

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
September 19, 2018 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Deborah "Debbie" Oberlander at 7:03 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, Secretary: Jeri Pfannenstiel, Member at Large Mirna Morales (7:08 P.M.)

Absent: Two member at large positions available.

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

III. HOMEOWNERS FORUM

- 614 Holly Avenue – Don Champlain; Homeowner submitting a request to install a screen door at the unit. Homeowner also reporting the sloping of the asphalt in front of the garage being an issue and allows water to flow back in to the garage. Homeowner also reported roof tiles being cracked.
- 642 Holly Avenue – Gail Bridge – Homeowner attended meeting to inquire about plumbing within the walls. Homeowner would like to know who is responsible for plumbing within walls.
- 526 Holly Avenue – Dee Arevalo; Homeowner reporting dry-rot on the garage trim near the garage roll up door. Homeowner also reporting cracked/broken roof tiles on building. Homeowner also inquired about concrete lifting in the area around the home to the common area sidewalks.

IV. APPROVAL OF MINUTES

Debbie made a motion to approve the August 15, 2018 minutes, with the four corrections conditions submitted by Debbie Oberlander; 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 **AUGUST 2018**:

Beginning Balance Operating	\$26,156.80
Cash Receipts	\$52,970.36
Cash Disbursements	(\$63,281.58)
Other (Transfer/Misc Income)	\$0.00
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$15,845.58</u>
Beginning Balance Savings	\$932,955.92
Cash Receipts	\$0.00
Disbursements	(\$9,370.95)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$953.16
Savings Account Balance	\$937,729.78
Budgeted Reserve Liabilities	(\$937,729.78)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Cathy elected to approve the August 2018 Financials after presentation by Board Treasurer; Cynthia Summers, Jeri 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.
2. Cynthia made a motion to approve the proposal from ASR to complete repairs to 634 Holly Avenue due to the plumbing slab leak in the amount of \$1,196.43, Cathy seconded. Motion was approved.
3. Cynthia made a motion to approve the "lowest" proposal to complete repairs for 674 Holly Avenue. The proposals are to be submitted by All Season Restoration & California Premiere Restoration. Cathy seconded. Manager will proceed with the lowest bid to complete repairs from plumbing slab leak.
4. The Board unanimously elected to approve the proposal from Complex Solutions to proceed with updating the reserve study with a Level 2 update in the amount of \$1,275.00 with a seven week turn around. The reserve study will coincide with the 2019 Budget.
5. The Board inquired about the water bill being excessive for several water meters. Manager will contact City of Oxnard's Water Department to speak with and discuss options on how to decrease the amount of the bills.

B. Violation Log – The Board elected to uphold and remove the violations. Violation Hearing Verdicts will be sent out accordingly.

C. Parking

No action taken at this time

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

508 Holly – An extension was granted to resident for overgrowing ivy vine in patio area.

554 Holly – The Board elected to remove the violation for vehicle parking in the guest parking area as the two vehicles in question do not belong to the property owner or tenants.

678 Holly – The Board elected to remove the violation for the artificial grass/cloth that was in disarray near the entryway of the home.

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

1. It was reported at the meeting that the soap dispenser in the pool area has graffiti and needs to be removed.
2. There was a report submitted to the manager that the stucco to the restroom building in the pool area is damaged and needs to be repaired accordingly.
3. Debbie instructed manager to have Action Lock alter the restroom locks to require an HOA authorized electronic fob key to gain access in to the two restrooms in the pool area.

B. Architectural – No action required at this time.

C. Landscape - No items mentioned at this time.

D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

Mirna made a motion to approve the full audit from Moskowitz in the amount of \$1,575.00 is a full audit was not completed in the last three years. Jeri seconded motion approved.

Cynthia Summers requested that the manager send over the check registers from the month of June to current due to the checks being sent to another Board member for authorized signatures for processing of the weekly check runs.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on October 17, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 9:12 PM per Board consensus.