

**ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS MEETING  
JUNE 20, 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 7:05 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 (7:13 PM), Member at Large Cathy Culbertson & Member at Large Mirna Morales Esquivel (7:45 PM)

Absent: President: Open & Member at Large Open Seat.

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

**III. HOMEOWNERS FORUM**

The following Homeowners attended the meeting to discuss the Guest Parking Rules and Regulations amendment.

- 642 Holly Avenue – Gail Bride; Homeowner attending the Board meeting.
- 650 Holly Avenue – Sharon Ertel – Homeowner attending Board meeting to appeal the HOA’s decision regarding the water softener to be installed in the common area in front of 650 Holly.
- 544 Holly Avenue – Billi Esquivel; Homeowner attending the Board meeting.
- 542 Holly Avenue – Silvia Nuno; Homeowner reporting termites in unit.
- 572 Holly Avenue – Jeri Pfannenstiel; Homeowner reporting an unknown man knocking on door the home. Homeowner would like to recommend residents be cautious when opening the door to unknown people.

**IV. APPROVAL OF MINUTES**

Cynthia made a motion to approve the May 16, 2018 with the grammar errors under New Business, minutes; 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 **MAY 2018**:

Beginning Balance Operating	\$81,631.50
Cash Receipts	\$49,425.46
Cash Disbursements	(\$99,995.53)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$31,061.43</u>
Beginning Balance Savings	\$942,214.95
Cash Receipts	\$0.00
Disbursements	(\$33,936.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$915.00
Savings Account Balance	\$922,385.60
Budgeted Reserve Liabilities	(\$922,385.60)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Debbie elected to approve the May 2018 Financials after presentation by Board Treasurer; Cynthia Summers, Cathy 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 and elected to uphold the violations for the residents that were non-responsive for the termite inspections. Letters will be mailed to the homeowners accordingly.
2. Cynthia recommends contacting additional restoration companies to obtain proposals to restore units that are damaged by slab leaks at the units.
3. Debbie made a motion to appoint Billi Esquivel of 544 Holly Avenue to be a part of the light committee to replace light bulbs that are burnt out or non-functioning. Cynthia seconded and the motion was unanimously approved.

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

**C. Parking**

The Board of Directors elected to defer the approval of the amendment to the guest parking rules. This will be tabled until further notice.

**D. Violation Appeals – No violation appeals at this time**

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

**F. Liens – No liens at this time.**

**G. Foreclosures – The Board reviewed a request for a payment plan due to a unit currently with legal counsel.**

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

**A. Pool**

1. No action required at this time.

**B. Architectural**

1. The Board reviewed the request submitted by 648 Holly Avenue requesting to install a water softener in front of 650 Holly Avenue. The architectural committee elected to deny the request and suggest that other options be explored due to the water softener being installed in an area other than the common area.

**C. Landscape**

1. Cynthia made a motion to approve the removal of the tree in the common area that is causing damage to the patio area of 542 Holly Avenue. Cathy seconded and the motion was approved. M&R Landscaping will be removing the tree and completing repairs to the concrete within the patio area due to the tree roots lifting the concrete.

2. The Board requested that the tree be removed near 548 Holly Avenue and requesting that a proposal be submitted by M&R Landscape to replace the tree. Manager will inquire with M&R Landscape to obtain proposals.

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

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

The Board held an organizational meeting to elect officers; the following will be the officers from now until the next change.

President: Debbie Oberlander  
Vice President: Cathy Culbertson  
Treasurer: Cynthia Summers  
Secretary: Jeri Pfannenstiel  
Member at Large: Mirna Esquivel  
Member at Large: Open  
Member at Large: Open

**X. NEXT MEETING**

The next Board of Directors meeting is scheduled to be held on July 18, 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.