B. Committee Refinement

Each year the Board reviews its committees and their charters. Director Spillman and GM Antone have been working over the past year to meet with each of the OVA committee chairs to gain

insights into their current functions. This project is ongoing, and updates will be provided as progress is made.

10. NEW BUSINESS

A. Bylaws

The Board will be reviewing the Bylaws and how to proceed with potential revisions and updates. This is in the initial stage of discussion and the Board will share more information as it becomes available.

REVIEW

Items for Board review: Member correspondence; Committee Minutes; Other

11. NEXT MEETINGS

A. Agenda Topics for June Meeting

B. The Next Board Meeting, June 18, 2024, 1:00 pm, Berger Auditorium and Zoom.

12. ADJOURNMENT

Director Dearden made a motion, it was seconded, and approved 7 – 0 – 0 (Yay, Nay, Abstain).

RESOLVED: To adjourn the meeting at 1:55 pm.

ATTEST

I certify that the preceding is a real and correct copy of the minutes as approved by the Board of Directors.

Steve Spillman, Secretary

Date

Oakmont Long Range Planning Committee
Member Appointment Resolution
May 21, 2024

Person Submitting: Dawn McFarland

Date Submitted: May 21, 2024

Resolution Content:

Whereas, Oakmont Village Association has established the Long-Range Planning Committee, serving as an advisory committee to the OVA Board of Directors,

Whereas, Iris Harrell, Leslie Gavin and Barbara Arriaga have expressed interest in joining the committee,

Whereas, the committee Board Liaison David Dearden has recommended Iris Harrell, Leslie Gavin and Barbara Arriaga as new members of the Long-Range Planning Committee, be it

Resolved: That the Board appoints Iris Harrell, Leslie and Barbara as new members of the Long-Range Planning Committee, effective immediately.

Documents Attached:

Letter of interest from Iris Harrell, Leslie Gavin and Barbara Arriaga

May 16, 2024

LRPC Letter of Interest

Our interest in being on the LRPC committee is that we want to be a part of improving Oakmont's quality of life experiences for the entire community, by embracing the natural beauty and unique environment that drew us and keeps us here. We feel strongly that we want to be involved and help the LRPC and our community with this exciting new phase.

Our combined backgrounds include experience in project management, marketing, communications, meeting and event planning, fundraising, philanthropy and development. We believe these attributes will be of value to the committee by helping to focus on new ideas for communication and alternate funding aspects, ideas on campus development and gathering community support. We come in with experience, enthusiasm and readiness.

Our major area of focus would be alternative funding sources to help raise money for any approved projects. In addition to grants of various types, (brick & mortar and capital campaigns, arts and entertainment, wellness, senior, memory care and other available initiatives), we'd pursue sponsorships (naming rights) for specific projects (the gym, the commons, walkways etc), "Buy a Brick" projects and legacy gifts within our community.

We believe this fundraising is a crucial aspect in gaining community trust and approval and alleviate fears of unreasonable dues increases. In that regard we'd also like to help with some aspects of communications in telling the story as things progress to generate excitement and build better relationships. Communication will also help "educate" our community as to the importance and impact future projects are/will be. We would also like to help reach our most vulnerable members of our community and low income seniors both of whom may not be aware of what is happening and how it may benefit them.

LRPC needs to be a driving force in making this happen and assist the Board with moving Oakmont forward. We are excited and look forward to the opportunity if it presents itself.

Thank you for your time and consideration,
Leslie Gavin and Barbara Arriaga

Iris Harrell, LRPC

Career Positions:

Founder, General Contractor & Designer & CEO of Harrell Design + Build, Inc. - 30 years.
The company of 40 full time employees consisting of in-house architects, interior designers, estimators, site & project managers and high-level carpenters with 3 divisions. The company is now 100% employee owned & run since 2015,

Other careers: high school history teacher (5 years), leader of a band on the road (5 years) and two non-profit jobs- American Arbitration Assn. & Women in Community Service.

Education:

University of Mary Washington, Fredericksburg, Va.
Bachelor of Arts in American Studies (Am. Architecture, Art, History & Literature)

Virginia Commonwealth University, Richmond, Va.
Masters Degree in Education Administration

Certified Green Building Professional
CKD and CBD w/ National Kitchen & Bath Assn.

Civic Organizations:

Chamber of Commerce in Los Altos and Mt. View
Portola Valley Ranch Design Committee
Architectural Site Control Committee of Portola Valley

Business Awards & Honors Highlights

National Remodeling Entrepreneur of the Year-Fred Case Award, Remodeling Magazine
ESOP Communications Award for Excellence
Silicon Valley/San Jose Business Journal Women of Distinction Award
Sunset Western Home Alliance: Best West Builder
Professional Builder Magazine-Best Companies to Work For
Top Small Company-Best Place to Work-Inc. Magazine
Silicon Valley Business Journal-Entrepreneur of the Year
Northern California Home & Design: Commercial Architecture, 1st Place Design achievement.

NKBA Humanitarian Award
Qualified Remodelers Top 500 Remodelers Nationwide

Oakmont Volunteer Experience:

OVA Building Committee Chair - 6 years
OVA Board of Directors - 2 years
OVA Welcome Committee member currently
OVA Firewise Committee Chair - 4 years

Thank you for your consideration.

Iris F. Harrell

**MEMBER UPDATE RESOLUTION ARCHITECTURAL
COMMITTEE
AC FIREWISE INSPECTION AD HOC COMMITTEE**

Person Submitting: Dawn McFarland

Date Submitted: June 18, 2024

Resolution Content:

WHEREAS, OVA has an established AC Firewise Inspection Ad Hoc Committee for the inspection homeowner properties for Firewise Policy compliance.

WHEREAS, the Architectural Committee needs to add Ad Hoc non-voting members to assist with inspections pursuant to the Firewise Landscape Policy;

WHEREAS, Robert Podkaminer has expressed an interest in assisting the Architectural Committee in Firewise Inspections for the Ad Hoc committee;

BE IT RESOLVED, Robert Podkaminer is appointed as a non-voting member of the AC Firewise Inspection Ad Hoc to assist the Committee with inspections, effective immediately.

FISCAL IMPACT: None

Robert Podkaminer

6344 Meadowridge Dr.

Santa Rosa, CA 95409

707-696-6838

May 1, 2024

Retired in 1998 from Marketing Resources Plus, a computer software firm specializing in television rating analysis, as a Director and the head of programming.

Department chair of a bay area high school mathematics department, 1966 - 1980.

Game official at numerous international track & field sporting events, 1988 - 2023.

Board member of Happy Valley HOA, Santa Rosa, 2006 - 2019.

Board Member of Pleasant Vista HOA, Oakmont, 2021 - present.

Resolution
To Dissolve Community Education & Transparency Committee
June 18, 2024

Person Submitting: Heidi Klyn

Date Submitted: June 18,2024

Resolution Content: Dissolution of Community Education & Transparency Committee

Whereas, the Community, Education, and Transparency Committee was organized July of 2018 to provide recommendations to the Board regarding various educational opportunities in order for the Board to conduct community business and enhance member knowledge regarding concepts and opinions important to our community with the objective of promoting greater civility, respect and trust.

