

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
APRIL 18, 2018 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Deborah “Debbie” Oberlander at 7:15 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: Open, Member at Large Open Seat & Member at Large Open Seat.

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

III. HOMEOWNERS FORUM

1. 552 Holly – Edward Schulz; Homeowner reporting the light fixture in the men’s restroom not working along with the clock in the pool area.
2. 522 Holly – Steve Dodge; Homeowner attended the Board meeting to confirm review of the proposals to restore the unit back to its original condition due to a slab leak that occurred within the unit. Homeowner also had a question about the reasoning behind the parking amendments.
3. 536 Holly – Susan Webb; Homeowner reporting an alarm going off in the vicinity to the home, unclear if there was an emergency. Homeowner has concerns regarding the parking as homeowners continue to violate the current parking rules.
4. 538 Holly – Rudy Contreras; Homeowner reporting the vent to the unit in the roof line was removed during the painting project and never replaced.
5. 656 Holly – Deborah Oberlander; Homeowner reporting the irrigation in the area turning on early Monday morning. Requesting landscapers to inspect and address accordingly.

IV. APPROVAL OF MINUTES

Debbie made a motion to approve the March 21, 2018, regular minutes with the corrections submitted by Debbie; Cathy seconded the motion and was approved.

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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 **MARCH 2018**:

Beginning Balance Operating	\$79,713.04
Cash Receipts	\$53,180.21
Cash Disbursements	(\$51,185.21)
Other (Transfer/Misc Income)	(\$450.00)
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$81,258.04</u>
Beginning Balance Savings	\$916,542.05
Cash Receipts	\$0.00
Disbursements	(\$2,152.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$8.04
Savings Account Balance	\$927,589.74
Budgeted Reserve Liabilities	(\$927,589.74)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

The Board unanimously elected to approve the March 2018 Financials after presentation by Board Treasurer; Cynthia Summers.

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 e-mail from the homeowner reporting rats in the patio area possibly coming over from fence line.
2. The Board reviewed the estimate for magnets to be ordered providing the residents the emergency contact information for Spectrum Property Services. No action taken by the Board at this time.
3. Cynthia Summers made a motion to file an insurance claim for 522 Holly Avenue due to the amount being over the \$10K deductible. Board also requested that Steve Reich, the Associations insurance agent to attend the May Board meeting.

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 met with multiple homeowners to speak about the parking amendments that were mailed out to the community. The Board will be making their final decision on the amendment at the May Board meeting.

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

740 Holly Avenue – The Board elected to clarify to the property manager that the palm tree being overgrown in the patio area is the issue of the original complaint.

552 Holly Avenue – The Board elected to remove the violation from the record as the termite inspection has been completed.

716 Holly Avenue – The Board elected to remove the violation from the record as the homeowner replaced the missing window screen.

546 Holly Avenue – The Board elected to remove the violation from the record as the termite inspection has been completed.

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

The Board inquired about account # 14100, 14019, 14054 as they are delinquent and are previous homeowners. Manager will review and report back to the Board accordingly.

F. Liens – No liens at this time..

G. Foreclosures – No foreclosures at this time

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool

1. The pool heat was turned back on April 2, 2018.

B. Architectural

1. No response back from 530 Holly Avenue due to the windows being replaced without approval from the association.

C. Landscape

1. The Board elected to obtain additional quotes from two other landscapers for dethatching the remaining grass that was not completed during the 2017 dethatching project.

D. Correspondence

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board will be making their approval for the Draft audit due to clarification on the audit. After approval from the Board the audit will be mailed to the membership accordingly.

The Board requested to obtain clarification from the plumbers on slab leaks that occur if the entire unit is re-routed or the affected plumbing area with the slab leak.

The Board requested that management obtain confirmation from legal counsel if all plumbing is covered by the association or merely just slab leaks. Manager will report back to the Board at the May Board meeting.

X. NEXT MEETING

The next Board of Directors meeting will be a rescheduled annual and regular meeting and is scheduled to be held on May 15, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:30 PM per Board consensus.