

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 13, 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 April 13, 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 Treasurer/Secretary – Vacant
Director – Vacant
Director - 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 April 13, 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 April 13, 2010 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, 2010 financial statement reflects year to date revenue of \$270,672 and year to date expenditures of \$204,152. 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.

**NEW
BUSINESS** **Delinquent Assessments – Lien Approvals -** Motion was made, seconded and carried to approve liens on the following accounts;

#551-3117740321 #551-3117760711 #551-3117771011
#551-3117711421 #551-3117710032 #551-3117740353
#551-3117731222

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 13, 2010 - PAGE 2 OF 4**

Pool Furniture Proposal – The Board reviewed a proposal obtained from Sundrella for replacement pool furniture. Motion was made, seconded and carried to purchase sixteen Havana chairs at a cost of \$148.23 per chair; four (4) Sundance 36” round dining tables at a cost of \$307.80 per table; five (5) Sundance round tea tables at a cost of \$124.74 per table; four (4) Manual Lift umbrellas at a cost of \$243 per umbrella and four (4) Powdercoated umbrella bases at a cost of \$67.23 per base. Total cost of pool furniture is \$5,467.50, to be paid from the Reserve Account – Pool Area.

Annual Meeting - The Annual Meeting of Membership will be held Tuesday, August 10, 2010 at 7:00 P.M., at Willow Haven’s Community Pool. Of the five (5) directors, five (5) terms are up for election Chris Meyer, President, Marshall Berman, Vice President, Vacant Secretary/Treasurer, Vacant Director, Vacant Director. Motion was made, seconded and carried directing Management to send a request for candidates to all members and to accept into nomination all candidates whose statements are received by the deadline date. The Board made a unanimous decision to hold suspension hearings for anyone over two (2) months delinquent as of May 15, 2010 for the Annual Meeting. The record date of ownership will be thirty (30) days prior to the day the election materials are sent out by the association. The Board announced the intent for cumulative voting. Motion was made, seconded and carried to recommend any excess funds be allocated to the next year’s operating budget. The Board will obtain a volunteer to act as Inspector of Election at the annual meeting and will notify Management of the homeowner name, address, and phone number.

The adjourned meeting date was set for Tuesday, September 7, 2010 at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA.

Painting Proposals – The Board reviewed painting proposals from Pilot Painting and Advanced Painting to paint the front doors, utility doors and garage doors. Motion was made, seconded and carried to approve the proposal from Pilot Painting at a cost of \$18,000, to be paid from the Reserve Account – Exterior Walls. Management was instructed to request an additional proposal from Pilot Painting to paint the eve’s and shutters. The Board approved spending an additional \$12,000 to paint the eve’s and shutters, to be paid from the Reserve Account – Exterior Walls.

Gate Repair Proposal – The Board reviewed a proposal obtained from Automated Gate Services, Inc. to remove and replace existing plug in loop detectors with hardwire loop detectors at a cost of \$550. Motion was made, seconded and carried to approve the proposal.

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 13, 2010 - PAGE 3 OF 4**

Landscape Proposal – New Plant Material – The Board reviewed a proposal obtained from Bemus Landscape, Inc. to install new plants in planter along block wall south side near the pool at a cost of \$825 for fifteen gallon plant material or \$242 for five gallon plant material. Motion was made, seconded and carried to approve the fifteen gallon plant material at a cost of \$825.

Landscape Proposal – Planter Soil – The Board reviewed a proposal obtained from Bemus Landscape, Inc. to install soil in planters to fill edges of concrete curbs and walkways throughout the community where necessary at a cost of \$582. Motion was made, seconded and carried to approve the proposal.

Revised Neighborhood Guidelines/Rules & Regulations – The Board reviewed the Neighborhood Guidelines/Rules & Regulations that were revised to reflect the parking permit rules that were adopted on December 10, 2009. Motion was made, seconded and carried to approve the revised Neighborhood Guidelines/Rules & Regulations.

Reserve Study – Motion was made, seconded and carried to approve the Reserve Study completed April 8, 2010 by Advanced Reserve Solutions, Inc.

Appointment of Officers – Motion was made, seconded and carried to appoint Herpaul Lee to the Board of Directors as Secretary/Treasurer, term ending August, 2010.

Board Member Resignation – Motion was made, seconded and carried to acknowledge the resignation of Board Member, Francisco Hernandez effective January 1, 2010.

Homeowner Request – Tow Reimbursement – The Board reviewed correspondence from homeowner at 33520 Unit #101 requesting reimbursement in the amount of \$240 for their tenant who had their car towed due to no permit. Motion was made, seconded and carried to deny the request.

Homeowner Request – Tow Reimbursement – The Board reviewed correspondence from homeowner at 33520 Unit #105 requesting reimbursement in the amount of \$240 for tow fees due to no permit. Motion was made, seconded and carried to deny the request.

Homeowner Request – Parking Permit Variance – The Board reviewed correspondence from homeowner at 33790 Unit #105 requesting the Board grant a variance to purchase a parking permit. Homeowner is a professional dirt bike rider that needs to store his dirt bikes in the garage. Motion was made, seconded and carried to deny the request.

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
APRIL 13, 2010 - PAGE 4 OF 4**

NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, June 8, 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 6:10 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 April 13, 2010 as approved by the Chairman of the Meeting.

Dated: _____ Board Secretary