Whereas, the Oakmont Village Association General Manager prioritizes educating and ensuring transparency, with input and guidance from the Board of Directors and the Communications Committee as needed;

Whereas, The General Manager and the newly appointed Communications Director have embraced the Transparency and Communication platforms. They will continue to gather feedback from community members to enhance transparency and communications further. The General Manager looks forward to continued collaboration with the CETC Chair.

Be it resolved that the OVA Board dissolve the Community Education & Transparency Committee;

The Board of Directors would like to thank the Committee Members for serving on the Committee.

Background: Committee Refinement and Annual Review of Committees

Fiscal Impact: None

Documents Attached: None

Oakmont Village Property Corporation

Balance Sheet As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
14100 Umpqua Bank Checking	4,564.50
14107 CourseCo. Bank Account	0.00
Total Bank Accounts	\$4,564.50
Other Current Assets	
14105 Cash in Investments	0.00
14160 Construction in Process	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$4,564.50
Fixed Assets	
14200 Golf Course Land	1,977,542.86
14201 Golf course Acquisition	0.00
14205 Land Improvement	1,795,454.00
14206 Accumulated Depreciation, Land Improvements	-276,105.60
14210 Building, Main Clubhouse	1,859,898.77
14211 Accumulated Depreciation, Buildings Main Clubhouse	-151,050.17
14215 Buildings, Other	512,584.00
14216 Accumulated Depreciation, Buildings, Other	-51,276.41
14230 Furniture & Fixtures	150,901.00
14231 Accumulated Depreciation, Furniture & Fixtures	-43,277.57
14250 Tenant Improvements	0.00
Total Fixed Assets	\$5,774,670.88
Other Assets	
15100 Liquor Licenses	166,000.00
Total Other Assets	\$166,000.00
TOTAL ASSETS	\$5,945,235.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
27020 Accounts Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00

Oakmont Village Property Corporation

Balance Sheet

As of May 31, 2024

	TOTAL
Equity	
30200 Paid in Capital	6,742,765.63
30500 Retained Earnings	-796,085.25
Net Income	-1,445.00
Total Equity	\$5,945,235.38
TOTAL LIABILITIES AND EQUITY	\$5,945,235.38

Oakmont Village Property Corporation

Profit and Loss January - May, 2024

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
72180 Office Supplies & Software	645.00
72200 Income Tax	800.00
Total Expenses	\$1,445.00
NET OPERATING INCOME	\$ -1,445.00
NET INCOME	\$ -1,445.00

Communications Committee

Q2 Board Update – 6/18/2024

Chair: Jackie Ryan

The Communications Committee has had recent “brainstorming” sessions to pursue an initiative to redesign the Oakmont Village Website. While the Committee sits in an advisory role in this project, the leads are Crissi Langwell and Trace Hernandez. The objective is both to increase site functionality and presence or design appeal. Crissi and Trace are making substantial changes to organization, which includes reorganization of archival pages to eliminate reading interference. Primarily, initial work, which can already be enjoyed on the site, has focused on making the representation of events — and club— items consistent and user-focused. Later stages will look at design and search engine functionality.

OAKMONT VILLAGE ASSOCIATION
Long Range Planning Committee
Report to Board of Directors, June 11, 2024

The LRPC met on April 8, May 6, and June 10 to continue its efforts to support of the 2030 process and the Board approved contract with ArchiLOGIX (ALX) regarding the Central Complex plans.

The April meeting was devoted to the follow-up related to the User Groups: Fitness Group; Education/Arts Group; Indoor Gathering Group; Outdoor Gathering Group; and the OVA Admin Group. An orientation was held on April 2 for User Group Leads and LRPC liaisons. Mitch Connor of ALX led the discussion and outlined expectations for each user group. The User groups met and developed recommendations that were shared with ALX.

LRPC discussed the idea of a resource room for user group results. The results would be housed in the CAC lobby with poster from each group detailing the key recommendations. LRPC supported a walk audit on April 11, with volunteers who “walked” the sidewalks surrounding the Central Complex Area.

The May meeting focused the ALX planning process and the integration of ideas from the user groups. ALX met with each user group in ½ day work sessions to explore ideas. ALX and all user groups met to review recommendations and provide feedback on ideas related to the Central Complex. It was decided to share these recommendations with the larger community through a resource room. OVA staff in conjunction with ALX will develop easels for each user group. These easels were displayed in the CAC for community review. General Manger Antone hosted an ice cream social on May 22 to encourage attendance and participation.

The LRPC reviewed the timetable and discussed next steps. Following the scheduled June 27 Town Hall, which will focus on concept plans, the LRPC discussed the notion of recruiting and supporting docents to act as hosts for the resource room. The Resource Room will display the concepts plans developed by ALX for the Central Complex. This is likely to occur in July following the Town Hall in late June.

The June meeting focused on training for the docents and support for a “community conversation” related to the plans from ALX. The Community conversation is expected to follow the June 27 Town Hall and several sessions will be planned to enable community feedback.

In summary, the work of the LRPC in recent months has focused on supporting ALX in its efforts to develop comprehensive concept plans for the Central Complex activity area.

Respectfully submitted,

Rex Fuller LRPC Chair

June 18, 2024

Report to the Board from the Landscape Committee

Activities:

Medians on Oakmont Drive: The remaining plants have been ordered and should be installed by True North in July.

Oakmont Drive Entrance: Old and overgrown plants were removed and new plants installed. Drainage problem was remediated with a French drain. Irises were recycled to Community Garden area. We are pleased with the results.

Berger: Begonias have been ordered for summer color. They should be planted soon.

CAC: We are still making some adjustments to the plants next to the new walkway from the golf course. Ailing shrubs along the walkway will be removed and replaced.

West Rec: An Olive tree will be planted soon in the circular area at the west entrance, and emerald carpet manzanitas near tennis courts. Wildflowers were planted in the circular area at the east entrance. New bench was installed.

East Rec: Hypericum, which was dug up last fall, has reappeared and will need further treatment to remove, before the entrance area can be re-landscaped. We are looking at the hillside on Oakmont Drive for possible new plantings in that area.

Submitted by
Jenny Watts
Chair, OVA Landscape Committee

COMMUNITY EDUCATION TRANSPARENCY COMMITTEE (CETC)

QUARTERLY REPORT

JUNE, 2024

CHAIR, SUE AIKEN

During the 2nd quarter the committee met twice to debrief our past work and discuss how we might be useful in the months ahead in 2024. Because the study of Board committees continues with no resolution at this point, we believe it is not worthwhile to continue meeting until our future is clear.

The one activity we are open to doing is sponsoring frequent, impartial, facilitated Fireside Chats on topics of concern in the community. Of note are the Chats we held during COVID for new arrivals to Oakmont where very little of our usual activities took place and when we stressed the importance of volunteerism serving our community. Not just honoring one volunteer but all as well as recruiting new neighbors, especially, to join the community by serving as the much-needed volunteers.

Our last effort was facilitating the panel of OVA Board candidates just prior to the election last year.

We appreciate Heidi Klyn for her willingness to once again serve as our liaison and Matt Oliver as alternative Board liaison.

We continue to believe that education and transparency in the community of Oakmont are paramount to the best communication possible.

