

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 21, 2017
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 21, 2017 at 5:00 p.m. at the Community Pool.

PRESENT Chris Meyer, President
Dona Kerr, Vice President
Julie Mandas, Secretary

Lori Yarborough, StoneKastle Community Management, Inc.

CALL TO ORDER The meeting was called to order at 5:10 p.m. by President, Chris Meyer.

MINUTES Motion was made by Chris Meyer, seconded by Dona Kerr and unanimously carried to approve the Regular Session Meeting Minutes of September 29, 2016. All in favor. Motion carried.

FINANCIAL STATEMENT Motion was made by Chris Meyer, seconded by Dona Kerr and unanimously carried to approve Financial Statements from August 31, 2016 – January 31, 2017. All in favor. Motion carried.

LIEN FILING Motion was made by Chris Meyer, seconded by Dona Kerr to approve to lien account #1553740101, #1553590106, and #1553690104. All in favor. Motion carried.

Motion was made by Chris Meyer, seconded by Dona Kerr to approve to send these accounts to the attorney #11553690105, #1553790102, #1553560102, #1553680103, #155370106 and #1553690103. All in favor. Motion carried

NEW BUSINESS Audit Draft
Management presented the draft audit prepared by Inouye, Shively & Klatt. Motion was made by Chris Meyer, seconded by Dona Kerr and unanimously carried to approve the mailing of the audit All in favor. Motion carried.

Horizon Lighting Proposals
Management presented a proposal by Horizon Lighting for troubleshooting and restore bollards between buildings 33670 and 33680 in the amount of \$500.00. Motion was made by Chris Meyer, seconded by Dona Kerr to approve. All in favor. Motion carried.

Reserve Study Proposals
Management presented proposals for preparation of the reserve study. The last onsite inspection was completed in June 2015. A financial update is required for this year. Motion was made by Chris

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Meyer, seconded by Dona Kerr to approve Advanced Reserve Solutions \$575.00. All in favor. Motion carried.

Rotted Balcony Beam

Management submitted a proposal by CPR Construction for repair to the support beam at the entry balcony at 33790 #104 in the amount of \$1,796.00. Motion was made by Chris Meyer, seconded by Julie Mandas to approve. All in favor. Motion carried.

**NEXT
MEETING**

The next meeting will be on May 18, 2017 at 5:00pm.

ADJOURN

There being no further business to come before the Board of Directors at this time, the meeting was adjourned at 5:56 p.m.

ATTEST

Respectfully Submitted by Lori Yarborough, Community Manager.

APPROVED

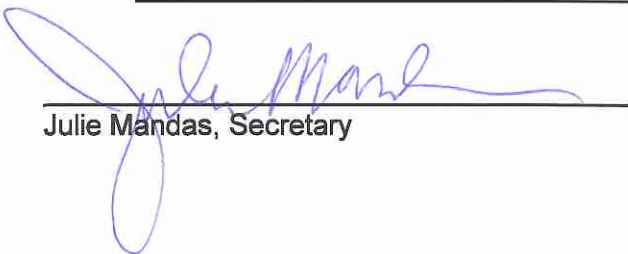


Chris Meyer, Chairman of the Meeting

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 21, 2017 as approved by the Chairman of the Meeting.

Dated: _____



Julie Mandas, Secretary