

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JUNE 18, 2014
MINUTES**

NOTICE Upon due notice given and received, the regular meeting of the Board of Directors of The Willow Haven Community Association was held on June 18, 2014 at 6:00 pm, at the Community Pool.

PRESENT Chris Meyer, President
Dona Kerr, Vice President
Becky Hausken, Secretary

MANAGEMENT David Fisher, StoneKastle Community Management, Inc.
Lori Yarborough, StoneKastle Community Management, Inc.

ABSENT Herpaul Lee, Treasurer
Christine Tapia, Member at Large

CALL TO ORDER The meeting was called to order at 6:00 pm by Chris Meyer, President.

EXECUTIVE SESSION David Fisher, Senior CCAM®, reported that there was an Executive Session of the Board of Directors on June 18, 2014 to discuss collection matters and non-compliance issues.

OPEN FORUM There were ten (10) homeowners present during open forum. Topics of discussion were: summer pool monitors and parking.

MINUTES A motion was made, seconded and unanimously carried to approve the Regular Session meeting minutes of April 16, 2014.

FINANCIAL STATEMENT The Board reviewed the financial statement for the period ending April 30, 2014 and May 31, 2014. A motion was made, seconded and unanimously carried to accept the financial statements as submitted pending audit by the association's CPA.

Accounts to write off

A motion was made, seconded and unanimously carried to approve writing off the following accounts: 1553690104, 1553690105, 15537000101.

Lien Resolution

A motion was made, seconded and unanimously carried to approve the lien for account #1553720104.

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**NEW
BUSINESS**

Shade Cloth Proposal for Pool Trellis

A motion was made, seconded and unanimously carried to approve the proposal provided by Pro-Tec Building Services to provide and install a black shade cloth to the existing pool trellis (15'x20') for a cost not to exceed \$450.00.

Audit and Tax Proposal: FYE August 31, 2014

A motion was made, seconded and unanimously carried to approve the engagement letter dated March 7, 2014 with Inouye, Shively, Longtin & Klatt to prepare the audit and tax returns for fiscal year ending 08/31/14 for a total cost of \$1,000.00.

Landscape Maintenance Proposals

The Board of Directors reviewed three (3) proposals for landscape service and maintenance. A motion was made, seconded and unanimously carried to approved the proposal from Christian Meyer dated June 18, 2014 for contracted landscape maintenance at a monthly rate of \$2,700.00 (24-hours per week maintenance provided).

Spa Timer Proposal

A motion was made, seconded and unanimously carried to approve the proposal from Discount Pool dated 05/13/14 to install three (3) timers to prevent after-hours spa operation for a cost of \$900.00.

Draft Budget: September 1, 2014 – August 31, 2015

A motion was made, seconded and unanimously carried to approve the draft budget for FY 09/01/14-08/31/15 reflecting an overall increase of the monthly assessment from \$191.00 to \$218.85 (15%), not including income generated from the sub-metering reimbursements.

Furthermore, a motion was made, seconded and unanimously carried to approve the recommended reserve funding from the reserve study dated 03/12/14 which requires a monthly contribution of \$6,711.00 representing a current funding level of 85% and 98% in five (5) years.

Lighting Proposal

A motion was made, seconded and unanimously carried to table the proposal from Horizon Lighting dated 06/18/14 to install additional lighting at the rear pool gate pending further research and revised proposals.

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Pool Umbrella Purchase

A motion was made, seconded and unanimously carried to approve the purchase of three (3) 9' (nine-foot) Fiberglass Frame Market Umbrellas with Aluminum Poles (Royal Blue in color) from Sundrella Outdoor Furnishings for a cost not to exceed \$3,000.00.

Pool Monitor Proposal

A motion was made, seconded and unanimously carried to approve Nordic Security to provide a pool monitor at the community pool for Saturdays and Sunday through Labor Day at a cost not to exceed \$25.00/hour for sixteen (16) hours per week (2:30 p.m.-10:30 p.m.).

FHA Review

A motion was made, seconded and unanimously carried to approve FHA Review to perform the requirements needed to obtain FHA approval for the community at a cost not to exceed \$1,000.00.

ADJOURN

There being no further business to come before the Board of Directors at this time, the meeting was adjourned at 7:25 p.m.

ATTEST

Respectfully Submitted by David Fisher, Senior CCAM©.

APPROVED

Chris Meyer, Chairman of the Meeting

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly Appointed and Acting Secretary 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 June 18, 2014 as approved by the Chairman of the Meeting.

Dated: _____

Becky Hausken, Secretary