OAKMONT VILLAGE ASSOCIATION
Resolution for Refining HOA Committees
Submitted by Director Spillman and General Manager Antone
June 18, 2024

WHEREAS, it is the responsibility of the Oakmont Village Association Board of Directors (the “Board”) to provide oversight of the General Manager and Board Committees as well as to enhance governance and improve operations.

WHEREAS, a year-long, review and analysis included discussions involving Board Directors, OVA Attorney and the General Manager, Committee leaders, and Association members have led to the identification of opportunities to enhance and align OVA's governance.

WHEREAS it has been acknowledged that the current General Manager is effectively managing operations and fostering collaboration among diverse interests within the community.

WHEREAS, to enhance governance it is important to align responsibilities in a manner that allows the Board to focus on strategic matters and oversight while separately empowering the General Manager to manage OVA operations.

WHEREAS, operations-oriented Committees have unofficially reported directly to the General Manager this year, resulting in streamlined communications, enhanced efficiencies, improved effectiveness and conserved resources, while nurturing collaboration and transparency.

WHEREAS, Operational committees have traditionally been board committees, typically set up for boards without managers. However, our HOA's structure, which includes an onsite manager, offers an opportunity to streamline and enhance operations.

Now, therefore be it **RESOLVED**: 

That the Oakmont Village Association Board hereby realigns the following operations-oriented Committees by simultaneously dissolving them as Board Committees and recreating them as Operational Task Forces that report directly to the General Manager:

- Communications Committee,
- Emergency Preparedness Committee,
- Firewise Advisory Resource Committee,
- Landscape Committee,
- New Resident Welcome Committee, and the
- Oakmont Environmental Stewardship Committee

BACKGROUND:

Task Force will continue to provide quarterly written reports to the Board via the General Manager and deliver oral reports directly to the Board during Open Board meetings, thereby (1) enhancing Association-wide transparency, (2) fostering open communications among the Board, General Manager, Task Forces and Association members, and (3) demonstrating appreciation for the diligent work and valuable contributions of Committee members.

When Operational Committees desire to provide the Board with strategic insights or suggestions, these Committee's leaders shall do so in a timely fashion through the General Manager as well as directly to the Board during their quarterly written and oral reports.

Impact:

The current operational committees will undergo no disruption, ensuring a smooth transition due to our continuous refinement efforts over recent years. However, potential benefits include time savings, resource conservation, and enhanced effectiveness.

Heidi Klyn, President
Oakmont Village Association

Background:

Volunteers in Oakmont play a crucial role in saving the association money by contributing their time, skills, and expertise without compensation. This reduces the need to hire external professionals and lowers operational costs. To make the most of these valuable resources, it's important to use volunteers efficiently, focusing their efforts on tasks where their backgrounds and expertise can make the greatest impact.

At the same time, we want be mindful of volunteers' time and retirement, ensuring their involvement is rewarding and not overly burdensome. This balance helps maintain a sustainable and effective volunteer program, benefiting both the HOA and its members.

A board committee and an operational task force serve different purposes within an HOA and their oversight and functions can vary:

1. Board Committee:

- Purpose: A board committee is typically established by the HOA board of directors to address specific governance or strategic matters. These committees are responsible for conducting in-depth analysis, making recommendations, and advising the board on important issues.

- Oversight: Board committees report directly to the HOA board of directors. They operate within the framework of the HOA's governing documents and are accountable to the board for their actions and decisions. In certain situations, the board can delegate oversight to the General Manager.

- Examples: Common types of board committees in an HOA may include finance, architectural review, rules and regulations, and governance committees.

2. Operational Task Force overseen by the General Manager:

- Purpose: An operational task force, overseen by the General Manager, focuses on day-to-day operational matters related to running the HOA. These committees handle specific tasks or functions, such as landscaping, communications, or emergency preparedness.

- Oversight: Operational Task Force report directly to the General Manager, who is responsible for coordinating their activities and ensuring that operational objectives are met. While they may provide updates to the board, their primary accountability lies with the General Manager.

- Examples: Operational Task Force can cover a wide range of areas depending on the needs of the HOA, including maintenance, community events, technology, and member services.

In summary, the main difference lies in their scope and focus: board committees address broader governance and strategic issues under the oversight of the board of directors, while operational committees are responsible for specific operational tasks and report to the General Manager for day-to-day management and coordination.

Historically, creating operational committees has duplicated efforts and led to confusion and inefficiency. By consolidating operational responsibilities under the HOA manager, there is a clear chain of command and accountability, streamlining decision-making and ensuring consistent

management practices. This approach maximizes the effectiveness of the HOA manager's role and avoids unnecessary administrative overhead associated with managing multiple committees.

The impact of realigning the operations-oriented Committees into Operational Task Forces that report directly to the General Manager could include the following:

1. Cost Savings:

- **Efficient Resource Utilization:** Operational Task Forces can potentially operate more efficiently, leading to lower operational costs.

- As volunteers are community members themselves, they possess a deeper understanding of the community's desires and requirements. This insight can aid in avoiding unnecessary expenses incurred from changes that may not align with the community's preferences.

2. Time Savings:

- **Faster Decision-Making:** With direct reporting to the General Manager, decisions can be made more quickly, reducing delays and associated costs. Note: Note: Some expenditures will still require board approval.

- **Improved Efficiency:** Enhanced efficiencies can save significant time for both the Board and the General Manager, allowing them to focus on their respective roles and responsibilities.

3. Conserved Resources:

- **Optimized Meetings:** Fewer, more focused meetings can conserve resources, such as Volunteer and staff time, as well as meeting-related expenses.

- **Streamlined Processes:** By reducing duplication of efforts and improving coordination, resources can be better allocated to priority areas.

4. Enhanced Effectiveness:

- **Better Allocation:** Enhanced operations can result in more efficient allocation and use of budgeted funds, minimizing volunteers' time and ensuring resources are directed to where they are most needed. This approach also maximizes the contributions and expertise of our volunteers.

- **Increased Productivity:** Improved operational effectiveness can increase overall productivity, potentially leading to better outcomes for the association.

Operational Task Forces will retain their current resources.

Like Board Committees, the resources necessary to uphold their functions and responsibilities will remain unchanged.

1. **Access to Information:** Have access to relevant documents, records, and information related to their area of focus.

2. Communication Channels: May use platforms like newsletters or community websites to distribute information in accordance with OVA guidelines and policies.
3. Meeting Spaces: May have access to meeting spaces within the community, or online meeting platforms, to conduct meetings and discussions relevant to their task force.
4. Training and Support: May receive training, guidance, and support from the HOA board, management, or professional advisors to help them fulfill their responsibilities effectively.
5. Collaboration Opportunities: Have opportunities to collaborate with other committees, community groups, or external organizations to address common goals or initiatives.

OVA Policy on Operational Task Forces – See attached

Operational Task Force Policy

I. General.

Operational Task Forces are comprised of resident-members of the OVA who volunteer their time to offer valuable guidance and support to the OVA General Manager and staff on various critical aspects of the Association's operations. These Task Forces enhance the Association's capacity by bringing in additional expertise to aid in managing operations effectively.

