

**ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS MEETING  
MARCH 21, 2018 – 656 HOLLY AVENUE  
OXNARD, CA 93036  
MINUTES**

APPROVED

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**I. CALL TO ORDER**

The meeting was called to order by Deborah "Debbie" Oberlander at 7:02 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

**II. ROLL CALL**

Present: Vice President: Deborah "Debbie" Oberlander, Treasurer: Cynthia Summers, Secretary: Jeri Pfannenstiel & Member at Large Cathy Culbertson.

Absent: President: Serena Watford, Member at Large Open Seat & Member at Large Open Seat.

Guest: Association Manager and Recording Secretary Raymond Melero of Spectrum Property Services. Alfred Burt of M&R Landscape.

The Board of Directors accepted the resignation letter from Serena Watford. No further action at this time.

**III. HOMEOWNERS FORUM**

1. 552 Holly – Edward Schulz: Homeowner reporting a unit that replaced windows without approval from HOA.
2. 2232 North H Street – Chi Tsai; Homeowner appealing the multiple violation..
3. 642 Holly – Gail Bride; Homeowner reporting person sleeping behind bush near her unit, requesting bush be removed. Homeowner also reporting garage flooding from recent rain. Homeowner also reporting the light fixture globe in driveway #4 directly above the trash enclosure has been shattered.

**IV. APPROVAL OF MINUTES**

Cathy made a motion to approve the February 21, 2018, regular minutes with the corrections submitted by Debbie; Jeri 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 **FEBRUARY 2018**:

Beginning Balance Operating	\$82,087.04
Cash Receipts	\$46,048.34
Cash Disbursements	(\$47,933.34)
Other (Transfer/Misc Income)	(\$500.00)

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Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$79,713.04</u>
Beginning Balance Savings	\$903,081.24
Cash Receipts	\$0.00
Disbursements	0.00
Other (Transfer/Misc.)	\$13,191.65
Interest	\$269.16
Savings Account Balance	\$916,542.05
Budgeted Reserve Liabilities	(\$916,542.05)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Cathy made a motion to approve the February 2018 financial report presented by Jeri seconded the motion and it passed.

**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 non-responsive termite notices from Green's Entomological Services and elected to uphold the violation notices as to who has not completed annual inspections. Notices will be sent accordingly.
2. Cathy made a motion to approve the proposal Powerhouse Construction to complete the repairs to the roof for the building of 510 Holly Avenue; Cynthia seconded and motion passed. The cost for the repairs is at \$1,850.00. Manager will confirm paint is included in the bid.

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

**C. Parking** – Notices have been sent to Homeowners violating the parking rules and regulations.

The Board reviewed the draft notice modified by Debbie and is to be mailed to the membership for the amendments to the parking rules. Notice will be adjusted and mailed once approved by the Board of Directors.

**D. Violation Appeals** – violation appeals were discussed and approve/disapproved on a case by case matter.

The Board reviewed the letter of appeal from the owner of 522 Holly Avenue; the request was approved by the Board of Directors to remove the violations for damaged window screen being repaired.

The Board reviewed the letter of appeal from the owner of 554 Holly Avenue; the request was approved by the Board of Directors as the window screen was replaced.

The Board reviewed the letter of appeal from the owner of 626 Holly Avenue; the request was approved by the Board of Directors as the termite inspection was completed.

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The Board reviewed the letter of appeal from the owner of 676 Holly Avenue; the request was approved by the Board of Directors as the termite inspection was completed.

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

F. Liens – Debbie made a motion to proceed with the lien to account # 14083 Cathy seconded and it was approved. Jeri abstained from the motion.

G. Foreclosures – Parcel #139-0-300-255 will be discussed during executive session.

**VII. COMMITTEE REPORTS (Various updates provided)**

**A. Pool - Serena Watford**

1. No items mentioned at this time.

**B. Architectural**

1. A letter will be sent to 530 Holly Avenue with regard to the unapproved window replacement.

**C. Landscape**

1. Alfred discussed the proposal to proceed with the dethatching project for the community. Alfred presented photos of the grass that was dethatched in 2017 of the before and after. The Board agreed that a noticeable/positive change was noted.

**D. Correspondence**

The Board reviewed the correspondence notice from 556 Holly Avenue as there has been vandalism to the guest vehicles when parking in the guest parking area in Driveway #3. The Board instructed management to have a larger brighter light bulb installed.

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

The draft audit will be e-mailed to the Board of Directors for review. The Audit must be mailed to the membership no later than the end of April.

The Board requested a price to have magnets created. Board will review estimate at the April meeting.

Cynthia inquired about any damages to the unit over \$10K from slab leaks to the unit still being covered by the association's insurance company, with the deductible of \$10K being covered by the individual homeowner.

**X. NEXT MEETING**

The next Board of Directors meeting will be an annual and regular meeting and is scheduled to be held on April 18, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

**XI. ADJOURNMENT**

The regular meeting adjourned at 8:59 PM per Board consensus.

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