

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
DECEMBER 12, 2018 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Deborah “Debbie” Oberlander at 7:04 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 &, Member at Large Mirna Morales.

Absent: Secretary: Jeri Pfannenstiel & Two member at large positions available.

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

III. HOMEOWNERS FORUM

- 642 Holly Avenue – Gail Bride; Homeowner reported a roof leak as contractor has not contacted them. Homeowner also reporting violations.
- 542 Holly Avenue – Silvia Nuno – Homeowner questioned the monthly dues for the 2019 FYE. Homeowner inquired about the Earthquake insurance and the amount of coverage each unit/building has. Homeowner also inquired about possibly deducting the amount of monthly contributions that operating funds pay towards the reserve account.
- 544 Holly Avenue – Cesar Billi Esquivel; Homeowner attended meeting.
- 538 Holly Avenue – Rudy Contreras – Homeowner reported that the pool gate near 550 Holly Avenue was opened.
- 642 Holly Avenue – Gail Bride – Homeowner also reported sprinklers running off at 604 Holly Avenue.

IV. APPROVAL OF MINUTES

Cynthia made a motion to approve the October 17, 2018 minutes; Mirna seconded the motion and was approved.

Debbie made a motion to approve the executive October 17, 2018 minutes with the corrections to the typos submitted by Debbie Oberlander, Mirna seconded.

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 **OCTOBER 2018**:

Beginning Balance Operating	\$3,291.23
Cash Receipts	\$47,984.94
Cash Disbursements	(\$81,408.42)
Other (Transfer/Misc Income)	(\$0.00)
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>(\$30,132.25)</u>

Beginning Balance Savings	\$944,343.48
Cash Receipts	\$0.00
Disbursements	(\$0.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$925.55
Savings Account Balance	\$958,460.68
Budgeted Reserve Liabilities	(\$958,460.68)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

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

Beginning Balance Operating	(\$30,132.25)
Cash Receipts	\$46,662.00
Cash Disbursements	(\$35,374.69)
Other (Transfer/Misc Income)	(\$0.00)
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>(\$18,844.94)</u>

Beginning Balance Savings	\$958,460.68
Cash Receipts	\$0.00
Disbursements	(\$1,05.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$435.63
Savings Account Balance	\$971,037.96
Budgeted Reserve Liabilities	(\$971,037.96)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Cathy elected to approve the October and November 2018 Financials after presentation by Board Treasurer; Cynthia Summers, Mirna 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 elected to uphold/remove the violations accordingly to the homeowners that have not completed their annual termite inspections with Greens Entomological Services with the condition that management contact Green to confirm completion of the termite inspections.
2. The Board elected to approve the request for reimbursement to the property owner that paid for the repairs to the slab leak in the amount of \$1,750 out of pocket. Money will be deducted from reserves account.
3. Cathy made a motion to refund the operating account for the slab leaks that occurred throughout 2018 from the reserve account. The Board of Directors had created a line item in the reserves account for plumbing expenses in the updated reserve study. Mirna seconded and the motion was approved. Manager has figures that Christy Asher of the plumbing amount.
4. The Board requested that management inquire around Ventura County for other RV lot locations that charge a fee to rent a space, as the Board is interested in charging an RV lot fee per space for each month.

B. Violation Log – The Board elected to uphold and remove the violations on a case by case matter. 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.

580 Holly – The violation for the termite inspection report has been removed as the inspection has been completed.

2238 N H St – The violation for the termite inspection report has been removed as the inspection has been completed.

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. The homeowners reported that the pool gate with the physical key has been unlocked. Manager and Board members will inspect the pool gate to ensure that the gate is secured and locked closest to 550 Holly Avenue.
2. The Board requested that management contact the health or fire department to confirm if the second door not being used is against the regulations or any codes, as the gate is not accessible or used.
3. The Board instructed the manager to locate the proposal for the locks to the pool restroom's and forward to the Board upon location to determine the type of system that was approved for installation.
4. There was discussion of the spa possibly being turned off for next year in the winter to help save on the gas bill for the association.

B. Architectural – Debbie & Jeri

1. The Board reviewed the request for 640 Holly Avenue for the window replacement. This request was approved. This request was approved by the architectural committee prior to the meeting.
2. The Board reviewed the request submitted by 2238 North H Street for the window replacement. This request was approved by the architectural committee prior to the meeting.

- C. Landscape – The Board has elected to table the request for the tree trimming to the January 2019 Board meeting. Debbie recommended that the Board hold off until the financials have been reconsolidated and will be addressed at the January meeting.

- D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on January 23, 2019, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:43 PM per Board consensus.