

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
APRIL 7, 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 April 7, 2009 at 5:00 P.M., at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula.
- PRESENT** Chris Meyer, President  
Marshall Berman, Vice President  
Frank Hernandez, Director  
Archie Bridges, Director  
  
Kim van Heel, Action Property Management, Inc.
- ABSENT** Misty Walker, Treasurer/ Secretary
- CALL TO ORDER** The Meeting was called to order at 4:55 P.M. by Board President, Chris Meyer.
- 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 February 3, 2009 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 April 7, 2009 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.
- TREASURER'S  
REPORT** The March 20, 2009 financial statement reflects year to date revenue of \$277,555.00 and year to date expenditures of \$265,796.00 a net income of \$11,759.00. Assessments collected for the month of March were \$28,934.66, of the total \$31,248.00 Member Assessments. The Association costs include utilities i.e. electricity, gas, trash and water; along with contracted services including landscape maintenance, pool and

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
REGULAR SESSION  
APRIL 7, 2009  
Page 2 of 5**

janitorial service, light maintenance and pest control.

Administrative expenses include insurance, management fees, office supplies/expenses, etc. As of March 20, 2009, the Operating account balance is negative \$29,391.16, with \$110,488.00 due to reserves; for a total operating balance of negative \$139,879.16. Total Reserve Fund assets are \$439,872.76; with \$110,488.00 of the total due from operating funds, for a total Reserve Funds balance of \$329,384.76.

**UNFINISHED  
BUSINESS**

**Fire System Door Lock Proposal** – The homeowner at 33610 Unit 101, requested the Board approve the installation of a lock for fire sprinkler door, located near his residence. The homeowner feels that it is an access for future vandalism. The Board requested that Management obtain proposals on all the fire system doors. Management received two (2) proposals, one from Automated Access Systems, in the amount on \$ 868. and one from Independent Industrial Services, in the amount of \$520. A discussion ensued. A motion was duly made and seconded to decline the proposals as presented. There is currently no budget for this item and there are no current funds available. Motion carried unanimously.

**NEW BUSINESS**

**Reserve Study Proposal** – Management provided two (2) proposals for the Boards review. The first bid is from ARS for \$1,275.00 and the second one is from SRC for \$1,595.00. A discussion ensued. A motion was duly made and seconded to approve the proposal from ARS in an amount NTE \$1,275.00. Motion carried unanimously.

**Parking Patrol Proposal** – Management provided two proposals from Patrol One for the Board's consideration. A Parking Permit Program at \$0.75 per door or their Concierge Program at \$0.08 per day. This item is currently not in the Budget. A motion was duly made and seconded to decline the proposal as presented. The Board has directed Management to obtain proposals for a red stripe painting in the motor court way and to provide the cost for "No Parking" signs throughout the Community. Motion carried unanimously.

**Landscape Proposal** – The Associations landscaper Bemus Landscape has provided a proposal to add plants throughout the Community. Cost for plant replacement is \$200 for ten (10) flats of Gazanias. There is currently a zero balance in the landscape extra account. A discussion ensued. A motion was duly made and seconded to decline the proposal as presented due to lack of funds. Motion carried unanimously.

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
REGULAR SESSION  
APRIL 7, 2009  
Page 3 of 5**

**Light Maintenance Proposals** – Management provided two (2) proposals for the Boards review for lighting service for the Community. Currently the Association has a contract with Three Phase lighting at \$140 per one time per month service, with an additional rate of \$65 per hour for an electrician and \$50 per hour for a non-residential lighting technician. Proposals were as follows: CPR \$424 per month, service two (2) times a month; Team Lighting Inc., \$455 per month, service two (2) times per month. There is currently \$2,004 allocated annually for this item. A discussion ensued. A motion was duly made and seconded to table this matter until further notice. Management has been directed to contact CPR and ask them to attend a Meeting so they can submit their proposal in person. Motion carried unanimously.

**Entrance Gate Proposals** – Management provided two (2) proposals for repair at the front entry gate. One from Magnetic Gate Lock for \$1,500 and one from Gear Box Repairs at \$950. There is currently \$1,500 budgeted for gate repairs and the budget has been exceeded. A motion was duly made and seconded to accept the proposal from Magnetic Gate Lock in the amount of \$1,500. The Board has accepted this proposal even though the funds are not available due to recent vandalism that has been happening to the gates. The homeowners are able to push the gate open. Motion carried unanimously.

**Fire Lane Painting Proposal** – Per the Annual Maintenance Manual for the Community, the curbs should be painted annually. Management has received a proposal from True Line Stripping Inc., in the amount of \$1,300.00. A motion was duly made and seconded to accept the proposal as presented. Motion carried unanimously.

**Investment Decision** – There is currently \$209,752.89 in a Money Market Account with Sunwest Bank that needs to be re-invested. A motion was duly made and seconded to transfer \$100,000.00 into a CD with Imperial Capital Bank. Motion carried unanimously.

**Annual Meeting Preparation** – The Annual Meeting of the Membership should be held in August. Of the five (5) directors, two (2) of the terms will expire this year. Those Directors are Archie Bridges and Francisco Hernandez. The following is an outline from the Board of Directors for scheduling and preparation for the Annual Meeting:

- **Date /Time** - The next Annual Meeting must be held in August. The Board will hold a Regular Meeting prior to the Annual Meeting.

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
REGULAR SESSION  
APRIL 7, 2009  
Page 4 of 5**

- **Appointment of nominating a Committee** - The Board will be the nominating Committee. The Board does not wish to hold suspension Hearings. The record date of ownership will be thirty (30) days prior to the election.
- **Cumulative Voting** - The Board is to allow Cumulative Voting.
- **Approval of Agenda** - The Board approves the agenda as prepared by Management.
- **Recommendation Regarding Excess Funds** - The Board would like to transfer any excess funds at the end of the year to Operating.
- **Appoint Ballot Inspector** – There is one (1) volunteer for Ballot Inspector, who is Mrs. Berman.
- **Adjourned Meeting Date** - If the Quorum requirement is not met, the adjourned Annual Meeting date will be September 3, 2009 @ 6:00 P.M.

**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 Wednesday, June 17, 2009 at 5:00PM, 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 5:35 P.M.

**ATTEST** Respectfully Submitted by Kim van Heel, Action Property Management, Inc.

**APPROVED**

**Approved by the Board of Directors June 17, 2009.**

**WILLOW HAVEN  
COMMUNITY ASSOCIATION  
APRIL 7, 2009  
CONSENT CALENDAR**

- A. BE IT RESOLVED, that the February 3, 2009 Meeting Minutes are approved, as written;
- B. BE IT RESOLVED, that the February 20, 2008 Financial Statement is accepted, as submitted;

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
REGULAR SESSION  
APRIL 7, 2009  
Page 5 of 5**

- C. BE IT RESOLVED, that the March 20, 2009 Financial Statement is accepted, as submitted.