II. Authority.

- a. This policy establishes rules and regulations for the operation of Operational Task Forces created by the General Manager with the guidance and approval of the OVA Board.
- b. The Operational Task Force would be tasked with providing guidance, advice, and support to the OVA General Manager and staff on operational matters.
- c. Their authority would lie in their expertise and experience, allowing them to make recommendations, suggest improvements, and assist in decision-making processes related to the efficient functioning of the association.

However, it's important to highlight that the role of the Operational Task Force usually involves providing advice, yet ultimate decisions are typically made by the OVA leadership, and, when required, the OVA Board.

III. Membership.

- a. Task Force Members. Members shall consist of at least three members who are member-residents of the OVA or non-member residents of Oakmont. They should be recruited from as wide a base within Oakmont as possible. They shall be members of the OVA in “good standing” throughout the term of their assignment. Members serve without compensation unless otherwise approved by the Board of Directors.
- b. Appointments. The general manager and board liaison reviews and approves member nominations and shall designate a chairperson for each task force. Persons interested in serving on a task force should submit an letter of interest and bio to the Chairperson or General Manager outlining their interest and qualifications.
- c. Terms of Office. Task force members serve either one-year terms or fulfill the remaining duration of an unexpired one-year term. They have the option to serve multiple one-year terms if both the General Manager and members agree to continue. Terms end at the end of May each year. The General Manager is required to reappoint members by the regular May meeting of the Board. Additionally, the General Manager has the authority to add or replace members at any point during the year if deemed necessary. Furthermore, both the General Manager and Board Liaison hold the discretion to dissolve the task force at any given time.
- d. Absence. A member who misses three consecutive regularly scheduled task force meetings will be deemed to have resigned from the Committee. However, the General Manager has the authority to approve an exception for illness, emergency, or other valid reasons upon request from the Task Force Chairperson.
- e. Board Liaisons. The President of the Board of Directors shall appoint

a director to serve as the Board’s liaison to each Task Force. Board liaisons are a resource and support for both the General Manager and Task Force. They also serve to help the General Manager keep the Board informed of activities. Liaisons are non-voting Board members and should be circumspect in their participation in task force deliberations. Liaisons and non-voting Board members must also not unduly influence the actions or decisions of the Task Force. However, this should not constrain a Board liaison from speaking up if a action deviates from Board policy or is a violation of law or OVA rules and regulations. Unresolved disputes between a Task Force and the General Manager or Board Liaison should be brought to the attention of the Board for action.

IV. Relationships within OVA.

a. Scope of Authority. OVA Task Forces advise the General Manager and support the OVA Staff. Task Force members may not task or direct the activity of the OVA Staff. However, at the request of a committee, the OVA General Manager (GM) may assign OVA staff members to assist committees with specific projects.

b. Expenditures Process. Task Forces shall coordinate with the OVA GM and/or appropriate staff element on projects. They shall obtain the approval of the OVA GM for any spending proposals associated with projects prior to submission to the Finance Committee and the Board of Directors. Members may not independently solicit or collect bids or cost estimates from vendors, suppliers, or consultants without the explicit approval of the OVA GM. Furthermore, members should not correspond with vendors, suppliers, or consultants directly without General Manager involvement.

c. Confidentiality. Task Force members may come in contact with confidential information such as personnel, security issues, bids, and/or cost estimates. This information is to be kept confidential unless its release is specifically authorized by the Board of Directors or the OVA GM. A breach of

this duty may be grounds for disciplinary action by the OVA Board of Directors.

d. Communications and Coordination. For approved projects, Task Forces will keep the OVA GM, appropriate staff, and, when appropriate, the Board of Directors fully informed of all communications with vendors, suppliers, consultants, and government officials.

e. OVA GM Review. Except for decisions by the Architectural Committee, recommendations or proposals by Task Force shall be submitted to the OVA GM for review before submission to the Board of Directors for their consideration.

f. Financial. No member of a Taks Force may financially obligate the OVA or spend funds without the express prior approval of the Board of Directors or the OVA GM.

g. Quarterly Meetings. Insofar as practical, the General Manager of the and the Vice President or another assigned member of the Board of Directors shall chair quarterly meetings of all Task Force chairpersons for the purpose of informing one another of their respective activities. The OVA GM shall post in advance the date/time/place of these meetings on the OVA website. The OVA GM, other staff, and Oakmont residents may attend these meetings.

V. Charters.

a. Production of Charter. Each Task Force shall prepare a charter which describes the purpose and scope of the activities and its operations, such as frequency of meetings, how decisions/recommendations are approved, etc.

b. Meeting protocols. These shall be documented in the charter. At least one week prior to any meetings, chairs will advise the OVA GM of the date, time, and place of a meeting. OVA residents who are not members may attend task force meetings.

c. Decision making, A quorum constituting a majority of the members of the Task Force must be present to make recommendations. Those decisions or recommendations are approved by a simple majority of Task Force members present when a quorum exists.

d. General Manager/Board Liaison Review. Charters are submitted to the General Manager for review and approval. The General Manager may at any time choose to review and direct amendments to charters. The charter should be reviewed annually and revised as needed.

VI. Reporting.

a. Minutes. All Task Forces shall report to the General Manager and the Board on their activities as prescribed by their charter. Task Forces shall keep a permanent record of their activities and deliberations in the form of Minutes. Upon approval, the Minutes shall be submitted to the OVA GM who shall post them to the OVA website as soon as possible.

b. Reports to the Oakmont Community. On a quarterly basis, or more frequently as directed by the President of the Board, each Task Force shall prepare and present a succinct report updating the Oakmont community on the Task Forces activities. This report shall be scheduled for presentation during an open session of a regularly scheduled meeting of the Board and the presenter should be prepared to answer questions from Oakmont residents and Board members.

VII. Communications and Outreach.

All information or materials intended for publication to the members must be reviewed by the Communications Task Force and Communications Director and approved by the General Manager.

GM Draft New Policy
6/5/2024

FINANCE COMMITTEE RESOLUTION
FINANCIAL MANAGEMENT RECOMMENTATIONS

Person Submitting: Tom Kendrick

Date Submitted: June 18, 2024

Whereas, OVA has an operating surplus of \$125,112 at the end of fiscal year 2023,
and

Whereas, the Capital Improvement Fund has a current balance of \$812,963 and

Whereas, the Finance Committee has recommended transferring the 2023
operating fund surplus balance to the CIF and recommends moving \$700,000 of
the fund balance from the checking account to the Merrill Lynch account to be
invested in 6-month T-bills.

THEREFORE BE IT RESOLVED: The Board approves the Finance Committee
recommendations

Fiscal Impact: No net impact.

