

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
JULY 19, 2017 – 604 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Serena Watford at 7:01 PM. Meeting held at 604 Holly Avenue, Oxnard, CA. 93036

II. ROLL CALL

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

Absent: Member at Large Open

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

III. HOMEOWNERS FORUM

1. 642 Holly – Gail Bride; Homeowner attended meeting to report ivy overgrowing onto multiple buildings throughout community.
2. 552 Holly – Edward Schulz; Homeowner concerns and reported Cyber Criminal newsletter on the rise for Homeowners Associations and how they are impacted.
3. 546 Holly – Loretta Collet– Homeowner reporting broken glass in the pool area and bad wood to the exterior rafter tails. Homeowner also reporting roof sagging to the unit, Roofer will be contacted to inspect the roof from exterior.
4. 568 Carolyn Nelford; Homeowner reporting the pool clock not displaying correct time and also concerns regarding the spa.
5. 658 Holly – Laura Warfield; Homeowner mentioned an issue with an individual possibly targeting the association looking to steal items or suspicious activity within the community. Homeowner also reported Juniper in common area adjacent to the property being overgrown.

IV. APPROVAL OF MINUTES

Cynthia made a motion to approve the June 21, 2017 meeting minutes with corrections regarding zip code to address location; Debbie seconded motion, unanimously approved.

V. TREASURER'S REPORT

The Association's bank reconciliations and reserve accounts have been reviewed by the entire Board of Directors.

June 2017	Operating	Reserves
Beginning Balance	\$158,155.78	\$827,865.98
Account Balance	\$169,800.14	\$826,672.72

Serena made a motion to approve the June 2017 financial report presented by Treasurer Alice Morehead. Cathy seconded motion passed.

The Board of Directors unanimously elected to split the CD that is maturing July 21st in the amount of \$150K; Board agreed upon opening a \$75,000 CD Plus with Union Bank for 6 months at 1.00% and another Union Bank CD Plus account at \$75,000 for 9 months at 1.05%; motion approved and manager will proceed with opening accounts.

VI. MANAGER'S REPORT (Various reports and correspondence provided)
The following items were reviewed this date:

A. Repair and Maintenance

1. Board reviewed the units that are non-responsive with Greens Entomological Services for Termites inspections, total of 6 units at this time for the month of June 2017.
2. Board reviewed the rodent inspection report from Greens Entomological Services.
3. The Board reviewed the proposal to re-roof the building for 2238 North H Street, Board elected to conditionally approve the proposal from R&S Construction to remove current roof and replace with Cedar-lite light weight tile, however R&S Construction must provide further break down to match the specifications from Martin Roofing. Manager will get to R&S Construction to confirm that specifications are following accordingly. Proposal amount approved at \$35,100; manager will report back at August meeting.
4. Manager reported update on lighting matter to the light fixture that was repaired adjacent to the pool area in the grassy area closest to 714 Holly Avenue.

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.

Multiple Vehicles were cited and owners were sent violations regarding parking issues throughout community.

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

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

F. Liens – The Board unanimously elected to proceed with the lien to parcel # 139-0-300-255, motion approved, and management will proceed.

G. Foreclosures – No matters to discuss at this matter.

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. Board of Directors elected to approve the proposal to replace the spa heater in the amount of \$2,860.00; Pool Contractor Joshua Pool & Spa was granted the approval to complete work.
2. The Board of Directors reviewed multiple proposals to replace the old joint expansion around the entire pool and spa, Joshua Pool and Spa was granted approval for the work in the amount of \$1,092.00 Board unanimously agreed.

B. Architectural

1. No action required at this time.

C. Landscape

1. Cathy made a motion to approve the proposal from M&R Landscape to trim 54 Ornamental Pears throughout the community due to the recent failing of the Ornamental Pear tree limbs. Proposal was approved at \$8,365.00 Serena seconded motion passed.

D. Correspondence

1. Board reviewed a letter from the homeowner's relative at 662 Holly Avenue due to a bill back to the owners account for investigating the water being turned off by a neighboring unit and not informing residents. Board elected to remove the fee in the amount of \$145 and bill back homeowners account that turned off the water. Motion passed.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on August 16, 2017, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:36 PM per Board consensus.