

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
OCTOBER 17, 2018 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Deborah “Debbie” Oberlander at 7:04 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

II. ROLL CALL

Present: President: Deborah “Debbie” Oberlander, Treasurer: Cynthia Summers, Secretary: Jeri Pfannenstiel, Member at Large Mirna Morales.

Absent: Vice President: Cathy Culbertson, Two member at large positions available.

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

III. HOMEOWNERS FORUM

- 626 Holly Avenue – Martin Meyer; Homeowner inquired about the budget along with termite damage to the property. Homeowner also asked about the cost for a summary for keeping the pool heat on.
- 630 Holly Avenue – Debra Munoz – Homeowner inquired about the plumbing project and what entails the entire project.
- 544 Holly Avenue – Cesar Billi Esquivel; Homeowner attended meeting.
- 542 Holly Avenue – Silvia Nuno – Homeowner inquired about the monetary penalties on the account from 2014. Homeowner questioned the type of insurance the association has on the structures.
- 642 Holly Avenue – Gail Bride – Homeowner reported the drain clogged at the property, manager will notify landscapers to have the drain unclogged. Homeowner also reported sprinklers running off at 604 Holly Avenue.

IV. APPROVAL OF MINUTES

Jeri made a motion to approve the September 19, 2018 minutes, with the three corrections conditions submitted by Debbie Oberlander; Mirna 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 **SEPTEMBER 2018**:

Beginning Balance Operating	\$15,845.58
Cash Receipts	\$43,129.58
Cash Disbursements	(\$54,883.93)
Other (Transfer/Misc Income)	(\$800.00)
Interest/Dividends	\$0.00
Operating Cash Balance	\$3,291.23

Beginning Balance Savings	\$937,729.78
Cash Receipts	\$0.00
Disbursements	(\$7,500.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$922.05
Savings Account Balance	\$944,343.48
Budgeted Reserve Liabilities	(\$944,343.48)
Reserve Account Overage/Shortage	0.00

Debbie elected to approve the September 2018 Financials after presentation by Board Treasurer; Cynthia Summers, Jeri seconded and the motion was approved.

The Manager will be e-mailing the updated CD rates to the Board of Directors to make a motion to create a CD to be under the \$250K FDIC insured amount.

VI. MANAGER'S REPORT (Various reports and correspondence provided)

The following items were reviewed this date:

A. Repair and Maintenance

1. The Board elected to uphold/remove the violations accordingly to the homeowners that have not completed their annual termite inspections with Greens Entomological Services with the condition that management contact Green to confirm completion of the termite inspections.
2. The Board agreed to discuss the request submitted by one of the homeowners for reimbursement for the costs of termite damage and wood being replaced at individual homeowner's expense during the executive session.
3. The manager will inquire with Green's Entomological Services to confirm if weekend appointments be available for residents as weekday inspections are difficult to accommodate.

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4. The Board requested that management look into charging a fee for residents that are utilizing the RV lot.
- 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.

548 Holly – The violation for the barking dog has been removed.

574 Holly – The violation for the termite notice has been removed along with the monetary penalty in the amount of \$25.00 .

582 Holly – The Board allowed an extension for removal of the ivy overgrowing on to the patio fence.

678 Holly – The Board allowed an extension for 45 days for removal of the graffiti on the garage door.

2216 N H St – The Board removed the violation for being non-responsive for the termite Inspection

2242 N H St – The Board removed the violation for being non-responsive for the termite Inspection
- E. Delinquencies - Deferred to Executive Session - Board reviewed Delinquency report.
- F. Liens – No liens at this time.
- G. Foreclosures – No action required at this time.

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool

1. It was reported that the light in front of the restrooms is still broken. Manager will follow up with contractor for repairs.
2. The Pool heat will be turned off November 1, 2018.
3. Management will inform Joshua Pool and Spa Services of the tiles not being cleaned when at the property.
4. The manager will be contacting Action Lock to verify why the pool fob key method for entry to the restrooms has not been activated. Management will contact Action Lock to investigate.

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B. Architectural –

1. The Board reviewed the request submitted by 530 Holly Avenue for replacement of the windows, The request was denied as the windows do not follow the standards for the association. A letter will be sent to the owner and the City of Oxnard due to windows being altered in size not in compliance with HOA rules and the City of Oxnard.
2. No further action required for the remaining architectural requests as each request has been approved prior to the Board meeting.

C. Landscape - No action required at this time for landscaping, however manager will be contacting M&R for work order items & requesting the water/irrigation pressure inspection be completed to verify if any sprinklers may be leaking throughout the community.

D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on December 12, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:28 PM per Board consensus.