

**BRIDGEHAVEN HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 14, 2015 – 1455 HEATHER OAKS LANE  
MINUTES**

**I. CALL TO ORDER**

Board President Michael Karhanek called the meeting of the Board of Directors to order at 6:10 PM.

**II. ROLL CALL**

The following Board Members were present: Board President; Michael Karhanek, Vice President; Judie Miller, Treasurer; Catherine Writz, Secretary; Janet Kestenbaum and Director: Neil Nadler.

Also present Lupe Aguilera, Association Manager's of Spectrum Property Services, Lupe Aguilera also acting as Recording Secretary.

**HOMEOWNERS FORUM** – Kenny Ryback and Howard Blau

**III. 2016 CALENDAR-** Board reviewed calendar.

**IV. APPROVAL OF AGENDA** – Agenda approved a presented.

**V. APPROVAL OF MINUTES**

Judie Miller moved to approve September 28, 2015 minutes, Michael Karhanek second the motion unanimously approved.

**VI. TREASURER'S REPORT**

Treasurer to report the following for month ending September 2015:

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	113,860.84	\$	342,031.03	\$34,548.20	\$	490,440.07
Cash Receipts	\$	11,824.95	\$	0.00	0.00	\$	11,824.95
Cash Disbursements	-\$	10,096.53	-\$	0.00	0.00	-\$	10,096.53
Other (Transfer/Misc. Income	\$	0.00	\$	2,541.90	0.00	\$	2,541.90
Interest/Dividends	\$	0.00	\$	18.81	0.54	\$	19.35
Balance	\$	<u>115,589.26</u>	\$	334,591.74	\$34,548.74	\$	<u>494,729.74</u>
Reserve Liabilities			-\$	<u>334,591.74</u>			
Reserve Account Overage/Shortage			\$	<u>0.00</u>			

Treasurer to report the following for month ending October 2015:

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	115,589.26	\$	344,591.74	\$34,548.74	\$	494,729.74
Cash Receipts	\$	10,792.19	\$	0.00	0.00	\$	10,792.19
Cash Disbursements	-\$	8,031.60	-\$	0.00	0.00	-\$	8,031.90
Other (Transfer/Misc. Income	\$	0.00	\$	2,541.90	0.00	\$	2,541.90
Interest/Dividends	\$	0.00	\$	18.94	0.58	\$	19.52
Balance	\$	<u>118,349.85</u>	\$	347,152.58	\$34,549.32	\$	<u>500,051.75</u>

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Reserve Liabilities			-\$	347,152.58			
Reserve Account Overage/Shortage			\$	0.00			

Treasurer to report the following for month ending November 2015:

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	118,349.85	\$	347,152.58	\$34,549.32	\$	500,051.75
Cash Receipts	\$	8,409.60	\$	0.00	0.00	\$	8,409.60
Cash Disbursements	-\$	9,372.24	-\$	2,500.00	0.00	-\$	11,872.24
Other (Transfer/Misc. Income	\$	0.00	\$	2,541.00	0.00	\$	2,541.90
Interest/Dividends	\$	0.00	\$	19.95	0.52	\$	20.47
Balance	\$	117,387.21	\$	347,214.43	\$34,549.84	\$	499,151.48
Reserve Liabilities			-\$	347,214.43			
Reserve Account Overage/Shortage			\$	0.00			

Catherine Writz has reviewed all bank reconciliations for September, October & November 2015 operating and reserve accounts as provided to me by Spectrum Property Services, in accordance with, Section Civ. Code §5500 California Civil Code. Board approved.

- A. Delinquency reported was attached for Board to view.
  - 1. Manager to send letter to those that have balance on accounts. Board approved to remove .42 from account BH1511.

## VII. COMMITTEE REPORTS

- A. Architectural
  - 1. 1455 Heather Oaks Lane request to modify landscape at the front of home was approved.
  - 2. 1467 Heather Oaks Lane request to replace garage door –Board approved
  - 3. 1605 Vista Oaks Lane request to install new mailboxes -Board approved.
- B. Landscape
  - 1. Emailed Board Landscape water usage report
  - 2. Emailed from New View regarding annual color. Board approved
  - 3. Email from New View Landscape & 1467 Heather Oaks Land regarding drains. want to make. Manager to check with the City of Thousand Oaks regarding whether The original developer had City of Thousands Oaks sign off on any remediation of the storm drains we discussed. Also get an idea of the cost to have an storm drain scope company come out for an inspection.

## VIII. MANAGER'S REPORT

- A. Repair & Maintenance-None to report
- B. Violations-None
- C. Violation appeals
  - 1. 1538 Heather Oaks Lane –Correspondence from Homeowner and present at meeting. Board advise to skirt the tree up.
- D. Correspondence sent to individual regarding specific verdict hearing violation.

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E. Correspondence-None

**IX. OLD BUSINESS**

A. Pergola & park area –Board to review proposal in new business.

B. J&S Restoration has not completed all the painting. Board is request to have someone else come out to finish. Manager will contact R&S Construction.

C. Bridge- No action

D. GPM completed the Asphalt work.

E. Guard Shack –Manager to follow up on having the inside of the guard shack cleaned and having The toilet removed, the water valves shut off and the plumbing opening properly sealed.

F. Budget for fiscal year end 12/3/16 was approved & mailed to the members.

G. Engagement letter was faxed to Allyn M. Moskowitz to prepare taxes and audit for fiscal year end 12/31/15

**X. NEW BUSINESS**

A. Correspondence from City of Thousand Oaks regarding El Nino Storm Preparedness.

B. Board reviewed R&S Construction proposal for the replacement of the pergola at the cost of \$7,343.00. Judie Miller made a motion to approved R&S Construction proposal and Neil Nadler second the motion. Motion Passed.

**XII. NEXT MEETING**

The next meeting is a Board of Directors meeting scheduled for March 9, 2016 at 6:00PM no location yet.

**XIII. ADJOURNMENT:** The meeting of the Board of Directors was adjourned at 7:35PM, No Executive Session.

Submitted by Lupe Aguilera

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Janet Kestenbaum, Secretary

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