

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JUNE 9, 2011**

**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 June 9, 2011, located at the Community Pool.

**PRESENT** Chris Meyer, President  
Marshall Berman, Vice President  
Herpaul Lee, Director

Beth Bruley, Action Property Management, Inc.

**ABSENT** Vacant, Director  
Vacant, Director

**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 June 9, 2011 for the purpose of discussing non-compliances and collections.

**CONSENT CALENDAR** Motion was duly made and seconded to accept items A-D appearing on the Consent Calendar hereby attached to these minutes as Exhibit A. Consent Calendar consisted of the following items: unanimous consent to write off account #551-3117710023 in October 2010, approval of the Board Meeting Minutes from April 12, 2011, and acceptance of the Financial Statements for periods ending April 20, 2011 and May 20, 2011. Motion carried unanimously.

**TREASURER'S REPORT** The May 20, 2011 financial statement for Willow Haven Community Association reflects year to date revenue of \$336,362 and year to date expenditures of \$256,602. The association costs include utilities i.e. electricity, water and gas, along with contracted services including landscape maintenance, light maintenance, pool service, pest control services etc. Administrative services and supplies include association insurance, management fees, office supplies, etc. There were shortfalls, exceeding \$1,000.00 in the following Year to Date categories: GL 4080 Water \$-15,303; GL 4810 Contract Landscape \$-2,574; GL 5157 Lighting/Electrical Repairs \$-3,077; GL 5255 Pest Control Extras \$-1,860; GL 5300 Plumbing Repairs \$-2,809; GL 5700 Gate Repairs/Maintenance \$-2,290; GL 6180 Collection/Delinquency \$-4,370; GL 6320 Insurance \$-1,114; GL 6445 Management – Administrative \$-1,059.

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Please also note that the "Allowance for Doubtful Accounts" is \$242,987.65 for this period and has been adjusted based on the delinquent assessment balance in excess of 90 days.

The association also contributes \$2,593 a month to the Reserve Account based on the reserve study and approved annual budget. These funds are to be used, per the study, for future expenditures including painting, street repair & slurry seal etc. Total Reserve Fund assets as of May 20, 2011 are \$315,280.59.

**UNFINISHED  
BUSINESS**

**Repair Entry Pilasters Proposal-** The Board reviewed a proposal received from Fenceworks, Inc. to water blast, wire brush, fill cracks with elastomeric crack patch, prime, and paint with elastomeric paint, on right, left and center pilasters at the entry gate. The total cost is \$3,779.18. This item was tabled during the February 10, 2011 meeting pending an additional proposal. The Board reviewed an additional proposal received from LaLonde Construction at a total cost of \$3,135. Motion was duly made and seconded to approve the proposal submitted by LaLonde Construction. Motion carried unanimously.

**NEW  
BUSINESS**

**Delinquent Assessments- Lien Approvals-** Motion was duly made and seconded to approve liens on the following accounts:  
551-12488                      551-12543                      551-12428

Motion carried unanimously.

**Increase Landscape Maintenance Proposal-** The Board reviewed a proposal obtained from Chris Meyer to increase the landscape maintenance in the community. The current crew is \$1,800 per month. Option #1 in the proposal is the current crew with an extra laborer every other week to clean weeds by hand at a cost of \$2,300 per month. Option #2 in the proposal is the current crew with extra laborer every week to clean weeds by hand; this option would cut the hedge cutting time by 1 week also making it a (3) week rotation at a cost of \$2,500 per month. After discussion, motion was duly made and seconded to approve option #2 on the proposal at a cost of \$2,500 per month. Motion carried unanimously; Chris Meyer abstained from voting.

**2011/2012 Reserve Study Draft-** The Board reviewed the draft Reserve Study prepared by the firm of Advanced Reserve Solutions, Inc. After discussion, motion was duly made and seconded to approve the Reserve Study as written. Motion carried unanimously.

**2011/2012 Budget Approval-** The Board reviewed the first draft of the 2011 - 2012 Fiscal Year Budget. The proposed per unit monthly assessment

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is \$211.49 which represents a \$20.44 (10.5%) increase in assessments overall. After discussion, motion was duly made and seconded to lower the following: the Water-Common Area, Common Area Maintenance, Lighting Supplies, Bad Debt Expense, and Office Supplies/Expense in order to keep the Budget dollar amount at the same which is \$191.05. Motion carried unanimously.

**2011 Annual Meeting of the Membership Preparation-** The Annual Meeting of the Membership will be held on Thursday, August 4, 2011 at 7:00 P.M. at the Willow Haven Community Pool. Of the five (5) Directors, all five positions are up for re-election due to no quorum met in 2010, three (3) Directors to fill the second year of a two (2) year term and two (2) Directors for two (2) year terms.

Motion was duly made and seconded to have Management send a Request for Candidates to all members and to except into nomination all candidates whose statements are received by the deadline date. The Board made a unanimous decision not to hold Suspension Hearings. 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 duly made and seconded to recommend any excess funds be allocated to next year's reserves. Motion was duly made and seconded to appoint Stacy Haddakin as Inspector of Election. The Adjourned Meeting is set for September 11, 2011.

**Account Information-** The Board reviewed correspondence in regards to releasing information on accounts 101-996-0836-2852, and 101-9960836-2829, CD accounts from Bank of America to allow Action Property Management, Inc. access to the account information for monitoring purposes. Motion was duly made and seconded to deny the request. Motion carried unanimously.

**Lighting Proposal-** This item was tabled due to the proposal from Three Phase Lighting had not been received.

**Umbrella Proposals** – The Board reviewed proposals obtained from UBI, California Commercial Fitness Equipment, Patio Guys and Peachtree to purchase pool umbrellas. Motion was duly made and seconded to approve the proposal from Peachtree to purchase four (4) umbrellas at a cost of \$259 per umbrella to be paid from Reserve Account/Pool Furniture.

**Garage/Door Trim Painting Proposals-** The Board reviewed a proposal obtained from Pilot Painting to paint the trim around the garage and front doors at a total cost of \$7,570. Motion was duly made and seconded to approve the proposal to be paid from Reserve Account/Paint-Wood.

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**NEXT**

**MEETING**

The next Board Meeting is scheduled to be held on Thursday, August 4, 2011 at the community pool.

**ADJOURN**

There being no further business to come before the Board at this time, the Meeting was adjourned at 6: 05 P.M.

**ATTEST**

Respectfully Submitted by Beth Bruley, Action Property Management, Inc.

**Approved by the Board of Directors on August 31, 2011.**

**WILLOW HAVEN COMMUNITY ASSOCIATION  
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CONSENT CALENDAR**

- A.** BE IT RESOLVED, that the unanimous consent to write off account #551-3117710023 in October 2010 is ratified;
- B.** BE IT RESOLVED, that the Regular Session Minutes of April 14, 2011 are accepted as presented;
- C.** BE IT RESOLVED, the Financial Statement for the period ending April 20, 2011 is accepted as presented;
- D.** BE IT RESOLVED, the Financial Statement for the period ending May 20, 2011 is accepted as presented.