

**ORCHARD LANE TERRACE HOA
BOARD OF DIRECTORS MEETING
JANUARY 23, 2019 – 656 HOLLY AVENUE
OXNARD, CA 93036
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Deborah “Debbie” Oberlander at 7:05 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.

Absent: Two member at large positions available.

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

III. HOMEOWNERS FORUM

- 642 Holly Avenue – Gail Bride; Homeowner inquired about the installation of cameras for the community. Homeowner also reporting a vehicle being parked in the guest parking day and night in driveway #4.
- 542 Holly Avenue – Silvia Nuno – Homeowner attended the meeting to report that the annual termite inspection has been completed.
- 544 Holly Avenue – Cesar Billi Esquivel; Homeowner attended meeting.

IV. APPROVAL OF MINUTES

Debbie made a motion to approve the December 12, 2018 minutes with multiple corrections and clarification be added; Cathy 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 **DECEMBER 2018**:

Beginning Balance Operating	(\$18,844.94)
Cash Receipts	\$51,623.92
Cash Disbursements	(\$51,006.77)
Other (Transfer/Misc Income)	\$85,483.25
Interest/Dividends	\$0.00
<u>Operating Cash Balance</u>	<u>\$67,255.46</u>

Beginning Balance Savings	\$971,037.96
Cash Receipts	\$0.00
Disbursements	(\$88,033.25)
Other (Transfer/Misc.)	\$13,191.65
Interest	\$1,910.59
Savings Account Balance	\$898,106.95
Budgeted Reserve Liabilities	(\$898,106.95)
<u>Reserve Account Overage/Shortage</u>	<u>0.00</u>

Jeri elected to approve the October and December 2018 Financials after presentation by Board Treasurer; Cynthia Summers, Cathy 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 with the condition that management contact Green to confirm completion of the termite inspections.
2. The Board reviewed the letter of intent for 564 Holly Avenue as the unit is going through escrow. Management is waiting for the secondary proposal from Powerhouse Construction.
3. Management was instructed to contact three contractors to obtain proposals to find and install/replace missing or broken tiles for the community. There has been a large number of reports of cracked tiles to management.

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

C. Parking

No action taken at this time. The request for updating the parking rules and regulations will be tabled until further discussion.

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

562 Holly – The Board has elected to deny the request for removal of the violation for parking in the guest parking as multiple residents and Board members have witnessed the homeowner utilizing the guest parking spaces.

2222 N H St – The violation for the termite inspection report has been removed as the inspection has been completed.

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

The Board reviewed the payment plan request during the executive session for account #14024.

F. Liens – No liens at this time.

G. Foreclosures – No action required at this time.

VII. COMMITTEE REPORTS (Various updates provided)

A. Pool

1. The Board reviewed the proposal #10063 from Joshua Pool and Spa and requested that the contractor provide a breakdown for parts vs. labor to replace the spa's pump. Total proposed price is \$1,270.25 no action at this time.
2. The Board reviewed the proposal to replace the pump motor to the spa from Joshua Pool and Spa proposal # 10062 has been approved at \$540.00 no further discussion at this time

B. Architectural – Debbie & Jeri

1. There was discussion about creating and adopting a standard for camera installation for the community.

C. Landscape – Cathy made a motion to approve the proposal 3531 to trim 34 trees at the community for \$4,105 Cynthia seconded motion approved.

The Board elected to deny the proposal to renovate the landscaping near 554 Holly Avenue, in the amount of \$282.50 due to the landscaping being in a healthy state with no issues.

Management has reached out to the landscapers about the trash enclosures not being blown or cleaned out along with the landscapers using the leaf blowers blowing towards the front doors.

D. Correspondence – No action required at this time.

VIII. OLD BUSINESS

IX. NEW BUSINESS

The Board is requesting that a notice be mailed out to the community informing the membership that there will be a monthly fee of \$50.00 to reserve the RV lot. Cathy made a motion to adopt this new fee beginning after the 30 day notice has been mailed. Due to the meeting being later in the month of January a notice will be mailed out and will need to be adopted at the March 20, 2019 meeting allowing 30 days for the membership. Mirna seconded.

The Board requested that management obtain information from the Orchard City Council to verify when the next Community Garage Sale will take place for the neighboring communities.

X. NEXT MEETING

The next Board of Directors meeting is scheduled to be held on February 20, 2019, at 656 Holly Avenue in Oxnard, CA 93036 @ 7:00 PM.

XI. ADJOURNMENT

The regular meeting adjourned at 8:30 PM per Board consensus.