

**ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS MEETING  
May 15, 2019 – 7:00 P.M.  
2401 VINEYARD AVENUE  
RIVER RIDGE GOLF COURSE  
OXNARD, CA 93036**

**AGENDA**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**Guest: Steve Reich of Farmers Insurance**

**III. HOMEOWNERS FORUM (Limited to 15 minutes)**

**IV. APPROVAL OF REGULAR & EXECUTIVE MINUTES (add to website) 1-5**  
MINUTES OF PREVIOUS MEETING TO BE READ AND APPROVED.

**V. TREASURER'S REPORT (Review CD's - Financial Package)**

Treasurer to report the following for month ending **APRIL 2019**:

Beginning Balance Operating	\$88,078.48
Cash Receipts	\$51,833.76
Cash Disbursements	(\$37,001.62)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$102,910.62</u>
Beginning Balance Savings	\$918,053.38
Cash Receipts	\$0.00
Disbursements	(\$9,044.52)
Other (Transfer/Misc.)	\$13,330.26
Interest	\$834.34
Savings Account Balance	\$923,173.46
Budgeted Reserve Liabilities	(\$923,173.46)
<u>Reserve Account Overage/Shortage</u>	<u>\$0.00</u>

"I have reviewed all bank reconciliations for operating and reserve accounts as provided to me by Spectrum Property Services, in accordance with, Section [Civ. Code §5500](#) California Civil Code"

**VI. Current Calendar 6**

**VII. New owner report 7**

**Holly: 552**

**N. H Street: None**

**VIII. MANAGER'S REPORT**

<b>A. Repair &amp; Maintenance</b>	<b>8-9</b>
1. Letters to Homeowner – Non responsive units <b>FBR</b>	<b>10-20</b>
2. Proposal from RHI Construction – Wood replacement <b>FBR</b>	<b>21</b>
3. Proposal from Donlon Plumbing – Slab leak repair 628 Holly <b>FYI</b>	<b>22</b>
4. Proposals from Donlon Plumbing – reroute plumbing to four-plex <b>FBR</b>	<b>23</b>

**B. Parking – FYI**

Proposal to update the parking rules **to be discussed at May meeting**

<b>C. Violation Log - Review all violations and uphold or rescind</b>	24-29
1. Copy of Violation Hearing Verdicts from previous meeting	30-36
2. Copy of Courtesy Notices/Violations	37-55

**D. Violation Appeals – FBR**

640 Holly Avenue – Termites	56
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**E. Delinquency Report - Attached for your review (Print by address) 57-59**

Account information **FYI**

Letter to #14083 – Account balance <b>FBR</b>	60
Letter to #14024 – Account balance <b>FBR</b>	61

Liens – None at this time

**PLEASE REMEMBER TO REFER TO UNIT BY PARCEL NUMBER**

1. Foreclosure (Defer to Executive) – None at this time

**IX. COMMITTEE REPORTS - Limited to 5 minutes each**

**A. Pool – FBR**

1. Proposal to install Fob key reader to pool restrooms <b>Tabled</b>	
2. Proposal to re-strap pool chairs <b>FBR</b>	62-63
3. Estimate for park style bench and table <b>FBR</b>	64-65
4. Estimate for umbrellas for pool area <b>FBR</b>	66-67
5. Letter to homeowner – Pool issues <b>FYI</b>	68

**B. Architectural - Jeri Pfannenstiel, Deborah Oberlander**

1. Letter to 530 Holly Avenue – Unapproved Windows <b>FYI</b>	69
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**C. Landscape - Cathy Culbertson**

1. Proposal from M&R Landscapers – Install shredded bark <b>TABLED to summer</b>	
2. Estimate from M&R Landscape – removal of shrubs 620 Holly <b>FBR</b>	70-71
3. Proposal to replace damaged valve cover <b>APPROVED</b> (706 & 658)	72-74
4. E-mail from Homeowner – Damaged window possibly from landscapers <b>FYI</b>	75

**D. RV Lot – FBR**

**E. Correspondence – FYI**

**X. OLD BUSINESS**

## **XI. NEW BUSINESS**

Proposal to renew Earthquake insurance **APPROVED** 76-78

E-mail from homeowner – Driveway #10 issues **FBD** 79-80

## **XII. NEXT MEETING**

The next meeting is scheduled to be held on June 19, 2019 at 7:00 PM, 656 Holly Avenue, Oxnard, CA 93036

## **XIII. ADJOURNMENT**

## **XIV. EXECUTIVE SESSION**