

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
NOVEMBER 15, 2017 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Serena Watford at 7:04 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

II. ROLL CALL

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

Absent: Treasurer Alice Morehead & 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 to appeal violation.
2. 552 Holly – Edward Schulz: Homeowner reported additional ivy overall within the community growing on to the buildings. No specific areas provided by homeowner.
3. 508 Holly – Denise Walker & Colleen Knight of Walker & Paul attended Board meeting to appeal the Board's denial for the request of reimbursement for loss of rent due to slab leak in unit.
4. 568 Holly – Carolyn Nelford – Homeowner attended Board meeting to inquire about reserve items in budget and landscaping matters; Homeowner also reporting barking dog near unit.

IV. APPROVAL OF MINUTES

Cathy made a motion to approve the October 18, 2017, regular and executive meeting minutes; Serena 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 **OCTOBER 2017**:

Beginning Balance Operating	\$104,825.17
Cash Receipts	\$46,568.78
Cash Disbursements	(\$52,399.15)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$98,995.34</u>
Beginning Balance Savings	\$862,927.87
Cash Receipts	\$0.00
Disbursements	(\$3,787.00)
Other (Transfer/Misc.)	\$13,126.00
Interest	\$280.91
Savings Account Balance	\$872,547.78
Budgeted Reserve Liabilities	(\$872,547.78)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Serena made a motion to approve the October 2017 financial report presented by Cynthia Summers. Cathy seconded motion passed.

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 proposal from R&S Construction and Powerhouse Construction to complete the wood replacement for 608 Holly Avenue as the unit is going through escrow. Cynthia made a motion to approve the proposal from R&S Construction in the amount of \$1,171 to address items in Green's report, Cathy seconded motion passed.
2. The Board discussed the topic of the re-roofing project at 2228 North H Street. The Board elected to proceed with the Copper Canyon, as the color of the roof shingle is the closest roof tile in color.
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 further discussion will take place in executive session.

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.

The Board elected to send out the proposed parking rules and regulations for the Orchard Lane Terrace at the beginning of 2018 to allow residents to fully grasp the proposed changes.

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 642 Holly Avenue; the request was approved by the Board of Directors.

The Board reviewed the letter of appeal from the owner of 634 Holly Avenue; the request was approved by the Board of Directors.

The Board reviewed the letter of appeal from the owner of 2228 North H Street; the request was approved by the Board of Directors.

The Board reviewed the letter of appeal from the owner of 2238 North H Street; the request was approved by the Board of Directors.

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

F. Liens – The Board discussed account # 14024 and elected to send a notice to the property owner inviting them to the December Board meeting to discuss the account status.

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

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. The Board reviewed the Gas payment history beginning from 2014 to present year. The Board instructed management to perform audit trail to confirm how many residents utilize the pool area for the past few months. The Board will confirm if the pool heat will continue to stay on.

B. Architectural

1. No items to review at this time.

C. Landscape

1. The Board reviewed the proposal from M&R Landscape to trim the tree adjacent to the neighboring property of 541 Geranium Place due to the trees being planted near the shared brick fence. Board unanimously agreed to trim the 4 Eugenia's for \$950.00 in total.

D. Correspondence

1. The Board reviewed the correspondence letter from the manager of 550 Holly Avenue with a complaint to a unit owner adjacent to the pool area, a notice will be sent to the property manager suggesting how the resident should proceed with further incidents.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on January 17, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:16 PM per Board consensus.

Organizational Meeting

President: Serena Watford

Vice President: Deborah "Debbie" Oberlander

Secretary: Jeri Pfannenstiel

Treasurer: Cynthia Summers

Member At Large: Cathy Culbertson

Member At Large: Alice Morehead

Member At Large: Open Seat