

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JUNE 8, 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 June 8, 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
Herpaul Lee, Secretary/Treasurer

Beth Bruley, Action Property Management, Inc.

ABSENT 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 June 8, 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 June 8, 2010 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

**TREASURER'S
REPORT** The May 20, 2010 financial statement reflects year to date revenue of \$359,754 and year to date expenditures of \$262,071. 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, patrol 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;

#551-3117731091 #551-3117760761 #551-3117710144
#551-3117740353 #551-3117710082

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2010/2011 Budget Approval - The Board reviewed a draft budget as prepared by Management. It was reported that per Civil Code requirement, the budget must be mailed to the Membership thirty (30) days prior to fiscal year end, by July 15, 2010. After review and discussion, motion was made seconded and carried to approve the 2010 - 2011 budget with the assessment to be reduced to \$191.05 per month effective September 1, 2010. Management was directed to make adjustments to specific line items (Roof Repairs, Printing/Mailing, and Contingency) as directed by the Board.

Audit & Tax Preparation - The Board reviewed proposals obtained for preparation of the 2010 fiscal year audit and tax returns. Motion was made, seconded and carried unanimously to approve the proposal from Inouye Shively & Longtin at a cost of \$900.

Landscape Proposals - The Board reviewed proposals obtained from Bemus Landscape, Inc. to install three (3) five gallon pittosporums in front of building 33630 Unit #105 after sod removal at a cost of \$66.00, install three (3) five gallon agaphantus in planter along garage side of building 33580 at a cost of \$66.00 and fifteen (15) flats of 4" annual color at main entry and swimming pool at a cost of \$375.00. Motion was made, seconded and carried to approve the proposals to be paid from GL 6920 Contingency.

Tree Trimming Proposal - The Board reviewed a proposal obtained from Bemus Landscape, Inc. to trim the trees throughout the community at a cost of \$6,040.00. Motion was made, seconded and carried to approve the proposal to be paid from reserves \$5,000 for tree trimming, remaining balance of \$1,040.00 to be paid from GL 6920 Contingency.

Painting Proposal - Fascia, Shutters, Plant Shelves & French Doors - The Board reviewed proposals obtained from Pilot Painting to paint the Fascia, Shutters, Plant Shelves and French Doors throughout the community. Motion was made, seconded and carried to approve the proposal to paint the French Doors at a cost of \$65 per door, (approximately 15 doors) to be paid from reserves and to deny the proposal to paint the Fascia, Shutters and Plant Shelves at a cost of \$33,600.

Pool/Spa Filter Service Proposal - The Board reviewed a proposal obtained from Cal-Swim to service the pool/spa filters at a 20% discount, total cost is \$77.50. Motion was made, seconded and carried to approve the proposal to be paid from GL 4220 - pool/spa extras.

Gate Repair Proposal - The Board reviewed a proposal obtained from Automated Gate Services, Inc. to replace/repair the damaged parts that were damaged as a result of the gate being forced open on May 14, 2010. Total cost is \$975.00. Motion was made, seconded and carried to approve the proposal to be paid from GL 5700 Gate Repairs/Maintenance.

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Inspector of Election Appointment – Motion was made, seconded and carried to appoint Stacy Haddakin as the Inspector of Election for the upcoming Annual Election that is scheduled for August 10, 2010.

NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, August 10, 2010 at 5:30 p.m., at the Willow Haven Community Pool.

ADJOURN There being no further business to come before the Board at this time, the Meeting was adjourned at 6:40 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 June 8, 2010 as approved by the Chairman of the Meeting.

Dated: _____ Board Secretary