

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 10, 2011
MINUTES**

NOTICE Upon notice duly given and received, the Regular Session Meeting of the Board of Directors of the Willow Haven Community Association was held on February 10, 2011 at 5:00 P.M. located at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA.

PRESENT Chris Meyer, President
Marshall Berman, Vice President
Skylar Lewis, Secretary/Treasurer

Beth Bruley, Action Property Management, Inc.

ABSENT Herpaul Lee, Director
Director – Vacant

CALL TO ORDER The Meeting was called to order at 5:45 P.M. by Board President, Chris Meyer.

EXECUTIVE SESSION DISCLOSURE The Board held an Executive Session Meeting on February 10, 2011 for the purpose of discussing non-compliances and collections.

CONSENT CALENDAR A motion was duly made and seconded to adopt the Consent Calendar dated February 10, 2011 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

TREASURER'S REPORT The January 20, 2011 financial statement reflects year to date revenue of \$183,900 and year to date expenditures of \$163,505. The Association costs include utilities i.e. electricity, gas, trash and water; along with contracted services including landscape maintenance, pool and janitorial service, light maintenance, patrol and pest control. Administrative expenses include insurance, management fees, office supplies/expenses, etc.

NEW BUSINESS **Delinquent Assessments – Lien Approvals -** Motion was made, seconded and carried to approve liens on the following accounts;

#551-3117781371 - \$2,005.94	#551-3117721333 - \$3,024.02
#551-3117731233 - \$3,590.45	#551-3117731134 - \$1,927.21
#551-3117711401 - \$2,415.49	#551-3117731071 - \$1,894.63
#551-3117721371 - \$3,371.59 – APN 388-131-042	
#551-3117750411 - \$2,856.36 – APN 388-132-003	
#551-3117740292 - \$3,204.95 – APN 388-131-075	

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Reserve Study - The Board reviewed proposals obtained from Advanced Reserve Solutions, Reserve Data Analysis and Strategic Reserves. Motion was made, seconded and carried to approve the proposal from Advanced Reserve Solutions at a cost of \$525 without site inspection.

Insurance Proposals - Motion was made, seconded and carried to approve the insurance proposal obtained from Roy Palacios at an annual premium of \$23,725.00.

Gate Maintenance Proposal – The Board reviewed a proposal obtained from Fenceworks, Inc. to maintain the entry gate with a preventive maintenance program at a cost of \$120 monthly; \$185 bi-monthly or \$235 quarterly. Motion was made, seconded and carried to approve the proposal for monthly at a cost of \$120 to be paid from GL 5050 Common Area Maintenance.

Homeowner Request -- Key Fob Replacement – The Board reviewed correspondence received from homeowner at 33760 Unit #102 requesting the Board replace their key fob at no charge. Motion was made, seconded and carried to deny the request.

Repair Entry Pilasters Proposal – The Board reviewed a proposal obtained from Fenceworks, Inc. to water blast, wire brush, fill cracks with elastomeric crack patch, prime and paint with elastomeric paint on right, left and center pilasters at the entry gate at a cost of \$3,779.18. Motion was made, seconded and carried to table the proposal and to request an additional proposal to add spikes on the entry and exit gates.

Sidewalk Repair Proposal – The Board reviewed a proposal obtained from ProTec Building Services to remove and re-pour one section of the lifted sidewalk next to building 33720 at a cost of \$650.00. Motion was made, seconded and carried to approve the proposal.

Landscape Proposal – The Board reviewed a proposal obtained from Christian Meyer Landscape to install ground cover and shrubs throughout the community at a cost of \$4,375.00. Motion was made, seconded and carried to approve the proposal not to exceed \$2,000. Chris Meyer abstained from voting.

NEXT MEETING The next Board Meeting is scheduled to be held on Wednesday, April 14, 2011 at 5:30 p.m., at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA.

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ADJOURN There being no further business to come before the Board at this time, the Meeting was adjourned at 5:45 p.m..

ATTEST Respectfully Submitted by Beth Bruley, Action Property Management, Inc.

APPROVED

Chairman of the Meeting

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly Appointed and Acting Director of the Willow Haven Community Association, and do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the Minutes of the Board of Directors Meeting held February 10, 2011 as approved by the Chairman of the Meeting.

Dated: _____ Board Secretary

WILLOW HAVEN COMMUNITY ASSOCIATION

APRIL 14, 2011

CONSENT CALENDAR

- A. BE IT RESOLVED, that the Regular Session Minutes of February 10, 2011 are accepted as presented;
- B. BE IT RESOLVED, the Financial Statement for the period ending February 20, 2011 is accepted as presented;
- C. BE IT RESOLVED, the Financial Statement for the period ending March 20, 2011 is accepted as presented.