

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
FEBRUARY 19, 2014  
MINUTES**

**NOTICE** Upon due notice given and received, the regular meeting of the Board of Directors of The Willow Haven Community Association was held on February 19, 2014 at 5:30 pm, at the community pool.

**PRESENT** Chris Meyer, President  
Dona Kerr, Vice President  
Herpaul Lee, Treasurer  
Becky Hausken, Secretary  
Christine Tapia, Member at Large

Beth Bruley, StoneKastle Community Management, Inc.  
Alison Cave, StoneKastle Community Management, Inc.

**CALL TO ORDER** The meeting was called to order at 6:00 pm by Chris Meyer, President.

**EXECUTIVE SESSION** Beth Bruley, Manager, reported that there was an Executive Session of the Board of Directors on February 19, 2014 to discuss collection matters, contracts and non-compliance issues.

**OPEN FORUM** There were thirteen (13) homeowners present during open forum. Topics of discussion were; (1) Nordic and response time to homeowners needing a permit and guest pass. (2) Homeowner wanted to know if the Board would ever consider lowering the permit cost that is currently at \$75. (3) Homeowner wanted to know if the Board is considering getting the pool re-plastered in the near future. (4) Homeowner wanted to know if there is a limit to the number of homes one person can own in the community. (5) Board discussed the issue with kids in the community that are damaging the common area and requested parents get more involved to keep the costs for repairs down.

**MINUTES** Motion was made by Christine Tapia and seconded by Chris Meyer to approve the Regular Session meeting minutes of December 4, 2013. Motion carried.

**FINANCIAL STATEMENT** The Board reviewed the financial statement for the period ending November 30, 2013, December 31, 2013 and January 31, 2014. Motion was made by Christine Tapia and seconded by Chris Meyer to approve the financial statements as submitted. Motion carried.

Investment Account Transaction Instructions

The Board reviewed the investment account transaction instructions for account 10199608362829 with a current balance of \$51,115.11. The

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Board approved to roll over the account.

Delinquent Assessments – Lien Filing

No action taken.

**NEW  
BUSINESS**

Proposed Rule Change

The Board reviewed the proposed rule change – backing into parking spaces is prohibited that was mailed out to the membership in January. There were no responses received from the Membership. Motion was made by Chris Meyer and seconded by Christine Tapia to approve the rule change as submitted. Motion carried.

Street Sweeping Proposals

The Board reviewed proposals received from Coastal Maintenance and All-N-One Maintenance for street sweeping. Motion was made by Chris Meyer and seconded by Becky Hausken to approve the proposal from Coastal Maintenance for twice a month at a cost of \$165.00 per month. Motion carried.

Pool Furniture/Pool Area Cleaning Proposal

The Board reviewed a proposal obtained from Personal Touch to deep clean the pool furniture and pool area. Motion was made by Chris Meyer and seconded by Christine Tapia to approve the proposal as follows;

- Lounges - \$14.00 each
- Chairs - \$12.00 each
- Tables Large - \$10.00 each
- Tables Small - \$7.00 each
- Shower Tile Cleaning and Sealing - \$195.00
- Restroom Floors - \$395.00 per pair
- Pool Deck - \$495.00 per pool deck

Motion carried.

Reserve Study Proposals

The Board reviewed proposals obtained from Advanced Reserve Solutions, Association Reserves, Strategic Reserves and Reserve Data Analysis to conduct the reserve analysis report for the upcoming fiscal year. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal from Advanced Reserve Solutions at a cost of \$525.00. Motion carried.

New Pool Equipment Proposal

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The Board reviewed a proposal obtained from Discount Pools to install new pump filters, valves and rebuild the plumbing system on the pool. Total cost is \$8,600. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal as submitted and to be paid from reserves. Motion carried.

Utility Door Repair/Repainting Proposal

The Board reviewed a proposal obtained from Pro-Tec to repair, prime and paint the utility doors and restroom doors in the community. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal as follows;

- Double Door - \$140 per door
- Single Door - \$85 per door
- Double Door – Pool Room - \$300
- Restroom Doors - \$170

New Legislation and Case Law Information

The Board reviewed the 2014 summary of new legislation and case law provided by Community Legal Advisors Inc. No action taken.

**ADJOURN**

There being no further business to come before the Board of Directors at this time, the meeting was adjourned at 7:18 pm.

**ATTEST**

Respectfully Submitted by Beth Bruley, Community Manager.

**APPROVED**

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Chris Meyer, Chairman of the Meeting

**SECRETARY'S CERTIFICATE**

I hereby certify that I am the duly Appointed and Acting Secretary 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 19, 2014 as approved by the Chairman of the Meeting.

Dated: \_\_\_\_\_

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Becky Hausken, Secretary