OAKMONT

IN THE VALLEY OF THE MOON

Permanent shade solution for the East Rec. patio

Request approval for an expenditure:

- **Objective: Install** a new shade sail structure at the East Rec patio to replace the automatic awning.
- **Estimated Cost:** \$29,000.00
- **Timeline:** Engineering, permits, manufacturing of sails and support steel work is a couple months.
- **Need/Advantages:** The shade sails will be installed as a replacement for the current automated awning. Regardless of temperature, it automatically closes in windy conditions, a feature that has not prevented its recurring issues. The new shade sails will measure 60' x 27', extending from the building to the pony wall, covering almost the entire length of the building. The permanent structure installed by the same company near the east pool is well-constructed, serving as a benchmark for quality.
- **Budgetary Impact:** To be covered by OPS/ARF/CIF funds. GL Code: RS shows replacement in 2027. (Useful life of 7 years with 4 years left). Shade Sails have a useful life of at least 10 years.
- **Alternatives Explored if Applicable:** Repairing the current awning is an option. One of the three existing awnings is currently malfunctioning and needs to be replaced. The estimated cost for this replacement is \$12,921.61.
- **General Manager/Operations Manager Recommendation:** I recommend replacing the current awning with the newly proposed shade sails from Solaris. These shade sails are known for their durability and aesthetic appeal, especially considering the historical repair costs incurred by OVA for the awning. This awning has a track record of frequent breakdowns and damage. Over the past four years, OVA has spent approximately \$36,000 solely on repairing the awning

Finance Committee Review and Recommendation:

OVA Board Review and Decision (Approved/Denied/Pending):



137 Utility Ct Suite A
Rohnert Park Ca, 94928

Estimate

Date	Estimate #
5/5/2024	1103437

Name / Address
Oakmont HOA ATTN: Todd O'donnell

Project
Rec Center East Sail ...

Description	Rate	Total
<p>East Rec Sail Shades at Pickleball court viewing.</p> <p>New Sail Shades to cover patio outside east rec building.</p> <p>Approximate space of patio 60' x 27'</p> <p>5 sail shades 27' in length 12' wide</p> <p>Shades connect to roof where existing awnings are attached and span 27' out to metal poles bolted to existing concrete wall.</p> <p>Shades to have clear space under at patio of 10'</p> <p>Poles to be painted 14' Steele poles bolted to concrete wall and slab</p> <p>Tenshon Sails in Color to be determined with anchors, shade and hardware</p> <p>Poles 6x6x1/4" painted steel x 13' tall</p> <p>Sails, wire rope Turnbuckles, mounting hardware: \$14,000.00</p> <p>Poles, Anchors and Building anchors: \$4500.00</p> <p>Fabrication of posts and anchors: \$2000.00</p> <p>Install of poles, sails and building mounts: \$7500.00</p> <p>Paint: \$1000.00</p>	29,000.00	29,000.00
Total		\$29,000.00

OAKMONT

IN THE VALLEY OF THE MOON

West AV Upgrade

Request approval for an expenditure for June 2024 Finance and Board Meeting:

- **Objective:** Upgrade AV system at West Rec Building.
- **Estimated Cost:** \$ 51,903.31 Budgeted Reserve Study expenditure \$52,250
Includes:
PCD: \$47,252.13 (Zoom Upgrade project work)
Reyff Electric: \$1480.00 (Dedicated Electric)
KLH IT Consultant: \$2053.77 (Computer)
OVA: \$550.41 (Mini Ipad)
OVA: \$40.00 (Ipad protective casing)
OVA: \$500.00 annual fee - Zoom Room License
OVA: \$27.00 (Wireless Keyboard and Mouse)
- **Timeline:** Within 90 days of signed contract and approval
- **Need/Advantages:** The 2024 Reserve Study denotes replacement of the system this year. The current system is outdated and in need of repairs. Upgrading will allow the system to have the same setup as our other facilities, which will create ease of use and continuity among our facilities.
- **Budgetary Impact:** To be covered by OPS/ARF/CIF funds. GL Code: 36176-03

The planned expenditure in the Reserve Study for 2024 is \$52,250, so the estimated cost falls within the allocated budget.

- **Alternatives Explored if Applicable:**

General Manager/Operations Manager Recommendation: I recommend upgrading the AV system in the West Rec. It's the only facility that hasn't received an AV upgrade and currently lacks full AV capabilities like Zoom. Enhancing this facility would provide members with more options and help alleviate the limited scheduling of other facilities.

Finance Committee Review and Recommendation:

OVA Board Review and Decision (Approved/Denied/Pending):

Vendor	Proposal	Price	
PCD	Zoom upgrade	\$47,252.13	
Reyff	Dedicated electric	\$1,480.00	
KLH	Computer	\$2,053.77	
OVA	Ipad Mini 4	\$550.41	https://www.apple.com/ipad-mini/
OVA	Ipad Mini Casing	\$40.00	Amazon.com: OtterBox Defender Series Case for iPad Mini (6TH GEN) - BLACK : Electronics
OVA	Zoom Room License	\$500.00	Plans & Pricing for Zoom Rooms Zoom
OVA	Wireless Keyboard + Mouse - Logitech	\$27.00	Amazon.com: Logitech MK270 Wireless Keyboard And Mouse Combo For Windows, 2.4 GHz Wireless, Compact Mouse, 8 Multimedia And Shortcut Keys, For PC, Laptop - Black : Electronics
		\$51,903.31	Grand Total

Resolution to Amend “OVA Policy on Committees”

Person Submitting: Heidi Klyn

Date Submitted: June 18, 2024

Resolution Content:

Whereas the OVA Policy on Committees was updated in September of 2022,

And whereas there are two minor updates the board wishes to make,

Whereas, for processing, State laws required Associations to take the following steps (1-3 below) when changing or adopting rules (Civil Code Section 4360). Accordingly, a notice with the date, time, and location of the meeting where the Board intends to adopt the rules shall be posted, which shall include the following:

1. Send to the owners and post in the common area, a notice of the proposed rule change at least 28-days before the Board Meeting where the Board will decide whether to adopt the rules. The notice must include a copy of the rules, which will be published in the Oakmont Newsletter, and posted on the Berger bulletin board for member review.
2. At the meeting to approve the changes, the Board will allow member comments before adopting the rules.
3. Within 15-days after approving the rules, management will send to the members, or post in the common area, notice of the new rules.

Whereas be it **RESOLVED:**

The Board approve amending OVA Policy on Committees (in concept) as recommended by the Board of Directors, to be posted on the Berger bulletin board and included in the Oakmont News as soon as practicable to allow 28-day review by members of the Association, according to Civil Code 4360.

Background: See above

Fiscal Impact: None.

Documents Attached: “OVA Committees Policy,” dated September 2022.

**OAKMONT VILLAGE ASSOCIATION (OVA)
POLICY ON COMMITTEES**

I. General.

Committees staffed by volunteer resident-members of the OVA provide valuable advice and assistance to the Board of Directors and OVA staff on a range of issues important to the Association including accounting and finance, architectural standards, facility construction, emergency preparedness, wildfire resiliency, liaison with local government officials, long range planning, and communications and outreach to the Oakmont community. Committees increase the Association’s bandwidth of expertise to support governance and the management of operations.

II. Authority.

- a. This policy establishes rules and regulations for the operation of Committees created by the OVA Board of Directors.
- b. Article IX of the OVA “Articles of Incorporation and By-Laws” (September 1992) grants the Board of Directors the authority to establish Standing and Ad Hoc Committees which it deems necessary for the efficient conduct of the affairs of the Association.
- c. This policy updates and revises all previous policy documents related to OVA committees and supersedes those documents including but not limited to “General Guidelines For All Committees,” dated October 26, 2004; and “Policy For Committee Appointments and Operations,” dated November 13, 2019.
- d. In the event of conflict between this policy and state law or regulation, OVA’s Articles of Incorporation, By-Laws, or Governing Documents, these latter documents shall prevail.

