

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JUNE 4, 2008  
MINUTES**

**NOTICE** Upon notice duly given and received, the regular meeting of the Board of Directors of the Willow Haven Community Association was held on June 4, 2008 at 6:30 P.M., at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA 92591.

**PRESENT** Chris Meyer, President  
Marshall Berman, Vice President  
Misty Walker, Treasurer/ Secretary  
  
Jeanie Drenon, Action Property Management

**ABSENT** Vacant Position  
Vacant Position

**CALL TO ORDER** The meeting was called to order at 6:30P.M. by Jeanie Drenon, Action Property Management.

**CONSENT CALENDAR** Motion was made, seconded and carried to accept the Consent Calendar dated June 4, 2008, attached and made a part of these minutes.

**FINANCIAL UPDATE** **2008 – 2009 Budget** - The Board reviewed the draft budget for 2008-09 fiscal year. Management was directed to make adjustments as discussed; further discussion was tabled to the next Board meeting.

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

551-311776060; 551-311771005; 551-311774035; 551-311777082;  
551-311778145; 551-311774035; 551-311776081; 551-311778146;  
551-311774033; 551-311776067; 551-311774021

**Revised Collection Policy – Approval** The Board reviewed correspondence received from Homeowners in response to the proposed revision of the collection policy. After discussion, motion was made, seconded and carried to approve the collection policy to increase the late fee from \$10 to \$10% of the delinquent assessment amount for assessments not paid by the 15<sup>th</sup> of each month, effective August 2008.

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**Audit Proposals – Approval** – The Board reviewed proposal obtained for preparation of the 2008 fiscal year end audited financial statement. Motion was made, seconded and carried to approve the proposal received from Inouye, Shively and Longtin in the amount of \$850.

**Mercury Insurance – Claim Settlement** – The Board reviewed a release of liability for settlement of the insurance claim for repair and replacement of the fire damage at 33620 #106. It was reported that an original settlement claim was received earlier this year, and after review by the Association’s insurance broker, adjustments were made by Mercury and the revised settlement claim is offered for an amount of \$2,762.71. Motion was made, seconded and carried to accept the settlement and approve the release of liability.

**Pool Maintenance Proposals – Approval** – The Board reviewed a copy of the pool operations preseason report prepared by Cal Swim. Motion was made, seconded and carried to approve Section 1 for routine maintenance at a cost of \$670, Section 2 health and safety for a cost of \$540, and Section 5 structural and pool remodel for a cost of \$3,974. It was noted that the structural and remodel cost would be allocated from the reserve funds.

**NEXT MEETING** The next meeting is scheduled for July 2, 2008 at 6:30 P.M.

**ADJOURN** There being no further business to come before the Board at this time, the meeting was adjourned at 7:15 P.M.

**ATTEST** Respectfully Submitted by Jeanie Drenon, Action Property Management, Inc.

**Approved by the Board of Directors July 14, 2008.**

**WILLOW HAVEN COMMUNITY ASSOCIATION  
JUNE 4, 2008  
CONSENT CALENDAR**

- A. BE IT RESOLVED, that the April 21, 2008 Meeting Minutes are accepted;
- B. BE IT RESOLVED, that the March 20, 2008 Financial Statement is accepted, subject to audit; and
- C. BE IT RESOLVED, that the May 20, 2008 Financial Statement is accepted, subject to audit.