

**ORCHARD LANE TERRACE HOA  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 20, 2017 – 656 HOLLY AVENUE  
OXNARD, CA 93036  
MINUTES**

**APPROVED**

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**I. CALL TO ORDER**

The meeting was called to order by Cynthia Summers at 7:01 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

**II. ROLL CALL**

Present: Vice President Cynthia Summers, Secretary Jeri Pfannenstiel, Treasurer Alice Morehead, Member at Large Cathy Culbertson & Member at Large Deborah "Debbie" Oberlander.

Absent: President: Serena Watford, Member at Large Open.

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

**III. HOMEOWNERS FORUM**

1. 642 Holly – Gail Bride; Homeowner attended Board meeting.
2. 552 Holly – Edward Schulz: Homeowner inquiring about Semi Trucks in RV lot, Homeowner also reporting lighting issues in driveway #5.
3. 540 Holly – Andrew & Ashley Ayala – Homeowner attending Board meeting to appeal violation.
4. 568 Holly – Carolyn Nelford – Homeowner reporting violations throughout community. Homeowner also reporting landscape employee in the restroom for an unusual amount of time.
5. 522 Holly – Tina Esparza-Property manager attended Board meeting to appeal violation.

**IV. APPROVAL OF MINUTES**

Debbie made a motion to approve the August 16, 2017, meeting minutes; Cathy seconded motion, unanimously approved.

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## **V. TREASURER'S REPORT**

The Association's bank reconciliations and reserve accounts have been reviewed by the entire Board of Directors.

August 2017	Operating	Reserves
Beginning Balance	\$168,637.30	\$838,983.02
Account Balance	\$102,434.99	\$849,529.75

Debbie made a motion to approve the August 2017 financial report presented by Treasurer Alice Morehead. Cathy seconded motion passed.

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

The following items were reviewed this date:

### **A. Repair and Maintenance**

1. Board reviewed the rodent inspection report from Greens Entomological Services.
2. The Board reviewed the revised proposal submitted by R&S Construction to re-roof 2238 North H Street; however there was Board discussion of not switching over to composition tiles due to the association having this type of material at the association. Board to discuss further at the October meeting, the roofer will be invited to October meeting.

**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** – No liens at this time

**G. Foreclosures** – No matters to discuss at this matter.

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

### **A. Pool** - Serena Watford

1. No further matters to discuss.

### **B. Architectural**

1. Board reviewed the approved document for the window replacement at 610 Holly Avenue, no further issues at this time.

C. Landscape

1. The Board reviewed the proposal to modify the plants at 628 Holly Avenue, Board agreed that the cost was high and request that the proposal be modified to a cost effective amount.

D. Correspondence

1. No items at this time.

**VIII. OLD BUSINESS**

Jeri made a motion to approve the Fiscal Year End audit with Allyn M. Moskowitz at \$1,575, Alice seconded motion passed

**IX. NEW BUSINESS**

The Board reviewed the 2018 draft budget and has elected to schedule a budget meeting for October 11, 2017 at 656 Holly Avenue @ 7:00 PM

Cynthia Summers requested that the proposed parking rules be added to the October agenda for further discussion.

**X. NEXT MEETING**

The next Board of Directors meeting is scheduled to be held on October 18, 2017, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

**XI. ADJOURNMENT**

The regular meeting adjourned at 8:40 PM per Board consensus.