

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
AUGUST 15, 2018 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Deborah "Debbie" Oberlander at 7:00 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

II. ROLL CALL

Present: President: Deborah "Debbie" Oberlander, Vice President: Cathy Culbertson, Treasurer: Cynthia Summers, Secretary: Jeri Pfannenstiel (7:12 PM), Member at Large Mirna Morales.

Absent: Two member at large positions available.

Guest: Association Manager and Recording Secretary Raymond Melero of Spectrum Property Services.

III. HOMEOWNERS FORUM

- 546 Holly Avenue – Loretta Collet; Homeowner attended meeting to obtain status update on wood repairs to unit. The Board reported to the homeowner that the proposals for the work included in the August agenda packet for review. Homeowner reporting graffiti in driveway #3 near the garage of 552 Holly Avenue and the pool signs closer to 550 Holly Avenue.
- 504 Holly Avenue – Charles & Karlene Wessler – Homeowner attended the meeting to appeal the violation for the paint being dropped in the common area of driveway #3. Homeowner also reported the leaky faucet in the common area near the entryway of the unit.
- 544 Holly Avenue – Billi Esquivel; Homeowner attending the Board meeting.
- 542 Holly Avenue – Silvia Nuno; Homeowner attending the Board meeting to obtain status update for repairs to patio concrete due to the common area tree root causing damage to unit.

IV. APPROVAL OF MINUTES

Cathy made a motion to approve the July 18, 2018, with the conditions of the corrections submitted by Debbie Oberlander; Cynthia seconded the motion and was approved.

V. TREASURER'S REPORT

The Association's bank reconciliations and reserve accounts have been reviewed by the entire Board of Directors.

Treasurer to report the following for month ending **JULY 2018**:

Beginning Balance Operating	\$34,838.66
Cash Receipts	\$43,627.05
Cash Disbursements	(\$52,308.91)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
Operating Cash Balance	\$26,156.80
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Beginning Balance Savings	\$926,461.83
Cash Receipts	\$0.00
Disbursements	(\$7,627.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$929.44
Savings Account Balance	\$932,955.92
Budgeted Reserve Liabilities	(\$932,.83)
Reserve Account Overage/Shortage	0.00

Cathy elected to approve the July 2018 Financials after presentation by Board Treasurer; Cynthia Summers, Jeri seconded and the motion was approved.

VI. MANAGER'S REPORT (Various reports and correspondence provided)

The following items were reviewed this date:

A. Repair and Maintenance

1. The Board reviewed the letter mailed to the owner with regard to a service provided between Green's Entomological Services and the individual homeowner for ant treatment within the unit. No action required by the HOA. Account #14039
2. The homeowner of 542 Holly Avenue reported that the stucco around the wood rafters on the side of the building were not sealed by R&S Construction. Manager will contact contractor to have the stucco & wood sealed accordingly.
3. It was reported that driveway #2 & 4 not being swept out by landscapers per the contract agreement. Manager will contact M&R Landscaping about this matter.

B. Violation Log – The Board elected to uphold and remove the violations. Violation Hearing Verdicts will be sent out accordingly.

C. Parking

No action taken at this time

D. Violation Appeals – The Board reviewed the following violation appeals and notices will be sent accordingly.

504 Holly – Paint in common area violation removed

512 Holly – Paint in common area violation request denied / violation will remain

582 Holly – Homeowner granted extension for ivy overgrowing in patio area. Homeowner has 30 days to remove the ivy overgrowing on to patio fence.

E. Delinquencies - Deferred to Executive Session - Board reviewed Delinquency report.

F. Liens – No liens at this time.

G. Foreclosures – No action required at this time.

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool

1. No action required at this time.

B. Architectural

1. No action required at this time.

C. Landscape

1. The Board reviewed the request from the homeowner to remove the tree near 676 Holly Avenue due to the tree being unhealthy. Tree not causing any damage to the unit or surrounding area.

2. The owner of 560 Holly Avenue made a request for the landscapers to water the area in front of the unit due to the grass being distressed and the quality of landscaping declining due to lack of water.

D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board reviewed the proposals from the plumbers to re-route the entire plumbing and inquired if it will be cheaper to re-plumb the units as slab leaks occur or if project completed all at once or possibly in phases. In total there are 13 buildings with 4 units & 31 buildings with 2 units. Debbie mentioned and discussed the matter of notifying each resident within the buildings to re-route the units and request half-payment for the cost be made to avoid any water damage in the unit. No further action taken at this time.

The Board elected to table the proposal for the audit for the 2018 F.Y.E. Manager will obtain proposals from other companies and report back to the September meeting.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on September 19, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 9:08 PM per Board consensus.