

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 3, 2009
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 3, 2009 at 5:00 P.M., at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA 92591.

PRESENT Marshall Berman, Vice President
Misty Walker, Treasurer/ Secretary
Archie Bridges, Director

Kim van Heel, Action Property Management, Inc.

ABSENT Chris Meyer, President
Frank Hernandez, Director

CALL TO ORDER The Meeting was called to order at 5:05 P.M. by Board Vice President, Marshall Berman.

APPROVAL OF REGULAR SESSION The Board approved the Regular Session Agenda as prepared by Management.

EXECUTIVE SESSION DISCLOSURE The Board held an Executive Session Meeting on December 17, 2008 for the purpose of discussing Assessment Collection and Homeowner requests.

CONSENT CALENDAR A motion was duly made and seconded to adopt the Consent Calendar dated February 3, 2009 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

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**TREASURER'S
REPORT**

The December 20, 2008 financial statement reflects year to date revenue of \$154,361.00 and year to date expenditures of \$142,413.00 a net income of \$11,948.00. Assessments collected for the month of December is \$22,307.38, of the total \$31,248 Member Assessments. 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 and pest control. Administrative expenses include insurance, management fees, office supplies/expenses, etc. As of December 20, 2008, the Operating account balance is negative \$6,557.01, with \$110,488.00 due to reserves; for a total operating balance of negative \$117,045.01. Total Reserve Fund assets are \$391,650.92; with \$110,488.00 of the total due from operating funds, for a total Reserve Funds balance of \$319,034.21.

NEW BUSINESS

Investment Decision – The CD in Countrywide Bank in the amount of \$50,000 is due to mature on March 3, 2009. The Current Rate sheet was provided to the Board for review. A motion was duly made and seconded to role the CD over as it currently stands with Countrywide. Motion carried unanimously.

Annual Roof Maintenance Proposal – The roof vendor for the Association has recommended that the seals on each roof be inspected annually. The Association has already incurred costs to interior repair due to leaking. There is currently \$106,000 in Reserves for roof expenses. A discussion ensued. A motion was duly made and seconded to table this proposal until June 2009 for the Boards second review. Motion carried unanimously.

Homeowner Requests – 33610 Unit 101 – homeowner requested the Board approve installation of a lock for the fire sprinkler door located near his residence. The homeowner feels it is an access for future vandalism. A discussion ensued. A motion was duly made and seconded to have Management contact a vendor to provide a proposal for latches on all the fire sprinkler doors, and to contact Adler Alarm for a proposal for locks for each of those doors. Motion carried unanimously.

Approval to Pay Mastic Repairs From Reserves – A motion was duly made and seconded to have \$3,973.75 reversed from Operating expenses and paid to Cal Swim Aquatic Services Inc., through the Reserve Fund. Motion carried unanimously.

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Delinquent Assessments/Lien Approvals – There were no delinquent accounts brought before the Board for lien approval at this time.

NEXT MEETING The next Regular Board Meeting is scheduled to be held on Tuesday, April 7, 2009 at 5:00PM, at the office of Action Property Management.

Board Member Misty Walker left the Meeting at 5:45 P.M.

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 Kim Van Heel, Action Property Management, Inc.

Approved by the Board of Directors on April 7, 2009.

**WILLOW HAVEN
COMMUNITY ASSOCIATION
FEBRUARY, 3, 2009 CONSENT CALENDAR**

- A. BE IT RESOLVED, that the 2009 Collection Policy is adopted as submitted;
- B. BE IT RESOLVED, that the December 17, 2008 Meeting Minutes are approved, as written;
- C. BE IT RESOLVED, that the December 20, 2008 Financial Statement is accepted, as submitted;
- D. BE IT RESOLVED, that the January 20, 2009 Financial Statement is accepted, as submitted.