

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
JUNE 17, 2009  
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 17, 2009 at 5:00 P.M., at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula.

**PRESENT** Chris Meyer, President  
Marshall Berman, Vice President  
Frank Hernandez, Director  
  
Nicole Roach, Action Property Management, Inc.  
Jeanie Drenon, Action Property Management, Inc.

**ABSENT** Misty Walker, Treasurer/ Secretary  
Archie Bridges, Director

**CALL TO ORDER** The Meeting was called to order at 5:36 P.M. by Board President, Chris Meyer.

**APPROVAL OF  
REGULAR  
SESSION** The Board approved the Regular Session Agenda as prepared by Management.

**EXECUTIVE  
SESSION  
DISCLOSURE** The Board held an Executive Session Meeting on June 17, 2009 for the purpose of discussing Assessment Collection and Homeowner requests.

**CONSENT  
CALENDAR** A motion was duly made and seconded to adopt the Consent Calendar dated June 17, 2009 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, 2009 financial statement reflects year to date revenue of \$358,908 and year to date expenditures of \$339,026 a net income of \$19,884. Assessments collected for the month of May were \$23,966.77, of the total \$31,248.00 Member Assessments. 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. As of May 20, 2009, the Operating account balance is \$7,251, with \$157,762 due to reserves; for a total operating balance of negative \$150,510.81. Total Reserve Fund assets are \$470,173.90; with \$157,762 of the total due from operating funds, for a total Reserve Funds balance of \$312,411.90.

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**NEW BUSINESS**

**Reserve Study Approval** – The Board reviewed the draft Reserve Study completed by Advanced Reserve Solutions; and discussed funding recommendations for specific components (asphalt; tile roofing; vinyl fencing; pest control; and rain gutters). Discussion ensued regarding the recommendations and differences in a previous study and the current study recommendations for funding. Management was directed to request revisions to the Reserve Study regarding the above mentioned components, as discussed. Further discussion was tabled to the next meeting.

**2009-10 Budget Approval** – Management presented a draft budget for Board review. Discussion ensued regarding reserve funding requirements and contributions per the draft Reserve Study recommendations; operating budget line items including roof repairs; vinyl fencing; rain gutters; exterior building wash; patrol; and light maintenance. Management was directed to obtain the revised Reserve Study, as directed by the Board, and present budget revisions, as discussed, to the Board at the next meeting for consideration. Further discussion was tabled to the next meeting.

**Investment Transaction** – Motion was duly made and seconded to approve the investment of account #9608362829 with a balance of \$52,993.67 to a 12 month CD with Countrywide; current CD is due to mature July 3<sup>rd</sup>, 2009. Motion carried unanimously.

**Light Maintenance** – The Board reviewed a proposal from CPR Construction for monthly light maintenance for a cost of \$424 per month. A Representative from CPR Construction was present at the meeting to discuss light maintenance, useful life and cost savings to the Association. Motion was duly made and seconded to not approve the proposal at this time. Motion carried unanimously. Management was directed to request the current lighting contractor attend the next Board meeting to discuss service and cost savings options. Further discussion was tabled to the next meeting.

**Installation of Pigeon Spikes** - The Board reviewed a proposal from CPR Construction for installation of pigeon spikes for a cost of \$558. Motion was duly made and seconded to not approve the proposal at this time due to budget constraints. Motion carried unanimously.

**Building Power Wash Proposal** – The Board reviewed a proposal from CPR Construction to power wash all building exteriors to remove the bird excrement for a cost of \$ 558 which was also included in the pricing for the installation of the pigeon spikes. Motion was duly made and seconded to not approve the proposal at this time due to budget constraints. Motion carried unanimously.

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**Tree Removal Proposal** – The Board reviewed proposals from Bemus Landscape for removal of 31 Tristania Trees along the block wall for a cost of \$1,395 and removal of 14 Tristania Trees between buildings, for a cost of \$840, for a total cost of \$2,235. Motion was duly made and seconded to approve the proposal. Motion carried unanimously.

The Board also reviewed proposals from Bemus Landscape to install replacement plant material along the perimeter block wall, fifty-five (55) - 1 and 5 gallon plants for a cost of \$685; or fifty-five (55) - 5 and 15 gallon plants for a cost of \$2,319. A discussion ensued. Motion was duly made and seconded to approve the proposal for installation of fifty-five (55) - 1 and 5 gallon plants for a cost of \$685, and to not approve the proposal for fifty-five (55) - 5 and 15 gallon plants for a cost of \$2,319. Motion carried unanimously.

**Cal Swim Preseason Report and Proposals** – The Board was presented with the 2009 preseason report completed by Cal Swim. Cal Swim recommended Section 2, Health and Safety Maintenance Items, be completed in the amount of \$985; and Section 4, Equipment Upgrades, be approved in the amount of \$4,150. Motion was duly made and seconded to approve Section 2, Health and Safety Maintenance Items, be completed for a cost of \$985, and to request the 10% discount, as per the proposal. Motion carried unanimously. Motion was duly made and seconded to not approve Section 4, Equipment Upgrades, Green Technology via salt generator, in the amount of \$4,150. Motion carried unanimously.

**Gate Proposal** - The Board reviewed a proposal from Automated Gate Services to weld additional support steels at the gate arms for a cost of \$215. It was recommended on the proposal as to prevent damage to the gate arms or components. As damage may occur when the gates are forced open and the arms do not double back. Motion was duly made and seconded to deny the proposal. Motion carried unanimously.

**Fire Access Door Replacements** – The Board reviewed a proposal from Independent Industrial Services to fabricate, paint and install five (5) steel access doors for a cost of \$525, including installation. A discussion ensued. Motion was duly made to approve the proposal. Motion carried unanimously.

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**Fire Monitoring System Proposal** - The Board reviewed the proposal provided by Smart Systems Technologies (SST) for fire alarm monitoring and testing at a cost of \$534.95 per month; and a proposal to complete annual testing requirements for the approximate remaining sixty (60) units for a cost of \$750. Management was directed to confirm the annual testing will be completed for a cost not to exceed \$750; and once confirmed, notify SST of Board approval of the monitoring proposal, and approval of completion of the annual testing. Motion was made, seconded and carried unanimously to approve the proposals.

**NEXT MEETING** The next Board Meeting is scheduled to be held on Wednesday, July 15, 2009 at 5:00PM, 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 6:45 P.M.

**ATTEST** Respectfully Submitted by Nicole Roach Action Property Management, Inc.

**Approved by the Board of Directors 7/15/09.**

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COMMUNITY ASSOCIATION  
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**CONSENT CALENDAR**

- A. BE IT RESOLVED, that the April 7, 2009 Meeting Minutes are approved, as written;
- B. BE IT RESOLVED, that the May 20, 2008 Financial Statement is accepted, as submitted;
- C. BE IT RESOLVED, that the April 20, 2009 Financial Statement is accepted, as submitted.