

Oaks North Community Center, Inc.
12578 Oaks North Drive; San Diego, California
BOARD OF DIRECTORS MEETING
Wednesday, March 16, 2016
MINUTES

1. CALL TO ORDER

Observing that a quorum was present, President **MacLaren** called the meeting to order at 10:00 am. Board Members in attendance were **Barbara Darling, Michael Goldman, Cathy Huff, Jeanne MacLaren, Roberta Mikles, and Jim Starkey**. Also in attendance: General Manager **Rachel Morgan**, Office Manager **Claudia Gonzales**, Recording Secretary **Wendy Lucas-Meyer**, and eleven members and guests.

1a. AGENDA APPROVAL

President **MacLaren** asked if there were any corrections or emergency amendments to the agenda, Hearing none, upon motion and second, the Board unanimously approved the agenda as presented.

2. INVITED GUESTS Warren Scott and Bill Barnard of Warren Scott Architects presented design concepts for renovation of library area and construction of new restroom facility for Board review.

3. MEMBER PARTICIPATION: Shirley Cooper requested the Board enforce a rule that disallows swim aids in the pool except when medically required. Barbara Johnson and Pat Ryan defended the use of swim aids, stating a recent collision incident was not intentional. June Sutor observed that swim aids can be important physical therapy tools, and Board Member Roberta Mikles concurred. President MacLaren referred this topic to the Rules Committee.

4. APPROVAL OF MINUTES

Upon motion and second, the Board unanimously approved the Minutes of the General meeting of February 17, 2016 with grammatical and spelling corrections.

5. PRESIDENT'S REPORT

President **MacLaren** reported the appointment of **Chris Berg** to chair the nominating committee for the 2016 Annual elections, and encouraged members to consider applying for a Board position. President **MacLaren** also read a letter from **Nancy Linton** thanking the Board and the Activities Committee for the increased variety and quality of events at the Center.

6. COMMITTEE REPORTS

A. Finance: (Financial Summary attached) General Manager **Morgan**, presented the financial summary for the period ending February 29, 2016. Upon motion and second, the Board unanimously voted to accept the financials as presented, subject to year-end audit.

6. **COMMITTEE REPORTS** - continued

B. Planning: Committee Chair **Starkey** reported on "Welcome" program.

C. Rules: Committee Chair **Darling** reported no activity.

D. House and Grounds: Committee Chair **Huff** reported on the status of all pool building repair items for the Board's review.

E. Personnel: Committee Chair **Starkey** reported that a new Maintenance Technician, **Donald Drainer**, starts today. **Nathan Lopez** has been assigned to the position of Office Assistant.

F. Activities: (Committee Report attached.) Committee Chair **Mikles** reported meeting with Office Manager **Gonzales** to review the entire schedule of up-coming Educational and Social activities, that a monthly brunch is planned, new members will be invited, and identified newly-formed groups.

G. Architectural Committees: Architectural Condo Committee Chair **Marie Lee** reported 26 applications were received, 19 were approved. Houses Committee Chair **Karen Wiley** reported 14 requests were received, all were approved.

7. **MANAGERS' REPORTS** (See report attached)

A. General Manager **Morgan** reported on 2015/2016 Dues collection; the Center website upgrade; Janitorial services; lounge chair replacement; Locker rooms Safety items; and the 2016/2017 Budget.

B. General Manager **Morgan** reported for Facility Manager **Henderson** on awning installation, tree care, faucet replacement, locker room installation work and chemical storage.

8. **UNFINISHED BUSINESS**

A. Club and Group Guidelines It was discovered after the Board approved the clubs and groups guidelines that the initial revision of the rules did not state that Center events had priority for space utilization over clubs and groups as well as private events. It was crucial that this be included. The mailing to members was held in order to give the Board an opportunity to approve this change and include it in one mailing. Upon motion and second, the Board voted unanimously that the rules be amended to state in the clubs and groups guidelines that Center-sponsored events have priority for space utilization over clubs and groups as well as private events.

