

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

***MINUTES***

**May 9, 2018**

**12:15pm**

**941 W. 7<sup>th</sup> 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 phases 3 and 5 of the asphalt project.

Jason put these phases out to bid with 4 reputable asphalt companies. Two companies responded with bids. Jason reviewed the traffic pattern for the project and advised board they should do both phases at the same time as it will save money and be less inconvenient for the tenants. He anticipates the project will take 10 days. Cement will again be mixed with asphalt to provide a stronger road. M/S: Mark Kurtz/Ioannis Magnis to approve the GPM proposal in the amount of \$ 116,910.00 for both phases. Approved. Money will come from reserves and reserves will be replenished from dues increase initiated last year.

**III. APPROVAL OF MINUTES**

M/S: Mark Kurtz/Ioannis Magnis to approve the minutes of the March 14, 2018 meeting. Approved.

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

**V. TREASURER'S REPORT –** M/S: K. Seek Lau/Mark Kurtz to approve the March 2018 financial report. 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's 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. Estimates pending for tree trimming/removal project – to be handled under ‘Continued Business. D’.
2. Restroom hand dryers – have been replace.
3. OMAC signage – repaired.

Tony Cabebe presenting NEW BUSINESS:

1. Window Washing – completed on 5/4/18 & 5/5/18
2. Overnight parking on West and South side – board discussed. Manager will provide current information from Civil Code re: this issue which will clarify what actions Board can and cannot take to tow vehicles.

**VII. CONTINUED BOARD BUSINESS**

- A. Hedge Trimming – now being done on a regular basis by Oakridge.

- DRAFT -

- B. Directory/Keypad at Entry – manager provided two proposals which board reviewed. M/S: Ioannis Magnis/ Mark Kurtz to approve the option 1 proposal from Oaks Security. Approved.
- C. Bank Rates – manager updated rates from the two highest paying banks. Board opted to go with Bank of the West. Manager will roll maturing funds into a Money Market.
- D. Tree Trimming Proposals – 2 additional proposals were included in board packet by manager. M/S: Mark Kurtz/ Ioannis Magnis to approve the Treescapes proposal in the amount of \$8,311.00. Approved.

**VIII. NEW BUSINESS**

None known.

**IX. NEXT MEETING DATE**

The next meeting is scheduled for July 11, 2018.

**X. ADJOURNMENT TO EXECUTIVE MEETING**

The meeting was adjourned at 1:29 pm.