

**UPPER TERRACE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**MINUTES  
April 12, 2018  
6:00 p.m.**

**3312 N. YAGER WAY, WESTLAKE VILLAGE, CA**

**DRAFT**

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

The meeting was called to order by Christine Brown at 6:00 p.m.

Directors present:

President: Christine Brown

Treasurer: Roy Hanson

Secretary: Sue Palmer

Homeowner: Esther Bloch

Colleen Scott, President of Anchor Community Management Company

**II. APPROVAL OF MINUTES**

The minutes of the January 11, 2018 meeting were reviewed. Roy moved that the minutes be approved as read. Sue seconded the motion. The minutes were unanimously approved as read.

The minutes of the special meeting of February 28, 2018 were reviewed. Roy moved to approve the minutes as read; Sue seconded the motion. The minutes were unanimously approved as read.

**III. HOMEOWNER COMMENTS**

Esther Bloch commented on conversations her insurance agent had multiple times with the director of Anchor Management Company. She is concerned with a palm tree plant next door that may be a rattlesnake breeding area. The landscape company will look at it. A tree is growing over the fence in front that separates her home and her neighbor's. The landscape company will be informed and asked to trim it.

**IV. TREASURER'S REPORT**

The February 28, 2018 treasurer's report was reviewed. The association continues to be in good financial shape. The financial report shows \$112,262.74 in the operating account, \$16,712.82 in the reserve checking account, and \$11,880.00 in the Mutual of Omaha CD account. Sue moved that the financial report be approved as read, Christine seconded the motion. The financial report was approved as read. The CD will need to be rolled over in June.

**VI. BOARD BUSINESS**

**A. LANDSCAPE**

1. Walkthrough notes from February 28 from landscaper were reviewed.

2. Pictures taken by landscaper on walk through were reviewed.
3. Proposal to plant slope at 32458 Saddle Mtn. per walkthrough. Roy moved to approve the \$675.00 bid ; Sue seconded the motion. The bid was unanimously approved.
4. Correspondence with 32448 Saddle Mtn. owner re: shrubs and trees was discussed. The owner will contact the Board when ready to do this trimming.
5. Correspondence re: 32367 Saddle Mtn. owner's concerns about common area slope. The Board discussed the landscaper's assessment of this slope and determined that normal erosion caused by squirrels does not pose danger.
6. Correspondence re: 32458 Saddle Mtn. owner's concerns about common area slope was discussed and the landscape company has weeded this slope as per the owner's request.

**B. TREE TRIM/REMOVAL PROPOSALS**

1. Newspaper article re: tree trimming reinforced the need for using only contractors who are licensed and have workman's compensation.
2. Cal-Mex tree trim & removal proposal & pictures
3. Natural Wonders tree trim & removal proposal
4. Urban Tree Care tree trim & removal proposal
5. TreeScapes tree trim & removal proposal

The 4 proposals and bids were discussed. A motion was made by Christine to approve the Urban Tree Care proposal of \$1700.00 (the least expensive bid) for the trimming of 2 pine trees and removal of another. Roy seconded the motion, which was unanimously approved.

**C. NATURAL METHOD OF RODENT CONTROL**

1. Photo of actual owl box installed in a tree in one of manager's HOA's
2. Info from Ojai Raptor Center re: the use of raptors to control rodents  
Squirrels' damage to hillsides was discussed in connection to the owl box and raptor use.

The Board is inviting a spokesperson from Wild wings to attend the next meeting to provide more information.

**D. FENCE REPAIR AND PAINT PROPOSAL**

Roy moved to approve the bid for painting and repairing the only common area fence in the Upper Terrace HOA. Sue seconded the motion, which was unanimously approved.

**VI. ADJOURNMENT TO EXECUTIVE MEETING**

The meeting was adjourned at 6:50 p.m.

Next meeting date is Thursday, June 7th, 2018.

Respectfully submitted,  
Christine Brown