



**Oak Ranch Estates Home Owners Association
Board Meeting Executive Session
November 7, 2022**

The Board discussed fourth quarter assessment delinquency of four owners.

**Oak Ranch Estates Home Owners Association
Board Meeting Minutes
January 16, 2023
APPROVED March 23, 2023**

Attending:

Board members, Tina Castro, Pat Stone, and Kathie Kottler.

Open Discussion: see Supplemental Information

The Board meeting was called to order at 10:05 am at 374 Sunset Court.

1. A motion was made, seconded and passed (MSP) to approve (1) the Board meeting minutes of November 7 and (2) the November 15 Board Meeting that followed the November 15 Annual Meeting. These minutes and associated supplemental information will be posted to the website.
2. Committee Reports. See Supplemental for reports.

General Business (see Supplemental Information for further notes on items below):

1. Common and Corral Area Maintenance Issues. On December 15 six CREW members removed overgrowth in the barranca down from Sunset Street (south side) in order to make the area safer, and will return to add boulders to re-align the creek bed. Invoice for this work is \$2,319.36. MSP to approve this Common Area expense.
2. Reserve Items. Discussed electrical system repair. No action was taken.
3. Update to CC&Rs and Bylaws. All draft documents were provided in November to our attorney, Robert Long. We received his comments last week. He addressed most of our questions and made several recommendations for consideration. No action was taken pending receipt of a formal proposal.
4. ADU Rules. The draft document was sent to homeowners on November 16, 2022 for the 30 day review. No responses were received. Motion was MSP to adopt the new Rules. Rules will be posted to the website.
5. Annual Year-End Disclosures Report. Concord has not provided the requested corrected report. Kathie will make needed corrections and the report will then be posted to the website.
9. CCAS Issues. Several homeowners did not receive the coupon books and the books contained an error regarding timing of late fees. The Board will continue to monitor issues and seek resolution. MSP to authorize Concord to pay taxes (if any), to automatically transfer \$120 each month from Operating to Reserves, and for Concord to auto debit invoices for SCE, E.J. Harrison, Ventura River Water District and the monthly management fee of \$750.
10. CC&Rs and Rules Violations. The Board discussed the general condition of one lot and MSP to send a notice of correction and enforcement procedures to the homeowner.

Financial Business (see Supplemental Information for further notes on items below):

1. A transfer of \$302 from the Operating to Reserve account in December occurred to make up for the transfer not made in September so the Reserve Fund was fully funded in 2022. MSP to approve the November 30 and December 31 Bank Statements.
2. Financial reports for September, October, November and December 2022 have not been provided by Concord despite repeated requests. Kathie has a detailed spread sheet that has allowed her to track payments. No action taken.

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3. Treasurer's year-end financial summary. Kathie presented a summary indicating that operating expenses were less than budgeted and that reserve expenses were minimal, and will provide the CPA with our budget/expense worksheet to supplement the information that Concord will provide in case there are discrepancies.
4. CAI Dues for 2023. MSP to approve Community Association Institutes membership dues of \$130 for 2023.

The Board adjourned the meeting at 11:59 am and went into Executive Session to discuss delinquent accounts and the Management Contract.

Respectfully submitted, Board of Directors

Date of the next Board Meeting in March is TBD. Once determined the date will be posted on the OREHOA website on the ANNOUNCEMENTS page.