

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
MARCH 15, 2017 – 604 HOLLY AVENUE
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Cynthia Summers at 7:04 PM. Meeting held at 604 Holly Avenue, Oxnard, CA. 93036

II. ROLL CALL

Present: Vice President Cynthia Summers, Treasurer Alice Morehead, Member at Large Cathy Culbertson & Member at Large Serena Watford

Absent: President: Secretary Jeri Pfannenstiel & Open Seat Member at Large Open Seat

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

III. HOMEOWNERS FORUM

1. 642 Holly Ave – Gail Bride: Attended Board meeting
2. 552 Holly Ave – Edward Schulz: Homeowner reporting multiple violations also reporting lights out in RV area
3. 2206 North H Street – Lucy Gutierrez – Appealing Violation, Interested in joining the Board of Directors.
4. 574 Holly Avenue – Jerry (Tenant) – Parking concerns, concerns with common area safety.

IV. APPROVAL OF MINUTES

Cathy made a motion to approve the February 6, 2017; Cynthia 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.

January 2017	Operating	Reserves
Beginning Balance	\$140,870.57	\$781,225.12
Account Balance	\$153,334.74	\$794,581.57

February 2017	Operating	Reserves
Beginning Balance	\$153,334.74	\$794,581.57
Account Balance	\$162,045.64	\$807,815.95

The Board unanimously elected to approve the January & February 2017 Financial report. Motion passed.

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 7 units at this time for the month of January & February.
2. Board reviewed the rodent inspection report from Greens Entomological Services.
3. Cathy made a motion to approve the Draft Review/Audit for the 2016 FYE prepared by Jimenez & Company CPA.

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.

Vehicles will be cited accordingly not following the association's rules and regulations.

The Board is interested in updating the parking rules and regulations to attempt to accommodate the 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 – Cathy made a motion to approve the lien parcel number 139-0-310-195 Serena seconded motion passed.

G. Foreclosures – None at this time

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. Manger will be obtaining proposal to have automatic timer locks installed in the men's and women's restroom as several reports of non-residents occupying the restrooms as a possible living quarters.
2. Signs will be posted on all four sides of the pool stating "No Trespassing" Board unanimously agreed to proceed.

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B. Architectural

1. Board reviewed the proposal replace windows per the standards at 538 Holly
APPROVED

C. Landscape

1. M&R Landscaping scheduled the dethatching project to begin April 1, 2017.

D. Correspondence – Serena made a motion to waive half of the monetary penalties from account # 14015 due to the patio arbor violation in 2015; Alice seconded; Cynthia denied approving request from Homeowner; Motion passed.

VIII. OLD BUSINESS

The Board of Directors elected to approve Assembly Bill 968 to be mailed out to the membership; Information will be mailed to Homeowners Mid-April to avoid confusion with Board of Directors annual meeting. Serena made a motion to proceed, Cathy seconded motion passed.

IX. NEW BUSINESS

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be an annual meeting and will be held on April 19, 2017 at 604 Holly Avenue in Oxnard, CA 93065 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 9:17 PM per Board consensus.