

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

APPROVED

MINUTES

I. CALL TO ORDER

The meeting was called to order by Deborah "Debbie" Oberlander at 7:08 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, Secretary: Jeri Pfannenstiel (7:47 PM).

Absent: Member at Large Mirna Morales.

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.
- 542 Holly Avenue – Loretta Collet – Homeowner attended the meeting to discuss the bad wood to the building and concerns about alcohol being consumed in the pool area.
- 544 Holly Avenue – Billi Esquivel; Homeowner attending the Board meeting.
- 542 Holly Avenue – Silvia Nuno; Homeowner attending the Board meeting.

IV. APPROVAL OF MINUTES

Debbie made a motion to approve the June 20, 2018; Cynthia 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 **JUNE 2018**:

Beginning Balance Operating	\$31,061.43
Cash Receipts	\$49,190.34
Cash Disbursements	(\$45,413.11)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
Operating Cash Balance	\$34,838.66
<hr/>	
Beginning Balance Savings	\$922,385.60
Cash Receipts	\$0.00
Disbursements	(\$10,001.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$885.58
Savings Account Balance	\$926,461.83
Budgeted Reserve Liabilities	(\$926,461.83)
Reserve Account Overage/Shortage	0.00

Debbie elected to approve the June 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 the letter mailed to the homeowner for the bill back on contacting Pin Point Leak Detection to inspect the unit for a possible slab leak. No leak was found which resulted in the service charge to the homeowner's account (#14015)
2. The Board reviewed the request from the homeowner to have rat baiting stations placed strategically throughout the common areas of the association.

B. Violation Log – The Board elected to uphold and remove the violations. 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.

620 Holly – Termite violation removed
518 Holly – Termite violation removed
750 Holy – Termite violation removed
2224 North H Street – Termite violation removed

- 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 and has accepted the payment plan with the condition that payments made on time. Account #14024.

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 504 Holly Avenue requesting to replace the windows at the property; no action was taken at this time due to the homeowner providing insufficient information regarding the windows. If homeowner can provide information that the windows to be installed are per the standards for the HOA approval will be granted.

C. Landscape

- 1. It was reported that there is a sprinkler that may possibly be causing flooding to the unit of 542 Holly Avenue. Manager will contact M&R Landscaping to report and investigate the matter.

D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board reviewed the proposals from the plumbers to re-route the entire plumbing that services the units. The Board will be gathering questions and forwarding them to the manager to obtain answers regarding the questions.

Cathy made a motion to approve the proposal for wood replacement at 546 Holly Avenue in the amount of \$3,000 with Powerhouse Construction & approving the proposal for 542 Holly Avenue in the amount of \$2,100 also with Powerhouse Construction. Manager will notify contractors to perform the necessary work.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on August 15, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:32 PM per Board consensus.