

**MISSION RIDGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

MINUTES

JULY 26, 2017 - 6:30PM

215 DAILY DRIVE, STE. 10, CAMARILLO, CA

I. CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:31 by Mary Collins. Also present were: Glen Dewar, Grace Lalonde, and Brenda Degner.

Jennifer Bunde was not present.

II. APPROVAL OF MINUTES

Minutes of the May 24, 2017 Board meeting: MTA by Mary Collins, second by Brenda Degner. Approved.

III. OPEN DISCUSSION FOR HOMEOWNERS – owners of 5715 Recodo were present to discuss their concerns.

IV. TREASURER'S REPORT – June 2017 financial was presented by Grace LaLonde. MTA by Mary Collins, second by Glen Dewar. 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. President reminded manager that the Edison utility box located at the corner of Montessa and El Lazo still needs to be reported to Edison as it is sinking further into ground.

VI. BOARD BUSINESS

A. Landscape

1. July 2017 report – reviewed by Board.

Proposed renovation of turf and planter areas will be discussed with landscaper on the next walkthrough which manager will schedule.

B. Owl Nesting Box – currently resides in manager's office and is ready for installation. Glen provided 4 pictures of areas where it would be ideal to install it. Manager has access to the contractor who successfully installed these for another management company and HOA. Board agreed the Glen and the contractor should work together on locating the box at Mission Ridge.

C. Vinyl Gates – Board is reluctant to spend the money, at this time required to replace all gates as the asphalt is in need of repair, as well. Board agreed to have manager solicit proposals to repair and paint gates.

D. 3 Year On-site Reserve Study Proposals – reviewed 3. MTA by Glen Dewar to accept the proposal from J.D. Brooks in the amount of \$1080, second by Grace LaLonde. Approved.

E. Damage to Garage Door at 5715 Recodo Way – owners advised door was vandalized. Per the CC&R's, HOA is responsible for repair and replacement. MTA by Glen Dewar to reimburse owners \$682.64 that Anytime Garage Doors will charge to repair, second by Brenda Degner. Approved.

F. Architectural Committee – current committee consists of all the Board members. Manager advised that Board needs to hold a properly noticed meeting each time a request is received (Civil Codes §§ 4045 & 4920) as anytime 3 or more Board members meet, it is considered a Board meeting. Alternatively, Board may choose 2 owners to serve as the committee which would not constitute a Board meeting. Brenda Degner and Mary Collins volunteered to serve as the architectural committee. MTA by Glen Dewar, second by Grace LaLonde. Approved.

G. Manager Disclosure – Board reviewed. No action.

VII. NEXT MEETING DATE

The next regularly scheduled meeting date will be September 27, 2017.

VIII. ADJOURNMENT TO EXECUTIVE SESSION

The meeting was adjourned at 7:48pm. Board then met in Executive Session to consider delinquencies, violations, foreclosures, third party contracts and any legal matters.