

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2018 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

APPROVED

I. CALL TO ORDER

The meeting was called to order by Cynthia Summers at 6:30 PM. Meeting held at 656 Holly Avenue, Oxnard, CA. 93036.

II. ROLL CALL

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

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

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

III. HOMEOWNERS FORUM

1. 552 Holly – Edward Schulz: Homeowner reported the branch near the master bedroom is touching the roof requesting to have trimmed away. Homeowner also reporting the light in the men's bathroom not working properly.
2. 2232 North H Street – Chi Tsai; Homeowner appealing the multiple violations and monetary penalties for parking.
3. 642 Holly – Gail Bride; Homeowner attending Board meeting.

IV. APPROVAL OF MINUTES

Cynthia made a motion to approve the January 17, 2018, regular minutes with the correction of Jeri Pfannenstiel being placed in the "Present" portion of the minutes, along with the addition of the renewing of the multiple maturing CD's; Cathy seconded, motion 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 **JANUARY 2018**:

Beginning Balance Operating	\$84,822.13
Cash Receipts	\$47,544.87
Cash Disbursements	(\$49,818.96)
Other (Transfer/Misc Income)	(\$450.00)
Interest/Dividends	\$0.00
Operating Cash Balance	<u>\$82,098.04</u>

Beginning Balance Savings	\$894,501.41
Cash Receipts	\$0.00
Disbursements	(\$4,905.00)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$293.18
Savings Account Balance	\$903,081.24
Budgeted Reserve Liabilities	(\$903,081.24)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Cathy made a motion to approve the January 2018 financial report presented by Jeri seconded the motion and it passed.

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

The following items were reviewed this date:

A. Repair and Maintenance

1. The Board reviewed the non-responsive termite notices from Green's Entomological Services and elected to uphold the violation notices as to who has not completed annual inspections. Notices will be sent accordingly.
2. Cynthia made a motion to approve the proposal from R&S Construction to complete the repairs to the roof for the building of 544 Holly Avenue; Cathy seconded and motion passed. The cost for the repairs is at \$895.00.

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.

The Board reviewed the draft notice to mail to the membership for the amendments to the parking rules. Notice will be adjusted and mailed once approved by the Board of Directors.

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

The Board reviewed the letter of appeal from the owner of 668 Holly Avenue; the request was denied by the Board of Directors to remove the violations for the barking dog.

The Board reviewed the letter of appeal from the owner of 576 Holly Avenue; the request was approved by the Board of Directors for the termite violation as inspection was completed.

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

F. Liens – Serena elected to approve the lien for parcel # 139-0-300-255, Debbie seconded. Motion approved.

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

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool - Serena Watford

1. No items to discuss at this time, manager will create work order for men's restroom light not working properly.

B. Architectural

1. No items to review at this time.

C. Landscape

1. Cathy reported the renovation of 628 Holly Avenue has been completed.

D. Correspondence – No items at this time

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board elected to change the meeting time back to 7:00 P.M. for future meetings to come.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on March 21, 2018, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 7:40 PM per Board consensus.