

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

I. CALL TO ORDER

The meeting was called to order by Serena Watford at 7:00 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

II. ROLL CALL

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

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

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

Serena made a motion to accept Alice Morehead's resignation letter, Cathy seconded motion approved.

III. HOMEOWNERS FORUM

1. 552 Holly – Edward Schulz: Homeowner attended meeting to inquire about upcoming proposed/revised parking rules. Homeowner reported issue with sensor light in the RV lot in Driveway #10.

IV. APPROVAL OF MINUTES

Cynthia made a motion to approve the November 15, 2017, regular with the correction of Alice Morehead being placed in the "absent" portion of the minutes; Debbie seconded, motion 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 **NOVEMBER 2017**:

Beginning Balance Operating	\$98,995.34
Cash Receipts	\$41,028.69
Cash Disbursements	(\$55,281.61)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
Operating Cash Balance	<u>\$84,342.42</u>

Beginning Balance Savings	\$872,547.78
Cash Receipts	\$0.00

Disbursements	(\$2,315.00)
Other (Transfer/Misc.)	\$13,126.00
Interest	\$7.60
Savings Account Balance	\$883,336.38
Budgeted Reserve Liabilities	(\$883,366.38)
Reserve Account Overage/Shortage	0.00

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

Beginning Balance Operating	\$84,342.42
Cash Receipts	\$47,603.00
Cash Disbursements	(\$46,623.29)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
Operating Cash Balance	\$84,822.13

Beginning Balance Savings	\$883,366.38
Cash Receipts	\$0.00
Disbursements	(\$2,536.35)
Other (Transfer/Misc.)	\$13,126.00
Interest	\$545.38
Savings Account Balance	\$894,501.41
Budgeted Reserve Liabilities	(\$894,501.41)
Reserve Account Overage/Shortage	0.00

The Board elected to waive the reading of the November 2017 Financials Cynthia provided a report to the December 2017 Financial report. Board unanimously approved financial report. motion passed.

Debbie made a motion to re-enroll the maturing \$75K CD to a 2 year CD for the same amount for \$1.65%, Serena seconded motion approved.

Cynthia made a motion to approve re-enrolling the CD maturing in the amount of \$107,500.00 for 18 months at 1.50% Debbie seconded motion approved.

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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 508 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 \$1,225.00 to address items in Green's report, Jeri seconded motion passed.

2. The Board reviewed the Orchard Park Council "Clean Up dates" that will allow residents from the Orchard Park area to discard refuse & large items, no further action required at this time.
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. Manager will be contacting the owner of 544 Holly Avenue and R&S Construction to inspect the concerns that the homeowner had with regard to the roof possibly failing. HOA ad-hoc contractor will be inspecting and obtaining further information.

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.

A notice will be mailed to the community along with a cover letter addressing the proposed rule changes with regard to parking in the association. Board will approve notice accordingly prior to mailing.

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 566 Holly Avenue; the request was approved by the Board of Directors to remove the past 3 violation notices for parking.

The Board reviewed the letter of appeal from the owner of 536 Holly Avenue; the request was approved by the Board of Directors for the termite violation.

The Board reviewed the letter of appeal from the owner of 550 Holly Avenue; the request was denied by the Board of Directors.

The Board reviewed the letter of appeal from the owner of 580 Holly Avenue; the request was approved by the Board of Directors for the termite violation.

The Board reviewed the letter of appeal from the owner of 582 Holly Avenue; the request was approved by the Board of Directors for the termite violation.

The Board reviewed the letter of appeal from the owner of 660 Holly Avenue; the request was approved by the Board of Directors for the termite violation.

The Board reviewed the letter of appeal from the owner of 2212 North H Street; the request was approved by the Board of Directors for the termite violation.

The Board reviewed the letter of appeal from the owner of 2232 North H Street; the request was denied by the Board of Directors for the parking violations.

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

F. Liens – Serena elected to approve the lien for parcel # 139-0-300-255, Debbie seconded. Motion approved.

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

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. Debbie had a concern with regard to a work order for the pool equipment area that occurred in November 21, 2017 due to a loud noise. Manager will locate information and e-mail to the Board accordingly.

2. The Board elected to proceed with the installation of the wind screen to the pool area.

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 2200 North H Street due to the trees being planted near the shared brick fence. Debbie made a motion to approve, Cynthia seconded to trim 5 trees in total near the property line for \$1,695.00 in total. Board instructed manager to inquire about waiving the environmental fee for \$200.00. Manager will contact Alfred Burt to confirm.

D. Correspondence

1. A violation notice will be mailed and posted on the door to 730 Holly Avenue & 2242 North H Street for the damaged window violation.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board elected to change the meeting time to 6:30 P.M. for following meetings to come.

The Board reviewed the request for reimbursement in the amount of \$1,150.00 for the termite repairs completed by the Homeowner's contractor "O'Connor Pest Control" the Board denied the request and a notice will be mailed to the homeowner informing them of the decision.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on February 21, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 6:30 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 9:00 PM per Board consensus.