

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

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**I. CALL TO ORDER**

The meeting was called to order by Deborah “Debbie” Oberlander at 7:06 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

**II. ROLL CALL**

Present: President: Deborah “Debbie” Oberlander, Vice President: Cathy Culbertson, Secretary: Jeri Pfannenstiel & Member at Large Mirna Morales.

Absent: Treasurer: Cynthia Summers & Two member at large positions available.

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

**III. HOMEOWNERS FORUM**

- 642 Holly Avenue – Gail Bride; Homeowner requested that the termite inspection be rescheduled due to the attic not being inspected, manager informed the homeowner to contact Green’s Entomological Services to have appointment rescheduled.
- 704 Holly Avenue – Michelle Imrie & Diane Birg (tenant) – Homeowner attended meeting to report the power being out in Driveway #9, resident informed garages are not being able to be opened up. Homeowner also requested that the large dumpster in driveway #9 be replaced to two smaller dumpsters due to the amount of trash left in the common trash enclosure. The homeowner also requesting that additional lights be installed due to the lighting in the driveway is bad. The tenant also reported that the irrigation near the bedroom window has a possible leak.
- 2228 North H Street – Jeanette Mercer: Homeowner attended meeting to also report the electrical issues with driveway #9.
- 544 Holly Avenue – Cesar Billi Esquivel; Homeowner attended meeting.
- 656 Holly Avenue – Debbie Oberlander: Homeowner reporting that the inside of the garage is flooding closer to the patio area.

**IV. APPROVAL OF MINUTES**

Debbie made a motion to approve the January 23, 2019 minutes with multiple corrections; Jeri 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 **JANUARY 2019**:

|   |                    |
|---|--------------------|
| Beginning Balance Operating             | \$67,255.46        |
| Cash Receipts                           | \$57,410.57        |
| Cash Disbursements                      | (\$52,389.56)      |
| Other (Transfer/Misc Income)            | (\$0.00)           |
| Interest/Dividends                      | \$0.00             |
| <u>Operating Cash Balance</u>           | <u>\$72,276.47</u> |
| Beginning Balance Savings               | \$898,106.95       |
| Cash Receipts                           | \$0.00             |
| Disbursements                           | (\$5,858.10)       |
| Other (Transfer/Misc.)                  | \$13,330.26        |
| Interest                                | \$916.24           |
| Savings Account Balance                 | \$906,495.35       |
| Budgeted Reserve Liabilities            | (\$906,495.35)     |
| <u>Reserve Account Overage/Shortage</u> | <u>0.00</u>        |

Cathy elected to approve the January 2019 Financials after presentation by Board President; Debbie Oberlander, Mirna seconded and the motion was approved.

## 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. Manager will be contacting Scott Kneighly of Powerhouse Construction to request that the wood beam at the home be replaced due to the damage along with closing the gap from the wood member and the stucco. The request is for 544 Holly Avenue. The Homeowner mentioned that contractor contacted the owner and the contractor was confused on the work that was originally requested to be completed.
3. The Board reviewed the notice from Edison rate change, no action taken or required for this matter.
4. Cathy made a motion to approve the proposal from R&S Construction to complete repairs to the electrical issue for driveway #9 due to the underground wiring deteriorating, with the condition that the work be completed by Friday, February 22, 2019, Mirna seconded. Manager will contact Ross to inquire about completing the work per the Board's conditions.

**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 March meeting.

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

550 Holly – The Board elected to deny the request for removal of the parking in the fire lane violation due to the photo being presented at the meeting. Management also provided the photo to the homeowner in violation as requested.

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

**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 is requesting that a proposal be obtain to have the FOB/Proximity sensor installed for both restrooms in the pool area.

**B. Architectural** – Debbie & Jeri

1. Debbie & Jeri were in agreement on approving the request submitted by 574 Holly Avenue to allow the cameras to remain installed on the property with the condition that the wires be hidden from plain view or painted to match the surrounding area.

**C. Landscape**

The Board elected to table the proposal to install shredded bark throughout the communities' common planter areas until summer. The Board will revisit this matter in a couple of months.

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

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

The Board elected to send out a notice to the community with regard to a possible RV lot monthly fee for the homeowners that utilize a space in the lot. The Board has allowed a grace period for homeowners to make alternative accommodations should they not be interested in the RV lot fee for the Orchard Lane Terrace.

**X. NEXT MEETING**

The next Board of Directors meeting is scheduled to be held on March 20, 2019, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

**XI. ADJOURNMENT**

The regular meeting adjourned at 9:14 PM per Board consensus.