III. Membership.

- a. Committee Members. Committees shall consist of at least three members who are member-residents of the OVA or non-member residents of Oakmont. They should be recruited from as wide a base within Oakmont as possible by committee members. They shall be members of the OVA in “good standing” throughout the term of their assignment. Committee members serve without compensation unless otherwise approved by the Board of Directors. Board directors may not serve as committee members
- b. Appointments. The Board of Directors reviews and approves committee member nominations and shall designate a chairperson for each committee. Persons interested in serving on a committee should submit an application to the Committee Chairperson outlining their interest and qualifications.
- c. Terms of Office. Members of all committees serve one-year terms or complete the unexpired portion of a one-year term. Committee members may serve multiple one-year terms at the pleasure of the Board of Directors. Terms end at the end of May each year. The Board of Directors shall reappoint committee members not later than the regular meeting of the Board in May. The Board may add or replace committee members anytime during the year as necessary.
- d. Absence. A Committee member who is absent from three consecutive regularly- scheduled committee meetings is considered to have resigned from the Committee. The Board may approve an exception for illness, emergency, or other good cause at the request of the Committee Chairperson.
- e. Ex-Officio Members. The President of the Board of Directors and the OVA General Manager (GM) are non-voting ex-officio members of all committees.
- f. Board Liaisons. The President of the Board of Directors shall appoint a director to serve as the Board’s liaison to each committee. Board liaisons are a resource for clarifying Board policies. They also serve to keep the Board informed of committee activities. As committees provide the Board with an

independent examination of issues and generate innovative solutions to various operational challenges, liaisons and non-voting Board members should be circumspect in their participation in committee deliberations. Liaisons and non-voting Board members must also not unduly influence the actions or decisions of the committee. However, this should not constrain a Board liaison from speaking up if a committee's action deviates from Board policy or is a violation of law or OVA rules and regulations. Unresolved disputes between a committee and a Board Liaison should be brought to the attention of the Board for action.

IV. Relationships within OVA.

- a. Scope of Authority. Committees advise the Board of Directors and support the OVA Staff. Committee members may not task or direct the activity of the OVA Staff. However, at the request of a committee, the OVA General Manager (GM) may assign OVA staff members to assist committees with specific projects.
- b. Expenditures Process. Committees shall coordinate with the OVA GM and/or appropriate staff element on their projects. They shall obtain the approval of the OVA GM for any spending proposals associated with these projects prior to submission to the Finance Committee and the Board of Directors. Committees may not independently solicit or collect bids or cost estimates from vendors, suppliers, or consultants without the explicit approval of the OVA GM.
- c. Confidentiality. Committee members may come in contact with confidential information such as personnel, security issues, bids, and/or cost estimates. This information is to be kept confidential unless its release is specifically authorized by the Board of Directors or the OVA GM. A breach of this duty may be grounds for disciplinary action.

- d. Communications and Coordination. For approved projects, committees will keep the OVA GM, appropriate staff, and, when appropriate, the Board of Directors fully informed of all communications with vendors, suppliers, consultants, and government officials.
- e. OVA GM Review. Except for decisions by the Architectural Committee, recommendations or proposals by committees shall be submitted to the OVA GM for review before submission to the Board of Directors for their consideration.
- f. Financial. No member of a committee may financially obligate the OVA or spend funds without the express prior approval of the Board of Directors or the OVA GM.
- g. Quarterly Meetings. Insofar as practical, the vice-president of the Board of Directors shall chair quarterly meetings of all committee chairpersons for the purpose of informing one another of their respective activities. The OVA GM shall post in advance the date/time/place of these meetings on the OVA website. The OVA GM, other staff, and Oakmont residents may attend these meetings. In order to avoid a quorum of the Board, no more than three Board members shall attend this meeting.

V. Charters.

- a. Production of Charter. Each committee shall prepare a charter which describes the purpose and scope of the committee's activities and its operations, such as frequency of meetings, how decisions/recommendations are approved, etc. The charter shall reflect the provisions of this OVA Policy on Committees.
- b. Meeting protocols. These shall be documented in the charter. At least one week prior to any meetings, committee chairs will advise the OVA GM of

the date, time, and place of a meeting. The OVA GM will ensure this information is posted to the OVA website. Meetings will be conducted in accordance with Roberts Rules of Order per Article X of the Association's By-Laws. OVA residents who are not committee members may attend committee meetings. They shall be allowed to address the committee on specific tasks or projects. The committee shall develop ground rules for resident comments and be documented in the charter. Committees are authorized to hold working sessions at times not subject to prior notice.

- c. Decision making. A quorum constituting a majority of the members of the committee must be present in order to make decisions or recommendations. Those decisions or recommendations are approved by a simple majority of committee members present when a quorum exists.
- d. Board Review. Committee charters are submitted to the Board of Directors for approval. The Board may at any time choose to review and direct amendments to committee charters.

VI. Reporting.

- a. Minutes. All committees shall report to the Board on their activities as prescribed by their charter. Committees shall keep a permanent record of their activities and deliberations in the form of Minutes. Upon approval, the committee's Minutes shall be submitted to the OVA GM who shall post them to the OVA website as soon as possible.
- b. Reports to the Oakmont Community. On a quarterly basis, or more frequently as directed by the President of the Board, each committee shall prepare and present a succinct report updating the Oakmont community on the committee's activities. This report shall be scheduled for presentation during an open session of a regularly-scheduled meeting of the Board and the presenter should be prepared to answer questions from Oakmont residents and Board members.

VII. Other Committees.

- a. Ad Hoc Committees. Most committees within OVA are “Standing Committees.” However, from time to time, the Board of Directors may be confronted with an issue or a specific project surfaces that is best managed through a short-term “Ad Hoc Committee.” Once the issue is resolved or project completed, the committee shall be disestablished. The Board President shall appoint a chairperson and other committee members shall be approved by the Board. Ad Hoc committees shall report to the Board on a regular basis on the progress of their activities.
- b. Subcommittees. The Board of Directors may also establish a subcommittee of a Standing Committee to focus on a major issue within a committee’s charter. The subcommittee will be subject to the same requirements of this policy as a Standing Committee. Oakmont residents may attend subcommittee meetings.
- c. Executive Committees of the Board. These are established by the President of the Board of Directors and consist of Board members only. They address specific governance issues discussed in Executive Session and make recommendations to the full Board for decisions. Such committees may address personnel, legal, or similar issues. They are not governed by the provisions contained in this policy.
- d. Architectural Committee – The OVA Governing Documents define this committee’s duties and authorities. The operations of the Architectural Committee are, therefore, not governed by the provisions of this policy. However, the Board of Directors appoints the chairperson of this committee as well as its members usually upon recommendation of the chairperson and the President of the Board. Members of this committee are appointed for a three-year term with no limit as to the number of terms they may serve. The Board of Directors retains the power to appoint or remove committee members. The Board shall also

appoint one of its members as liaison to the Architectural Committee. The liaison or any Board member shall not be a voting member of the committee and shall not attempt to unduly influence its decisions. If a matter being considered by the committee is one that may be appealed to the Board, the liaison and non-voting Board member(s) shall recuse him/herself from those deliberations.

