

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
MARCH 20, 2019 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Deborah “Debbie” Oberlander at 7:07 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

II. ROLL CALL

Present: President: Deborah “Debbie” Oberlander, Vice President: Cathy Culbertson, Treasurer: Cynthia Summers & Member at Large Mirna Morales (arrived at 7:39 PM).

Absent: Secretary: Jeri Pfannenstiel & two member at large positions available.

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

III. HOMEOWNERS FORUM

- 510 Holly Avenue – Elena Barajas; The homeowner attended the meeting to inquire how the meetings are conducted as a new homeowner. Homeowner also inquired about obtaining the invoices for the work that was completed at the home from the two separate plumbing slab leaks that occurred with the previous homeowner. Homeowner also reported that the common area light fixture near the garage attached to the garage building is hanging loose. The light committee member will be looking into this matter.
- 2206 North H Street – Peter & Lucy Gutierrez – Homeowner attended the meeting to discuss the matter of the proposed monthly charge for the RV lot. Homeowner reporting issues with the pool area and expressed their concerns with a neighboring unit near the pool area. Management will send a notice to the homeowner in question creating issues with the pool area. Homeowner also requested that the water be turned back on in the RV lot as the spigot was “capped” off.
- 544 Holly Avenue – Cesar Billi Esquivel; Homeowner attended meeting.

IV. APPROVAL OF MINUTES

Cathy made a motion to approve the February 20, 2019 minutes with the corrections submitted by Debbie; Debbie 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 **FEBRUARY 2019**:

Beginning Balance Operating	\$72,276.47
Cash Receipts	\$49,930.41
Cash Disbursements	(\$32,268.12)
Other (Transfer/Misc Income)	(\$449.00)
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$89,489.76</u>
Beginning Balance Savings	\$906,495.35
Cash Receipts	\$0.00
Disbursements	(\$11,575.00)
Other (Transfer/Misc.)	\$13,330.26
Interest	\$779.94
Savings Account Balance	\$909,030.55
Budgeted Reserve Liabilities	(\$909,030.55)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

The Board unanimously elected to approve the February 2019 Financials after presentation by Board Treasurer; Cynthia Summers, there were no objections at this time and the motion was approved.

Debbie made a motion to add an additional \$100K to the CD that will be maturing on April 26, 2019 and adding an additional \$100K to the CD that will be maturing May 20, 2019. Cathy seconded.

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

The following items were reviewed this date:

A. Repair and Maintenance

1. The Board elected to uphold/remove the violations accordingly to the homeowners that have not completed their annual termite inspections with Greens Entomological Services with the condition that management contact Green to confirm completion of the termite inspections.
2. The Board reviewed the bill back notice sent to the property manager of 672 Holly Avenue as it was believed that there was a slab leak at the address mentioned above. It appears that the tub lining was leaking causing water to damage the inside of the unit. Management informed the property manager for the unit that this is individual owner responsibility.

3. The Board was informed that 5 roofing and general contractors were unable to locate a roof tile that will interlock with the current roof tiles within the community. The Board reviewed the proposal for a price submitted by Home Reliable Solutions to replace the roofs for the entire community. Management will get back to contractor to request that they continue to search for anything that will work with the current tiles.
 4. The Board instructed management to contact Pin Point Leak Detection to inspect the units due to the water bill being a higher amount than previous months. Management will contact Pin Point Leak Detection to have this scheduled with the residents accordingly.
- B. Violation Log** – The Board elected to uphold and remove the violations on a case by case matter. Violation Hearing Verdicts will be sent out accordingly.

C. Parking

The Board discussed the matter of discussing the proposed parking rules and regulation changes at the April meeting.

- D. Violation Appeals** – The Board reviewed the following violation appeals and notices will be sent accordingly.

510 Holly – The Board elected to remove the violation for the holiday lights as the violation was addressed prior to the due date for removal of the holiday lights.

512 Holly – The Board elected to remove the violation for the overgrown tree in the patio area as the tree was trimmed and confirmed via a photo from the property owner.

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

The Board is requesting that management send a notice to the property owners to request that the payment plan be followed. Account numbers 14083 & 14024 will be notified via USPS mail.

- F. Liens** – No liens at this time.

- G. Foreclosures** – No action required at this time.

VII. COMMITTEE REPORTS (Various updates provided)

- A. Pool** – The Board reviewed the proposal from Clay Security to install a pool fob key system that is compatible with the current entrance system to the pool.

There was a homeowner that was interested in joining the pool committee, however no action was taken at this time by the Board appointing Mr. Peter Gutierrez to the pool committee.

- B. Architectural** – Debbie & Jeri

1. The Board reviewed the letter sent to the homeowner of 530 Holly Avenue about the windows that were installed without approval from the association, a “bay” window was installed to the kitchen area. Homeowner was invited to the meeting however was not present to discuss with the Board of Directors.

C. Landscape

Management will reach out again to M&R Landscaping to obtain a status update for the matter of the tree roots that is possibly causing damage to 562 Holly Avenue.

D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board instructed management to invite Steve Reich of Farmers Insurance to the April meeting. Management will send invitation to agent.

Management will e-mail the board possible rules that can be updated and sent out to the membership to provide an update to the communities rules.

The Board inquired about the having the CPA; Owens Moskowitz clarify the “Cash Flow from Investing Activities” as the draft audit is referencing \$188,133 however this amount is not being referenced in the Balance sheet at the beginning of the audit.

NEXT MEETING

The next Board of Directors meeting is scheduled to be held on April 17, 2019, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

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