

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

**MINUTES
JULY 12, 2017**

**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. Tony Rizzotti 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.

Pedro Ortiz and Tony Cabebe from the Maintenance Committee were also present.

II. APPROVAL OF MINUTES

M/S: Mark Kurtz/Tony Rizzotti to approve the minutes of the May 10, 2017 meeting. Approved.

III. GUEST: Jason Baker from Blackpointe Group was present to discuss the issue of the pipe, owned by the Church behind OMAC, in the driveway and the asphalt. Jason informed board that the pipe was installed through the OMAC property as part of the original design. Jason advised that in return for the pipe being installed, OMAC was able to add the parking lot on the east side. The pipe belongs to OMAC as part of the deal for the parking lot, which was originally supposed to be an alley.

Various methods of improving the run off from the church were discussed. The most beneficial method was determined to be abandoning the pipe and tying a swale into the corner shared by OMAC and the church, which would move the water into other swales which would carry the water away towards the front of OMAC, just like it does now. Jason will check with the city to see if this is acceptable.

Jason and board discussed the asphalt. It was agreed by the board that Jason should start on phase one. That phase will cost 45,000 which can be borrowed from the reserves or from owner equity. Board reviewed scenarios for raising dues 5%, 10% and 20% to achieve the goal of complete funding for the complete asphalt project over a few years. M/s: Tony Rizzotti/Mark Kurtz to raise dues 20%, beginning with new fiscal year on November 1, 2017. Approved 3-0. Jason will get that phase scheduled.

Jason advised that he can get an asphalt crew to come in next week on an emergency basis to patch the worst areas of the areas. Board agreed.

IV. OPEN FORUM

2 other owners were present.

V. TREASURER'S REPORT – June 2017 report reviewed. M/S: K. Seek Lau/Tony Rizzotti. 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.

VI. MAINTENANCE COMMITTEE REPORT

Tony Cabebe presenting continued business:

1. Office signage – new signs installed on 6/19/17.
2. Asphalt Repair – planning in progress.

Tony Cabebe presenting new business:

- DRAFT -

1. Pedro Jr. covered the OMAC during Pedro, Sr's medical break. Leak occurred in #967, affecting the unit below, # 915. Possible sink leak. Issue to be resolved between the two owners.
2. Asphalt trip hazard – hazard in front of building towards west side.
3. Board to consider having tenant of # 985 remove white lettering on front glass panels. Board agreed manager to send letter.
4. Dying birch trees on west side by Quest – board agreed to remove. Manager to contact landscape company and arrange.
5. Metal back fence on NW corner has a break in it. Committee recommends spot weld. Mark advised that fence belongs to the church. Manager to advise them.

VII. CONTINUED BUSINESS

- A.** Signs – signs installed. Board agreed to have signs made for those 6 who did not turn in their paperwork. OMAC will pay up to the same price they paid for the other signs. Any additional costs incurred for making just a few signs will be passed on to the owners. The sign maker offered to remove the signs when Board is ready to have doors varnished.
Previous vendor who was going to varnish the doors declines to do so now. Manager will look for another vendor.
- B.** Asphalt Project – handled under “Guest.”
- C.** Surface Drain Issue – handled under “Guest”.
- D.** 2017-2018 Proposed budget – approved subject to including the 20% increase approved above.

VIII. NEW BUSINESS

None

IX. NEXT MEETING DATE

The next meeting is scheduled for September 13, 2017.

X. ADJOURNMENT TO EXECUTIVE MEETING

The meeting was adjourned at 1:28 pm.