

**OXNARD MEDICAL ARTS CENTER
BOARD OF DIRECTORS MEETING**

**MINUTES
March 14, 2018**

**12:15pm
941 W. 7th Street, Oxnard, CA**

I. CALL TO ORDER / ROLL CALL

The meeting was called to order by President Mark Kurtz at 12:15pm. Ioannis Magnis and K. Seek Lau were also present.

Management was represented by Colleen Scott from Anchor Community Management. Pedro Ortiz, on-site maintenance was also present.

Tony Cabebe from the Maintenance Committee was also present.

- II. GUEST:** Jason Baker from Blackpoint Group was present to discuss the possible next phase of the project. His recommendation is to do area # 5 next. In the interest of saving money via economy of scale, Mark asked the board to consider doing phase 5 and phase 3 at the same time. Board reviewed reserve balances and discussed funding of these two phases which is estimated to cost approximately \$134,000. M/S: Mark Kurtz/K. Seek Lau to have Jason move forward with obtaining formal bids to do just phase 5 and to do both phases. Approved.

III. APPROVAL OF MINUTES

M/S: Mark Kurtz/K.S. Lau to approve the minutes of the November 8, 2017 meeting. Approved.

- IV. OPEN FORUM-** No OMAC owners were present.

- V. TREASURER'S REPORT** – M/S: K. Seek Lau/Mark Kurtz the February 2018 financial report. Approved. Manager advised that a \$100,585.87 CD matures on 3/31/18 and asked board how they wish to reinvest funds. Board agreed money should be kept available and should be reinvested in a Money Market account. Board asked manager to check financial institutions for a rate that exceeds 1%.

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.

VI. MAINTENANCE COMMITTEE REPORT

Tony Cabebe presenting CONTINUED BUSINESS:

1. LED light project – Completed.
2. Front gate keypad needed reprogramming – Completed
3. Estimates for tree trimming – to be handled under VIII. New Business – A on today's agenda.
4. Roof Leaks - #951 (Lee) – patched by association roofer. #965 (Chen) – patched by Pedro.

Tony Cabebe presenting NEW BUSINESS:

1. Repair OMAC signage on front of building, above# 951.
2. Restroom hand dryers have lost power – recommend replacement. Pedro provided House Sanitary Supply quote in the amount of \$410.66. Four are needed. M/S: Ioannis Magnis/Mark Kurtz to purchase four. Approved.

VII. CONTINUED BOARD BUSINESS

- A.** Hedge Trimming – Board asked manager to continue working with Oakridge Landscape to accomplish this work, per their contract.

- B. Directory/Keypad at Entry – Handled under ‘Maintenance Committee Report’ by Tony Cabebe.
- C. Lights at 2nd story of building exterior – Handled under ‘Maintenance Committee Report’ by Tony Cabebe.
- D. Next Phase of Asphalt Work – handled under ‘Guest’ above.

VIII. NEW BUSINESS

- A. Tree Trimming – Board reviewed 2 proposals. Manager was asked to ascertain from Treescapes how much they can decrease the height of the trees without harming them. Subject to the answer to that question, M/S: Mark Kurtz/Ioannis Magnis to approve Treescapes to trim trees and remove 4. Approved.
- B. Phone Directory at Entrance – 2 proposals were reviewed to replace current phone entry system to accommodate a larger number of phone digits needing to be programmed. Beginning June 2, 2018, current 805 area residents will need to dial ‘1’ plus the area code (805) on all local calls. Tabled until next meeting.

IX. NEXT MEETING DATE

The next meeting is scheduled for May 9, 2018.

X. ADJOURNMENT TO EXECUTIVE MEETING

The meeting was adjourned at 1:25 pm.