

**BRIDGEHAVEN HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 2, 2018 – 1629 Vista Oaks Lane  
MINUTES**

**I. CALL TO ORDER**

Board President Michael Karhanek called the meeting of the Board of Directors to order at 6:30PM.

**II. ROLL CALL**

President Michael Karhanek, Vice President; Judie Miller, Secretary Janet Kestenbaum, Treasurer Catherine Writz and absent Director: Richard Winer.

Also present Lupe Aguilera, Association Manager's of Spectrum Property Services, also acting as Recording Secretary.

**III. HOMEOWNERS FORUM-**

Debra Ryback 1538 Heather Oaks Lane

**IV. 2018 CALENDAR-** Board reviewed calendar.

**V. APPROVAL OF AGENDA –** Agenda approved as presented.

**VI. APPROVAL OF MINUTES**

Judie Miller made a motion to approve June 30, 2018 minutes, motion seconded by Michael Karhanek and carried unanimously.

**VII. TREASURER'S REPORT**

Treasurer to report the following for month ending June 2018

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	67,387.70	\$	417,197.37	\$38,394.13	\$	522,979.20
Cash Receipts	\$	14,084.80	\$	0.00	0.00	\$	14,084.80
Cash Disbursements	-\$	11,327.71	-\$	4,539.50	0.00	-\$	11,327.71
Other (Transfer/Misc. Income)	\$	2,925.00	\$	3,941.40	0.00	\$	6,866.40
Interest/Dividends	\$	0.00	\$	214.43	0.67	\$	215.10
Balance	\$	<u>73,069.79</u>	\$	421,353.20	\$38,394.80	\$	<u>532,817.79</u>
Reserve Liabilities			-\$	<u>421,353.20</u>			
Reserve Account Overage/Shortage			\$	<u>0.00</u>			

Treasurer to report the following for month ending July 2018

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	73,069.79	\$	421,535.20	\$38,394.80	\$	532,817.79
Cash Receipts	\$	9,903.00	\$	0.00	0.00	\$	9,903.00
Cash Disbursements	-\$	9,934.34	-\$	0.00	0.00	-\$	9,934.34
Other (Transfer/Misc. Income)	\$	0.00	\$	42,336.79	0.00	\$	3,941.40
Interest/Dividends	\$	0.00	\$	345.98	0.61	\$	346.57
Balance	\$	<u>73,038.45</u>	\$	464,035.97	\$38,395.39	\$	<u>537,074.42</u>
Reserve Liabilities			-\$	<u>425,640.58</u>			

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Reserve Account Overage/Shortage		\$	38,395.39		
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Treasurer to report the following for month ending August 2018

	OPERATING		RESERVES		TOTAL
Beginning Balance	\$	73,038.45	\$	464,035.97	\$ 537,074.42
Cash Receipts	\$	10,992.80	\$	0.00	\$ 10,992.80
Cash Disbursements	-\$	13,708.08	-\$	1,116.78	-\$ 14,824.86
Other (Transfer/Misc. Income)	\$	0.00	\$	3,941.40	\$ 3,941.40
Interest/Dividends	\$	0.00	\$	763.09	\$ 763.09
Balance		<u>70,323.17</u>	\$	467,623.68	\$ <u>537,946.85</u>
Reserve Liabilities			-\$	429,228.29	
Reserve Account Overage/Shortage			\$	<u>38,395.39</u>	

Treasurer Catherine Writz reviewed all bank reconciliations for June, July and August 2018 operating and reserve accounts as provided to me by Spectrum Property Services, in accordance with, Section Civ. Code §5500 California Civil Code. Judie Miller made a motion to approve June, July and August 2018 financials, the motion was seconded by Michael Karhanek and carried unanimously.

A. Delinquency reported was attached for Board to view.

#### **VIII. COMMITTEE REPORTS**

A. Architectural –None to address.

B. Landscape (Richard Winer)

- Showscape proposal for ground cover at the front entry for \$630.00 was approved and installed.

C. Social Committee (Janet Kestenbaum, Mary Jo Johnson & Andrea Parker)

September 30, 2018 was the annual community gathering. Mary Jo Johnson & Andrea Parker did a great job organizing the event. Event was kept under budget.

#### **IX. MANAGER'S REPORT**

A. Repair & Maintenance-None to report

B. Violations-None to report

C. Violation appeals-None

D. Verdict hearing violation-None

E. Correspondence -

F. Newsletter items

- Add dog barking

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**X. OLD BUSINESS -**

- A. The draft revised amended By-Laws & CC&R's Board to review. Ask attorney to attend next meeting.

**XI. NEW BUSINESS**

- A. Correspondence from 1535 Verde Ridge community concerns
- B. Ventura Pest Control service agreement for ants at the shack
- C. Owens, Moskowitz and Associates proposal for tax preparation and audit for fiscal year end 12/31/18. Catherine Writz made a motion to approved to do audit and taxes and the motion was seconded by Michael Karhanek and carried unanimously.
- D. The Board review and discussed the draft Budget for fiscal year end 12/31/19. Treasurer Catherine Writz made a motion to approved the budget for at \$275.00 for fiscal year end 12/31/18 and the motion was seconded by Secretary Janet Kestenbaum and carried unanimously.
- E. FYI-CAI Channel Islands trade Faire scheduled for October 30, 2018 at the Westlake Village Inn.

**XIII. NEXT MEETING**

The next Board is scheduled for January ? , 2019 at 6PM at 1510 Heather Oaks Lane

**XIV. ADJOURNMENT:** Michael Karhanek adjourned the meeting at 8:00PM, Executive Session followed.

Submitted by Lupe Aguilera

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Janet Kestenbaum, Secretary

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