

**TRACT 4494 HOMEOWNERS ASSOCIATION (AKA ARBOR HILLS HOA)  
BOARD OF DIRECTORS MEETING –REGULAR SESSION  
OCTOBER 9, 2018  
MINUTES**

APPROVED

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**CALL TO ORDER**

The meeting was called to order by President: Paul Smith at 6:05 PM. Meeting held at 801 Knollwood Drive, Newbury Park, CA.

**ROLL CALL**

Present: President: Paul Smith, Vice President: Diana Falberg, Treasurer: Jeff Moore, Secretary: Rebecca Henle & Member at large Brian Thompson

Absent: None

Guests: Cheri Conti Association Manager, Assistant Manager and Recording Secretary Raymond Melero of Spectrum Property Services.

**III. APPROVAL OF AGENDA**

The agenda was approved as presented, per Board consensus.

**IV. OPEN FORUM**

**V. APPROVAL OF MINUTES**

Brian made a motion to approve the August 14, 2018 meeting minutes, Paul seconded. Motion was approved.

**VI. TREASURER'S REPORT**

Financial Statement, Operating/Reserve Accounts for August & September 2018  
Provided to Board of Directors.

**Treasurer to report the following for month ending August 2018:**

Beginning Balance Operating	\$82,740.46
Operating Cash Balance	\$81,485.31

Beginning Balance Savings	\$485,943.85
Savings Account Balance	\$485,943.85

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**Treasurer to report the following for month ending September 2018:**

Beginning Balance Operating	\$81,485.31
Operating Cash Balance	\$78,308.97

Beginning Balance Savings	\$491,332.94
Savings Account Balance	\$490,353.23

Jeff provided a brief report for the August & September 2018 financial report. The Association's bank reconciliations and reserve accounts have been reviewed by the entire Board of Directors. No questions or concerns at this time

**VII. COMMITTEE REPORTS**

**Architectural – The Board reviewed the architectural items**

The Board requested that the item on the agenda be removed from the agenda for 848 Paseo De Leon. This matter has been considered closed from the Board of Directors due to lack of response from the homeowner on any updates for the remodel/renovation of the property.

**Landscape – Board discussed and reviewed landscaping items**

It was reported to the Board that the hillside is not being watered properly and requested that management create a work order to have this looked into by the landscapers and address accordingly.

**VIII. MANAGEMENT REPORT**

Various reports, logs, and correspondence provided as information only.

Paul made a motion to adopt the rule per the proposed change to the rules and regulations, the document dated August 21, 2018. Rebecca seconded the motion that the association's rule book should inform residents to be cautious on the method of applying rodent poison within the development. The rules will be modified accordingly and will be sent to the Board prior to mailing out the document out to the membership of the effective date for the rule.

Jeff mentioned that baiting stations may be placed within the development for squirrels and not rats for \$10 a month per stations. A total of 15 stations will be strategically placed throughout the development for the best effectiveness.

It was reported to management that the City of Thousand Oaks caused damaged to the asphalt leaving resident when completing repairs near the front main vehicle gate. This matter is being addressed by manager Cheri Conti.

Paul made a motion to approve the proposal in the amount of \$797.50 submitted by Way Stoked Construction to repair/replace the light bulbs to the Model LF3-30CW-KN, 30 watts, 100-277 Volts, 3000 LM Lumens & 5000K Color Temp. Jeff seconded and the motion was approved.

**Delinquency Report – No items at this time**

**Violations – The following violations were reviewed at the meeting**

776 Alderdale Court – Parking 2<sup>nd</sup> violation; Uphold

792 Alderdale Court – Parking 1<sup>st</sup> violation; Uphold

The Board requested that a letter be sent to 799 Alderdale Court and request that a light fixture be installed to match the communities light fixtures. If completed within a reasonable amount of time. The violation will be removed accordingly. The homeowner must submit the architectural approval prior to installation.

D. Appeals – None at this time

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

The Board requested that Cheri Conti inquire with the AG commissioner on letter to homeowner placing rodent poison within the development.

Paul made a motion to approve the draft budget for the 2019 FYE. Rebecca seconded and the motion was approved.

Brian reported that the vehicle gate on Lynn Road was hit and misaligned. The wrought iron gate may need to be repaired accordingly Board would like to see estimates for either wood or vinyl material to be used. Rebecca and homeowner Stuart Goodman will inspect accordingly.

Manager will request a proposal from Brightview to tear grass out and install new grass with reseeding on the corner of Foxdale & Briar Ridge

**XI. NEXT MEETING**

The next Meeting is scheduled to be held on January 8, 2019, at 6:00 PM at First Christian Church, 801 Knollwood Drive, Newbury Park, CA.

**XII. ADJOURNMENT**

The meeting adjourned at 7:21 PM per Board consensus.