

APPROVED

ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS RESCHEDULED MEETING  
FEBRUARY 6, 2017 – 604 HOLLY AVENUE  
MINUTES

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**I. CALL TO ORDER**

The meeting was called to order by Bryan Allen at 7:13 PM. Meeting held at 604 Holly Avenue, Oxnard, CA. 93036

**II. ROLL CALL**

Present: President Bryan Allen, Vice President Cynthia Summers, Secretary Jeri Pfannenstiel, Treasurer Alice Morehead, Member at Large Cathy Culbertson

Absent: Member at Large Serena Watford & Member at Large Open Seat,

Guest: Association Manager and Recording Secretary Raymond Melero of Spectrum Property Services, & Alfred Burt of M&R Landscape

**III. HOMEOWNERS FORUM**

1. 642 Holly Ave – Gail Bride: Attended Board meeting to inform of draining issues to the rain gutters near the garage.
2. 552 Holly Ave – Edward Schulz: Homeowner reporting multiple violations also reporting landscape issues. Vehicles in driveway #1 with expired vehicle registration.

**IV. APPROVAL OF MINUTES**

Cynthia Summers made a motion to approve the November 16, 2016; Cathy Culbertson 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.

November 2016	Operating	Reserves
Beginning Balance	\$134,952.56	\$757,075.65
Account Balance	\$137,245.31	\$768,748.82

December 2016	Operating	Reserves
Beginning Balance	\$137,245.31	\$768,748.82
Account Balance	\$140,870.57	\$781,225.12

The Board unanimously elected to approve the November & December 2016 Financial report. Motion passed.

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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. Board reviewed the units that are non-responsive with Greens Entomological Services for Termites inspections, total of 10 units at this time.
2. Board reviewed the rodent inspection report from Greens Entomological Services.

**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.

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

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

**F. Liens** – No action at this time

**G. Foreclosures** – None at this time

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

**A. Pool - Serena Watford, Bryan Allen**

1. No items at this time.

**B. Architectural**

1. Board reviewed the proposal to install security door at 2206 North H Street **approved**

**C. Landscape**

1. Manager will be contacting M&R Landscape to relay concerns for landscaping brought to Board & managers attention at meeting
2. The Board unanimously elected to approve estimate #2649 from M&R Landscape to remove the bushes in front of 608 Holly Avenue in the amount of \$1,500.00 to be deducted from reserve account #5195
3. The Board unanimously elected to approve estimate #2650 from M&R Landscape to decrease thatch work will begin in March and will take approximately 2-3 months to complete due to size of community softscape. Total amount of approved estimate \$23,312.85 to be deducted from reserve account #5195

**D. Correspondence** – None action needed at this time

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**VIII. OLD BUSINESS**

Assembly Bill 968 will be tabled was not discussed at the following Board meeting, no action taken at this time.

**IX. NEW BUSINESS**

Bryan Allen submitted a letter of resignation due to selling unit. the Board of Directors accepted the resignation letter.

**X. NEXT MEETING**

The next Board of Directors meeting is scheduled to be held on March 15, 2017 at 604 Holly Avenue in Oxnard, CA 93065

**XI. ADJOURNMENT**

The regular meeting adjourned at 9:33 PM per Board consensus.