9. **NEW BUSINESS**

A. Office Furniture. General Manager **Morgan** stated the 2016/2017 Reserve study indicates that office furniture is past its useful life. Office Manager **Gonzales** has worked with Arenson Office Furniture, and provided layouts, brochures and pricing for Board review. Upon motion and second, the Board voted unanimous approved Arenson Office Furniture Quote 5722 dated February 16, 2016 in the amount of \$10,468.28, to be expended from reserves.

B. Library Design. The Board reviewed the concept proposals, Upon motion and second, the Board unanimously approved the preliminary design concept as presented.

C. Shower Grab Bars. House and Grounds Committee Chair **Huff** presented information on grab bars for the showers. Upon motion and second, the Board unanimously approved installation of grab bars in all non-ADA showers at a cost not to exceed \$2,400, to be expended from reserves.

D. Shower Doors House and Grounds Committee Chair **Huff** presented information on Shower doors. Upon motion and second, the Board unanimously approved Estimates 34558 and 34558A from R.B. Glass & Mirror, Inc. dated March 4, 2016 for installation of glass doors on all of the showers in both locker rooms at a cost not to exceed \$12,517.

E. Architectural Guideline Amendment. General Manager **Morgan** provided Legal Counsel's report that there has been no applicable litigation, so there is no way to tell how courts would rule. Upon motion and second, the Board voted unanimously to adopt a policy not to accept landscape requests from members to replant areas with less than a minimum planted area of twenty-five percent (25%), as measured at mature growth, to conform to standards set by the City of San Diego. General Manager **Morgan** will draft the amendment for review by Legal Counsel.

F. Locker Rooms Lighting. Item tabled until next meeting.

G. Lien Approvals. Upon motion and second, the Board unanimously approved directing Legal Counsel to file liens on accounts **0161, 0236, 0294, 0466, 0480, 0518, 0541, 0665, 0779, 0803, 0881, 0961, and 1406.**

H. New Signs: General Manager **Morgan** presented proposals. Upon motion and second, the Board unanimously approved payment of the deposit of \$302.57, and obtaining a design proposal from **FastSigns Escondido** for new signs.

9. NEW BUSINESS - continued

I. Landscape Proposals House and Grounds Committee Chair **Huff** reported on Landscape proposals. General Manager **Morgan** stated she would request some of the proposed work be added to the claim.

- Upon motion and second, the Board voted unanimously approved Option A of LaBahn's Landscaping proposal #23500 in the amount of \$665.
- Upon motion and second, the Board voted unanimously approved LaBahn's Landscaping proposal #23501 in the amount of \$725.
- Upon motion and second, the Board voted unanimously approved LaBahn's LaBahn's Landscaping proposal #23502 in the amount of \$935.
- LaBahn's Landscaping proposal #23503 was tabled.

J. Board member Appointment Two members submitted candidacy forms to fill the vacant Board position through the August meeting. One candidate, **Jerry Vink**, spoke to the Board about his experience. The Board voted by paper ballot. President **MacLaren** announced that **Jerry Vink** was selected. He was congratulated and welcomed to the Board.

10. NEXT MEETING

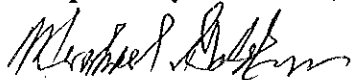
The next regular meeting of the Board of Directors is scheduled for 10:00 AM, Wednesday, April 20, 2016.

11. ADJOURNMENT

There being no further business to discuss, upon motion and second, the Board voted unanimously to adjourn the meeting at 11:55 AM

This is to certify that Oaks North Community Center, Inc. is a California Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of its authority under relevant statutes, covenants and restrictions in discharging its obligations; and hereby approve the authenticity of actions reported of this meeting.

Respectfully submitted,



Michael Goldman,

Secretary

Attachments: Financial Summary, Committee Reports, General Managers' Report,
Board approved 4/20/2016