

APPROVED

**ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS MEETING  
May 17, 2017 – 1700 LOMBARD STREET SUITE 110  
MINUTES**

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**I. CALL TO ORDER**

The meeting was called to order by Serena Watford at 7:00 PM. Meeting held at 1700 Lombard Street Suite 110, Oxnard, CA. 93035

**II. ROLL CALL**

Present: President: Serena Watford, Vice President Cynthia Summers, Secretary Jeri Pfannenstiel and Member at Large Cathy Culbertson

Absent: Treasurer Alice Morehead & Open Seat Member at Large Open Seat

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

**III. HOMEOWNERS FORUM**

1. 522 Holly – Tina Esparza, property manager: Appealing violations
2. 552 Holly – Edward Schulz: Homeowner attended board meeting, concerns with lighting, concerns with pool issues
3. 518 Holly – Property Manager – Appealing Violation
4. 544 Holly – Mirna & Billy – Attended Board meeting to discuss concerns.
5. 620 Holly – Maricela Martinez – Appeal violation
6. 642 Holly – Gail Bride – Concerns with pool issues

**IV. APPROVAL OF MINUTES**

Cathy made a motion to approve the March 15, 2017, meeting minutes; Cynthia seconded motion, unanimously approved.

**V. TREASURER'S REPORT**

The Board elected to table the reading of the March – April Financial statements due to treasurer not being present.

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

The following items were reviewed this date:

**A. Repair and Maintenance**

1. Board reviewed the units that are non-responsive with Greens Entomological Services for Termites inspections, total of 7 units at this time for the month of March - April.
2. Board reviewed the rodent inspection report from Greens Entomological Services.
3. The Board of Directors unanimously elected to approve R&S Construction to complete the termite repairs for the following addresses; 516 & 534, 544 & 574. The work will be scheduled with R&S Construction
4. Board elected to wait for Select Electric for the proposal if not received by the end of week Board will be proceeding with proposal to repair light fixture near the pool with Straight Line Electric in the amount of \$1,370 as trenching will be completed by Straight line electric.
5. Board is requesting an additional proposal be obtained to re-do the asphalt areas at 550 Holly Avenue & 2206 N H Street to allow proper flow.
6. Board reviewed the bill back notices, no action required.

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

**C. Parking** – Notices have been sent to Homeowners violating the parking rules and regulations.

Vehicles will be cited accordingly not following the association's rules and regulations.

**D. Violation Appeals** – violation appeals were discussed and approve/disapproved on a case by case matter.

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

**F. Liens** – Board requesting that a letter be sent to the owner requesting owner make a larger amount of money towards delinquent amount.

**G. Foreclosures** – Board will review parcel # 139-0-310-195 and make decision during executive session on how to proceed.

**VII. COMMITTEE REPORTS** (Various updates provided)

**A. Pool - Serena Watford**

1. Board of Directors unanimously approved to have the automatic timers installed to both the women's and men's restroom.
2. Board will be reviewing estimates for new pool furniture at the June meeting.

**B. Architectural**

1. No action required at this time.

**C. Landscape**

1. Cathy made a motion to approve M&R Landscaping proposal to remove a tree near 2208 and replace “2” 24” Crepe Myrtles, Cynthia seconded motion passed.

2. Cathy made a motion to approve M&R Landscape proposal to remove a dead tree near 664 Holly Avenue Cynthia seconded motion passed.

- D. Correspondence** – Serena made a motion to waive half of the monetary penalties from account # 14015 due to the patio arbor violation in 2015; Alice seconded; Cynthia denied approving request from Homeowner; Motion passed.

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

**X. NEXT MEETING**

The next Board of Directors meeting is scheduled to be held on June 21, 2017, at 604 Holly Avenue in Oxnard, CA 93065 @ 7:00 PM.

**XI. ADJOURNMENT**

The regular meeting adjourned at 8:49 PM per Board consensus.