

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
JUNE 21, 2017 – 604 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Serena Watford at 7:00 PM. Meeting held at 604 Holly Avenue, Oxnard, CA. 93036

II. ROLL CALL

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

Absent: 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 reported violations, inquiring about jolly jump houses in the common area, irrigation issues running into street.
2. 552 Holly – Edward Schulz: Homeowner had questions regarding Assembly Bill 968, Homeowner also reporting vines overgrowing onto buildings.
3. 624 Holly – Don Champlain – Homeowner had questions regarding Assembly Bill 968, Homeowner reporting residents planting in common area

IV. APPROVAL OF MINUTES

Debbie made a motion to approve the May 17, 2017, meeting minutes; Alice seconded motion, unanimously approved.

V. TREASURER'S REPORT

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

March 2017	Operating	Reserves
Beginning Balance	\$162,045.64	\$807,915.95
Account Balance	\$155,951.52	\$818,418.55

April 2017	Operating	Reserves
Beginning Balance	\$155,951.52	\$818,418.55
Account Balance	\$160,348.28	\$823,993.15

May 2017	Operating	Reserves
Beginning Balance	\$160,348.28	\$823,993.15
Account Balance	\$158,155.78	\$827,865.98

Debbie made a motion to waive the March and April 2017 Treasures report. However the previous month's financials were reviewed by the Board. Serena seconded, Motion passed.

Serena made a motion to approve the May 2017 financial report presented by Treasurer Alice Morehead. Cynthia 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 units that are non-responsive with Greens Entomological Services for Termites inspections, total of 9 units at this time for the month of May 2017.
2. Board reviewed the rodent inspection report from Greens Entomological Services.
3. The Board reviewed the proposals from Bens Asphalt & GPM to redo the asphalt in the driveways at 2206 North H Street & 550 Holly Avenue, however due to the weather the board elected to hold off on any action.
4. The Board requested for further proposals to reroof at 2238 North H Street due to unit no longer being able to be repaired. Board was informed that the current Cernwood roof tiles currently installed no longer manufactured and have been discontinued.

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 – The Board unanimously elected to proceed with the lien to parcel # 139-0-300-255, motion approved, and management will proceed.

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

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. Board of Directors approved to place an order for 10 new lounge chairs for the pool area. Total cost 149.99 for two chairs. (total of 5 boxes ordered)

2. Board requesting for more proposals to replace the expansion joint. Health department wrote up during last inspection. Proposals will be provided to Board at July board meeting.

B. Architectural

1. No action required at this time.

C. Landscape

1. No action required at this time.

D. Correspondence

1. Board reviewed e-mail to owner denying request to occupy the green belt common area near the pool.

VIII. OLD BUSINESS

Previous Board member Don Champlain provided a maintenance matrix with regard to HOA versus Homeowner maintenance responsibilities. Board will review and proceed accordingly on how to proceed with Assembly Bill 968.

IX. NEW BUSINESS

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on July 19, 2017, at 604 Holly Avenue in Oxnard, CA 93066 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:35 PM per Board consensus.