Randol Draft Revision, dated September 9, 2022.

OVA COMMUNICATIONS COMMITTEE

10:00 A.M.

May 23, 2024

Members: Jackie Ryan, Chair
Marty Thompson
Jim Brewer
Julie Kiil
Marsha Zolkower
~~Jim Acker~~
Harriet Palk

OVA Staff: ~~Christel Antone~~
Crissi Langwell
Trace Hernandez

Board Liaison: Olga Ydrogo

A quorum was established.

The April minutes were approved via e-mail.

Trace presented designs for the website home page.

A key concern is that what the committee chooses must be easy to see on mobile devices.

There was discussion about how events will be categorized and linked.

It was suggested that before adopting anything final that we have test runs with people who are both computer savvy and not very computer savvy and make changes if necessary.

A need was expressed to have access to an at-a-glance daily calendar to make it easier to get involved in clubs. It could be used for events as well. Contact will be made with the publisher of the paper to discuss feasibility.

Kenwood Press is looking for an Oakmont reporter. The CC would not have oversight of any articles. *Oakmont News* is in need of reporters as well.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Harriet Palk
CC Secretary

OAKMONT VILLAGE ASSOCIATION
ARCHITECTURAL COMMITTEE (AC) MEETING MINUTES
Tuesday, May 13, 2024 – 1:30 PM Zoom MEETING

<https://us02web.zoom.us/j/82074025042?pwd=R0pLRVIXbnNxUW0zSHlyWDgzdm8vUT09>

Meeting ID: 820 7402 5042 Passcode: 091744 Dial by location: +1 669 444 9171

- Roll Call – Establishment of Quorum – Quorum Met
- Approve Previous Meeting Minutes – March 12, 2024 - Approved
- Approve Meeting Agenda – April 09, 2024 – Adopted
- In attendance: Burt Schraga, Linda Rubio, Jeff Neuman, Christel Antone, Linda Balfe, Susan Lee, Pat Ortiz, Marianne Neufeld, Matt Oliver, Ali Pulido

- **G&S & Policies**
 - Availability/packaging for new residents: The G&S/AC policies will be opened to the public on the website.
 - Packaging for inspectors, consolidated text / checklists: The AC Office will create a checklist of potential violations for inspectors to use during site visits.
 - Share DNP list w local nurseries? AC Office to email “Do Not Plant” list to local nurseries.
 - Policy updates:
 - Home hardening new info: The Firewise Committee is great at following science, how are we doing at making policy keep up? AC is limited to what can be approved, while OVA is more focused on aesthetics.
 - Plantings, tree policy, 10’ canopy spacing: More information to come.
 - Artificial Turf: Committee will continue to monitor city progress.

- **AC Firewise Update**
 - Who are doing inspections, residences & sub-HOAs: Pat, Susie, Jeff, Linda R., and Marianne. Marianne has volunteered to train new inspectors.
 - Did we stop? Inspections are on-going.
 - Re-inspections: All requests for re-inspections to be emailed to the AC member assigned once a homeowner has confirmed work has been completed.
 - List & status of open cases, assignments to AC volunteers: Dani to send out to each individual AC volunteer.

- **Training**
 - Copies/reviews of violations for training value: The AC Office will put together binders with the G&S, AC policies, and application forms for AC member use.
 - AC applications review: AC voting members to consider meeting once a month to discuss complicated applications or application-related questions.

- **Legal**
 - Status of Legal reviews and questions: More information to come.
 - Influence on our programs & goals: More information to come.
 - Consistency vs. how do we navigate the gray areas? Homeowners to review CC&Rs for any clarification.

- **Other**
 - Review FWRC/ AC/ staff/ BOD, roles, authorities, perceptions, education vs education & enforcement: Committee discussed different roles and responsibilities for each entity.

Next meeting is scheduled for Tuesday, June 11, 2024 at 1:30 PM via Zoom.

Minutes of the Oakmont Village Association Finance Committee

May 16, 2024

Members in attendance: Elke Strunka (Chair), Tom Kendrick, Alan McLintock, Joanne Phillips, Liz Majkowski, Gary Jackson

Members absent: Erica Jazaie

OVA BOD: Heidi Klyn, Mark Randol

Staff present: Christel Antone, Dawn McFarland, Todd O'Donnell

Other attendees:

Chair called the meeting to order at 2:03.

Approve Minutes: Upon motion made and seconded, April 2024 meeting minutes unanimously approved.

Review of Disbursement Requests: None

Review of Financial Reports: Chair led review of unaudited OVA Financial Summary for the 4 months ending 4/30/24. Total income reported at \$1,760M. Total expenses reported at \$1,408M. Net income reported at \$352K. Differences between actual and budgeted line items expenses discussed. Net income primarily result of lower admin and payroll expenses than in budget due to lower staff than anticipated when 2024 budget approved. Reserve Funds reviewed. Christel reported that in preparation of the updated annual ARF Reserve Study from our vendor, Browning Reserve Group, Todd is in the process of reviewing last year's Study for any changes that may be needed. A major item noted is that there is no line item for a broiler for the CAC. The estimated cost for such is in the \$300K dollar range.

Old Business: None

New Business: Chair indicated review of the 2023 draft audit is in process. Chair recommended and FC unanimously approved transferring the 2023 net operating income of approximate \$125K to the CIF. Chair led discussion on investing excess funds in CIF in US Treasuries. Upon motion made by Chair and unanimously approved by FC, FC will recommend to the BOD investing \$700M of CIF in short term UST.

Other Business: Golf course update. Joanne reviewed the most recent operating numbers.

There being no further business, the meeting was adjourned.

Firewise Resource Committee Minutes

Meeting: May 13th, 2024 at 12 PM on Zoom

<https://us02web.zoom.us/j/89528176980?pwd=eVc4NWd4U1RiMTY5M2dEcnFUOVp3UT09>

Meeting ID: 89528176980 Passcode: 569804

Voting Members: Dave Watts, Pat Parson, Lesli Lee, Chris Nota, Burt Schraga, Iris Harrel, Mary Rchly

Not-Voting Members: Jeff Neuman, Jerry Gladstone, Ali Pulido, Dani Hannigan

1. Call to Order and Determination of a Quorum: Quorum met
2. Adoption of Agenda- Additions or Deletions: Meeting Agenda Adopted
3. Approval of Minutes for Meeting on April 8th, 2024: Approved as submitted
4. **Firewise Events for 2024:**
 - A. We had three events so far this year: IBHS speakers on the science behind wildfire mitigations, a speaker from United Policyholders on helping consumers understand the home fire insurance situation and our fourth Wildfire Fair that educated attendees on firewise issues.: The event was successful it met all requirements.
 - B. There are no new events planned at this point in time.: New updates to follow in the future.
5. **Reports:**
 - A. Assessment updates: Dave and Mary: 12 new requests, Firewise Assessment. 7 completed. Pat took 10 owner-maintained homes.
 - B. Assessment scheduling issues with residents: Dani: Dani to update submission message to state a Firewise volunteering will get back to the resident soon.
 - C. Oakmont home that qualified for IBHS's Basic certification program.: Residents are still having a difficult time getting insurance.
 - D. Update of our digital Firewise Assessment Report. Do we want to try and work with an outside vendor with this update: Any changes to the Firewise Assessment report will be minimal as the report is for record keeping purposes.
 - E. Any follow up with the ReCover CA grant program for low to middle income residents affected by the 2020 fires? Federal founded program. Low to middle income for 2022 fire survivors.
6. **New Business:**
 - A. Distribute the OVA's Do Not Plant list to local plant nurseries for reference in order for them to help potential Oakmont customers? Allow them access to the OVA webpage link? OVA to send out the "Do not plant" list to local nurseries.
 - B. Where do we go from here? What should be our priorities going forward? Think before next meeting.
 - C. Update to Firewise Committee Monthly Meeting Time: Motion made to change the meeting time from 12pm to 11am. Seconded and approved.
7. Next Meeting: June 10, 2024 at 11 AM

