

**MISSION RIDGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
MARCH 28, 2018 - 6:30PM  
215 DAILY DRIVE, STE. 10, CAMARILLO, CA**

**I. CALL TO ORDER / ROLL CALL**

The meeting was called to order at 6:37 by Mary Collins. Also present were: Glen Dewar, Jennifer Bunde and new members Ken Rees and Peter Lee.

**II. APPROVAL OF MINUTES**

Minutes of the January 24, 2018 Board meeting: MTA by Glen Dewar, second by Mary Collins. Approved.

**III. OPEN DISCUSSION FOR HOMEOWNERS** – 1 other owner were present.

**IV. TREASURER'S REPORT** – February 2018 financial was reviewed by board. MTA by Mary Collins, second by Jennifer Bunde. Approved.

**Per Civil Code §5500 the Treasurer has reviewed a current reconciliation of the Association's reserve accounts and operating accounts. The Treasurer has also reviewed actual reserve and operating expenses as compared to the current year's budget as well as the latest account statements for the financial institutions where the Association money is held. The Treasurer also reviewed the income and expense statement for the Association's operating and reserve accounts.**

**V. MANAGER'S REPORT**

- A. Telephone log – reviewed by Board.
- B. Work order log – reviewed by Board.
- C. Utility usage report – reviewed by Board.

**VI. BOARD BUSINESS**

- A. Liens – MTA by Mary Collins to place a lien on lot # 49, second by Jennifer Bunde. Approved. Debt on lot # 3 has been paid; no lien needed at this time.
- B. Landscape
  - 1. March 2018 report – reviewed by Board.
  - 2. Renovation of turf and planter areas – MTA by Peter Lee the proposal (#MR050) from Chateau Landscape in the amount of \$2,500.00, second by Glen Dewar. Approved.
  - 3. Proposal to plant the exterior – tabled until September 2018.
- C. Proposal to seal and paint pool fence and all wood connected – MTA by Mary Collins the proposal from Premier Paint in the amount of \$4,045.00, second by Jennifer Bunde. Approved.
- D. 2017 Year End Financial Review – completed. MTA by Mary Collins this review, second by Ken Rees. Approved.
- E. 2017 Year End Financial Review Proposal – MTA by Mary Collins the proposal in the amount of \$ 1,250.00, second by Jennifer Bunde. Approved.
- F. Squirrel Issue – Board reviewed the issue with a squirrel burrowing a nest under a tile roof. Board chose to take no action.
- G. Bait stations gone missing – Cragoe Pest advised that 20 out of 30 bait stations appear to have been stolen. Board chose to not replace them at this time. They will monitor the situation with rodents, as well as the own nest.
- H. Correspondence – reviewed by Board.

**VII. NEXT MEETING DATE**

The next regularly scheduled meeting date will be May 23, 2018.

**VIII. ADJOURNMENT TO EXECUTIVE SESSION**

The meeting was adjourned at 7:13pm. Board then met in Executive Session to consider delinquencies, violations, foreclosures, third party contracts and any legal matters.