

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
OCTOBER 18, 2017 – 1700 LOMBARD STREET SUITE 110
OXNARD, CA 93030
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Serena Watford at 7:00 PM. Meeting held at 1700 Lombard Street, Oxnard, CA. 93030

II. ROLL CALL

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

Absent: Member at Large Deborah "Debbie" Oberlander & Member at Large Open.

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

III. HOMEOWNERS FORUM

1. 642 Holly – Gail Bride; Homeowner attended Board meeting.
2. 552 Holly – Edward Schulz: Homeowner inquiring about Semi Trucks in RV lot, Homeowner inquiring about the trash dumpster located in driveway #3 as it continues to be filled.

IV. APPROVAL OF MINUTES

Cynthia made a motion to approve the September 20, 2017, meeting minutes; Cathy 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.

Treasurer to report the following for month ending **SEPTEMBER 2017**:

Beginning Balance Operating	\$102,434.99
Cash Receipts	\$43,013.27
Cash Disbursements	(\$40,748.55)
Other (Transfer/Misc Income)	\$128.00
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$104,825.71</u>

Beginning Balance Savings	\$849,529.75
Cash Receipts	\$0.00
Disbursements	\$0.00
Other (Transfer/Misc.)	\$13,126.00

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Interest	\$272.12
Savings Account Balance	\$862,927.87
Budgeted Reserve Liabilities	(\$862,927.87)
Reserve Account Overage/Shortage	0.00

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

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

A. Repair and Maintenance

1. Manager reported an issue from the owner of 722 Holly contacting management about issues with roaches and rodents in area. Green's Entomological Services may perform a one time spraying for ants around the trash enclosure common areas for \$165.00, Cynthia made a motion to approve one time spraying. Serena seconded motion passed.
2. The Board reviewed the revised proposal submitted by R&S Construction to re-roof 2238 North H Street due to roof no longer being able to be repaired as roofing tiles no longer available. Serena made a motion to approve the proposal in the amount of \$31,640.00 to reroof with Landmark Presidential shingles. Cathy seconded motion passed. Board members Alice & Jeri will select colors and report back to Board with the color closest to what is currently installed.
3. The Board reviewed the non-responsive termite notices from Green's Entomological Services and elected to uphold the violation notices as to who has not completed annual inspections. Notices will be sent accordingly.
4. The Board of Directors reviewed request for reimbursement from the property manager of 508 Holly Avenue for reimbursement for loss of rent from tenant due to slab leak.

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.

Cynthia Summers has presented a proposal to update the Parking Rules and Regulations. Board will review the request further and make their decision at the November Board meeting to send out the proposed parking rule changes to the membership.

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

The Board reviewed the letter of appeal from the owner of 544 Holly Avenue, the request was denied by the Board of Directors

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

F. Liens – No liens at this time

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

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. The Board reviewed the letter from a homeowner requesting to extend the heating of the Pool and Spa, the Board has elected to review the previous year Gas bills to make an informed decision at the November Board meeting. Manager will provide the information to the Board of Directors.

B. Architectural

1. No items to review at this time.

C. Landscape

1. The Board reviewed the revised proposal to modify the plants at 628 Holly Avenue, Board agreed that the cost was high and request that the proposal be modified to a cost effective amount. Cathy has elected to speak with Landscapers about this specific proposal and will be modified accordingly.

D. Correspondence

1. No items at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board of Directors elected to hold a December Board meeting to address any pending matters for the remainder of the year. Board has elected to schedule the meeting date for December 13, 2017 @ 7:00 P.M. scheduled to be held at 656 Holly Avenue.

Manager will speak with legal counsel about canopies and umbrellas to determine whether or not they are in compliance with the active governing documents and confirm if they are allowed in the community.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on November 15, 2017, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:46 PM per Board consensus.