

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 9, 2010
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 9, 2010 at 5:30 P.M. located at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula.

PRESENT Chris Meyer, President
Marshall Berman, Vice President

Beth Bruley, Action Property Management, Inc.

ABSENT Francisco Hernandez, Director
Director, Vacant
Treasurer/Secretary, Vacant

CALL TO ORDER The Meeting was called to order at 5:30 P.M. by Board President, Chris Meyer.

**EXECUTIVE
SESSION
DISCLOSURE** The Board held an Executive Session Meeting on February 9, 2010 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 9, 2010 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, 2010 financial statement reflects year to date revenue of \$191,670 and year to date expenditures of \$151,016. 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.

**UNFINISHED
BUSINESS** **Key Fob Installation Proposal** – The Board reviewed proposals from Nordic and American for installation of the key fob system. This item was tabled from the October meeting. Motion was made, seconded and carried to approve the proposal from Nordic at a cost of \$13,790. Management was instructed to use the reserve account for Contingency and Phone Access System to cover the expense.

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**NEW
BUSINESS**

Delinquent Assessments – Lien Approvals - Motion was made, seconded and carried to approve liens on the following accounts with the exception of #551-3117721333;

#551-3117760601	#551-3117710111	#551-3117710071
#551-3117710011	#551-3117721341	#551-3117710191
#551-3117731181	#551-3117731141	#551-3117740231
#551-3117740301	#551-3117740271	#551-3117750451
#551-3117771001	#551-3117781531	#551-3117781551
#551-3117740253	#551-3117711443	

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.

Doggie Station Proposal – The Board reviewed a proposal to purchase and install a doggie station in the common area. Motion was made, seconded and carried to approve the proposal at a cost of \$445 per station and to purchase two (2) doggie stations. Management was instructed to install one station near the entrance on the common area lawn located on the left side and the other to be installed in the common area lawn near the handicapped parking.

Bulletin Board Proposal – The Board reviewed a proposal to purchase and install an additional bulletin board in the common area located near the handicapped parking at a cost of \$1,299. Motion was made, seconded and carried to approve the proposal.

Landscape Proposal – The Board reviewed a proposal obtained from Bemus Landscape to install annual flowers at the entrance for a cost of \$375. Motion was made, seconded and carried to approve the proposal.

Insurance Proposal – This item was tabled until all requested proposals were available.

Pest Control Proposal – The Board reviewed a proposal obtained from Animal Pest Management Services, Inc. for monthly pest control at a cost of \$300 per month which includes bait stations for rodents. Motion was made, seconded and carried to approve the proposal.

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Investment Transaction Instructions – Account #325316170 - The Board reviewed an Investment Account Transaction for account #325316170; City National Bank CD, with a current balance of \$100,562.26, maturity date January 23, 2010. Motion was made, seconded and carried to roll over the balance for three (3) month CD.

Investment Transaction Instructions – Account #9608362852 – The Board reviewed an Investment Account Transaction for account #9608362852; Bank of America CD; with a current balance of \$51,115.11; maturity date March 3, 2010. Motion was made, seconded and carried to roll over the balance for six (6) month CD.

Investment Transaction Instructions – Account #376778416 – The Board reviewed an Investment Account Transaction for account #376778416; City National Bank CD; with a current balance of \$25,011.40; maturity date June 9, 2010. Motion was made, seconded and carried to roll over the balance for six (6) month CD.

NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, April 13, 2010 at 5:30PM, at the office of Action Property Management.

ADJOURN There being no further business to come before the Board at this time, the Meeting was adjourned at 7:05 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 9, 2010 as approved by the Chairman of the Meeting.

Dated: _____ Board Secretary