

**ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS MEETING  
MAY 16, 2018 – 656 HOLLY AVENUE  
OXNARD, CA 93036  
MINUTES**

APPROVED

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**I. CALL TO ORDER**

The meeting was called to order by Deborah “Debbie” Oberlander at 7:45 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

**II. ROLL CALL**

Present: Vice President: Deborah “Debbie” Oberlander, Treasurer: Cynthia Summers, Member at Large Cathy Culbertson & Member at Large Mirna Morales Esquivel

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

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.

- 560 Holly – Cynthia Summers
- 542 Holly – Sylvia Nuno – Homeowner also reporting damages to the patio area due to tree roots from the common area.
- 510 Holly – Elena Barajas
- 544 Holly – Billi Cesar Esquivel
- 528 Holly – Susan Webb
- 656 Holly – Debbie Oberlander
- 668 Holly – Cathy Culbertson
- 658 Holly – Rudy Contreras
- 542 Holly – Gail Bride
- 2232 North H Street – The Tsai Family
- 2206 North H Street – Peter Gutierrez

**IV. APPROVAL OF MINUTES**

Cathy made a motion to approve the April 18, 2018, regular minutes; 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 **APRIL 2018**:

Beginning Balance Operating	\$81,258.04
Cash Receipts	\$46,038.67
Cash Disbursements	(\$48,365.21)
Other (Transfer/Misc Income)	\$2,700.00
Interest/Dividends	\$0.00
Operating Cash Balance	\$81,631.50

Beginning Balance Savings	\$927,589.74
Cash Receipts	\$0.00
Disbursements	\$0.00
Other (Transfer/Misc.)	\$13,191.65
Interest	\$1,433.56
Savings Account Balance	\$942,214.95
Budgeted Reserve Liabilities	(\$942,214.95)
Reserve Account Overage/Shortage	0.00

The Board unanimously elected to approve the April 2018 Financials after presentation by Board Treasurer; Cynthia Summers.

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

The following items were reviewed this date:

### A. Repair and Maintenance

1. The Board reviewed and elected to uphold the violations for the residents that were non-responsive for the termite inspections. Letters will be mailed to the homeowners accordingly.
2. The Board of Directors provided the approval to replace the women's restroom toilet in the pool area in the amount of \$410.00.
3. The replacement of the roof to 2238 North H Street has been completed and manager will instruct R&S Construction to store additional roof tiles in warehouse to avoid vandalism or stolen roof tiles.

**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 of Directors elected to defer the approval of the amendment to the guest parking rules. This will be tabled until further notice.

The Board inquired about Airport Towing charging a fee to tow for the OLT HOA.

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

602 Holly Avenue – The Board elected table the violation for residents utilizing the guest parking spaces. Management will provide info to the Board of the reporting party. Action will be taken accordingly.

554 Holly Avenue – The violation will be removed from the record due to a possible “party” in the common area.

740 Holly Avenue – The violation for the overgrown palm tree will be removed if the homeowner removed the palm tree in violation if completed by May 21, 2018.

546 Holly Avenue – The Board elected to remove the violation from the record as the termite inspection has been completed.

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

**F. Liens** – No liens at this time.

**G. Foreclosures** – No foreclosures at this time

**VII. COMMITTEE REPORTS** (Various updates provided)

**A. Pool**

1. No action required at this time.

**B. Architectural**

1. The Board elected to uphold the violation for account #14095 due to the windows being replaced without approval from the HOA. The windows are not in compliance with the rules and regulations.

**C. Landscape**

1. Cathy made a motion to approve the dethatching project to the remaining 51,000 square feet to the perimeter of Holly and H Street of the common areas. Debbie seconded and the motion was approved.

**D. Correspondence** – No action required at this time.

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

The Board reviewed the proposal to renew the Earthquake and Flood policy, the Board inquired about avoiding a financing charge from Steve Reich's office. Manager will inquire and forward information to Board for additional options. Board will make decision via e-mail as a continuation of the Board meeting.

The Board reviewed the e-mail from James Geffner, legal counsel with regard to the document that was drafted by Dunn Levy with regard to maintenance responsible from the HO for slab leaks, painting, roof repairs plumbing etc.

Mirna Morales mentioned that the plumbing in the unit completely redone prior to the close of escrow from the previous owners. Manager will inspect files and report back to the Board with the findings.

**X. NEXT MEETING**

The next Board of Directors meeting is scheduled to be held on June 20, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

**XI. ADJOURNMENT**

The regular meeting adjourned at 9:25 PM per Board consensus.