OVA LANDSCAPING COMMITTEE
Minutes April 3, 2024

Present: Jenny Watts, Jeana Garcia, John Blevens, Carolyn Greene, Todd O'Donnell

Jenny called meeting to order at 10:05; there was a quorum.

Facility insurance relating to landscaping is still being discussed. Ground covers will be discouraged. Jenny gave report from Ribes viburnifolium, Mahonia

Berger - Jeana reported that Berger landscaping was doing well, with some additional trimming needed.

CAC - also looking good; salvias being replaced, and there was discussion about a sculpture/water feature near the entrance; other recommendations await the next steps in the 2030 process.

East - planting ideas needed on right/south side of main entrance; please send ideas to Jenny

West - Carolyn presented photos with updates; roundabout at east entrance has been seeded with wildflowers.

Oakmont Drive medians - Red Vino will be planting on/about April 15.

Pythian Entrance - needs work; lantana not doing well. Suggest trying gazanias again.

Benches - there was discussion about need for additional benches; some damaged ones have not been replaced.

East Rec Pond - Discussion about strength of dock and future upgrades to pond area.

The next walk-around is April 10; next meeting is May 1.

The meeting was adjourned at 10:45.

Oakmont Emergency Preparedness Committee (OEPC)

Thursday, May 2, 2024 – 3:00 PM
CAC Room B

Attendees: Pat Barclay – Chair
Tom Pugliese
Don Edwards
Katy Carrel
Jeff Neuman
Lindy Hahn

I. Approval of April Meeting Minutes - approved

II. Old Business

- a) **Spring Drill Debrief:** (Pat Barclay and Tom Pugliese reported) Forty-nine participants; 215 messages sent and delivered; event was characterized as being a very good simulation of what to expect during actual emergency incidents; relative newcomer, Bowman Oles, was found to be an outstanding addition to the corps – familiar with the protocols and supportive of the leadership team using thorough operating standards. In Matt Zwerling’s absence, Katy mentioned that he would like to see more neighborhood involvement during these drills.
Follow-up: Tom to find a date that works for him and Pat to schedule a follow-up Zoom debrief with the participants.
Take offline: discussion between Jeff, Pat & Tom as to proximity of radios to CAC operations.
- b) **ACS ICP Status** (Tom Pugliese reported) – Sonoma County has numerous ICP’s, esp. on the west side. The Oakmont ICP has been approved by the County, and future drills may include those ICPs. Since the County water agency (perhaps amongst others) are in close proximity to the EOC, their needs may take priority over other message traffic.
- c) **MYN** (Katy Carrel reported)
 - Held 6-8 new group formation meetings and added ~200 homes to the MYN Coverage Map during the month of April;
 - Have another 8-10 neighborhoods to cover in the weeks ahead as a result of the Firewise Fair;
 - Currently engaged in several revisions of the MYN collateral; mindful of and compliant with the requirement of using authorized resources;
 - Formation of a second layer of MYN leadership team –sharing the leadership load and modeling leadership activities;
 - Preparing a strategy to engage the sub-HOAs (only 11/37 entities now fully covered);
 - Working with Paula Lewis from C-21 to engage new residents;
 - Fire Extinguisher classes are being offered in June.
 - **Follow-up:** Jeff Neuman, working with Katy Carrel, wants to take MYN map (in some form or another) to the next OVA Board meeting.

- **Follow-up:** New MYN groups are urged to meet regularly, enhancing their effectiveness at working together; Pat Barclay requests checking in with those groups to see how those meetings or drills have succeeded.
- d) **Community Emergency Preparedness Guide (title?)** – Jeff Neuman wants to make this a priority for OEPC.
- e) **Firewise Fair Debrief** – Fair held on April 5th – the Fair was deemed a great success; lots of good exposure for all of the Firewise activities, including 11 radio applicants (including 3 MYN leaders), as reported by Tom Pugliese.
- f) **OVA to prepare Web Page Redesign for OEPC – Follow-up:** Pat Barclay & Jeff Neuman will approach OVA to see about next steps.

III. New Business

- a) Chair transition - In June, Jeff Neuman will take on Chairmanship of the OEPC, following 11 years of leadership by Pat Barclay, who will remain active with the group.

IV. Event Schedule

June 6:	Monthly ZC Net
June 4, 11, 18, 24:	Weekly Ham Net
June 6:	OEPC Board Meeting

V. Absence Schedule

Barclay:	June 3-8
Pugliese:	May 31 – June 3

Oakmont Village Property Corporation

Director Meeting Minutes

10 am, Friday, April 19, 2024

OVA Berger Center, Room G, 6633 Oakmont Drive, Santa Rosa CA 95409

Call to order: 10:00 am

All Directors Present: Tom Kendrick (CEO), Elke Strunka (CFO), Jess Marzak (Secretary), Marianne Neufeld, Alan McLintock

Others present: Heidi Klyn, Christel Antone, Dawn McFarland, Gary Smith

Approve Agenda: Approved unanimously.

Review of 2023 CourseCo Year-End Financials

- Current lease terms provide for potential contribution to a Capital Reserve Fund administered by OVPC starting in 2024, based on financial metrics. For the present year CourseCo reporting shows no required contribution, but OVPC will monitor and consider formal audits for future years. A meeting with CourseCo partnership management will be scheduled to follow up, review the lease terms, and set up a Town Hall for OVA members.

Old Business

- **OGC residual financial balances and ongoing future receivables:** Elke Strunka reported that Gary Smith has closed down the “Oakmont Golf Course” entity and transferred the bank account balances to OVPC. Future payments to “OGC” (modest amounts of which may continue for several years) are now directed to the OVA office and are being deposited in OVPC’s account.

New Business

- **AGP Bankruptcy closure:** April 17, 2024 was the scheduled date for finalizing the bankruptcy process. OVPC/OVA has been notified to expect a return of a portion of our funds tied up in this bankruptcy proceeding.
- **OVPC bank account:** Elke Strunka reported that following the recent receipt of funds to OVPC she has moved \$25,000 to the OVA Capital Improvement Fund, and she plans to move future funds to CIF as they accumulate. She also will be adjusting balances associated with the Golf properties accordingly.

Adjourned: 10:55 am


Jess Marzak, Corporate Secretary

5-15-24
Date: