

**WILLOW HAVEN COMMUNITY ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JULY 15, 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 July 15, 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  
Misty Walker, Treasurer/ Secretary

Nicole Roach, Action Property Management, Inc.  
Jeanie Drenon, Action Property Management, Inc.

**ABSENT** Archie Bridges, Director

**CALL TO ORDER** The Meeting was called to order at 5:10 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 July 15, 2009 for the purpose of discussing non-compliances.

**CONSENT  
CALENDAR** A motion was duly made and seconded to adopt the Consent Calendar dated July 15, 2009 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

**TREASURER'S  
REPORT** The June 20, 2009 financial statement reflects year to date revenue of \$416,673 and year to date expenditures of \$373,922 a net income of \$42,751. Assessments collected for the month of June were \$38,644, 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 June 20, 2009, the Operating account balance is \$26,202.65, with \$173,520 due to reserves; for a total operating balance of negative \$147,317.35. Total Reserve Fund assets are \$485,976.46 with \$173,520 of the total due from operating funds, for a total Reserve Funds balance of \$312,456.46.

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**NEW BUSINESS**

**Three Phase Electric** – Three Phase Electric made a presentation to the Board in regards to their services and cost saving options. The Board has requested that Three Phase do a review going back one year and research costs of voltage and panels and why certain products are not lasting. Once the overview and survey is complete, it will be presented to the Board and decisions will be made accordingly.

**Reserve Study Approval** - The Board reviewed the draft Reserve Study completed by Advanced Reserve Solutions June 2, 2009 that indicates the Association is 319% funded, with a theoretically ideal cash balance at fiscal year end of \$118,027. It was noted that recommendation from the reserve study analyst included removing components with indeterminate life and cost from the study, per acceptable industry standards, which results in a significant decrease in the required monthly reserve contribution, and significantly affects the percentage funded. A discussion ensued. Motion was duly made and seconded to approve the Reserve Study, as presented. Motion carried unanimously.

**2009-10 Budget Approval** – The Board was presented with a draft budget for review. Discussion ensued regarding required reserve fund contributions; reserve fund cash requirements; and the previously adopted Resolution for the repayment of reserve funds to the operating account. It was noted that the reserve account cash balance at fiscal year end meets the theoretically ideal cash balance; and that no reserve funds are due from operating funds to meet the cash balance requirement, per the approved reserve study completed June 2, 2009. Management reported that the CPA was consulted regarding the required adjustments to the financial statement to reflect no funds are due to reserves from operating; and the CPA will review reserve funds cash balance, the required monthly reserve contribution, and reserve funds due from operating upon completion of the year-end audited financial statement. After review and discussion, motion was duly made and seconded to approve the 2009-10 budget with no increase to the monthly assessment; with the monthly assessment to remain at \$201.60 for fiscal year 2009-10. Motion carried unanimously. The Board will review reserve account cash balance and any funds due to reserves from operating, upon recommendations from the CPA at completion of the year end audited financial.

**Bemus Landscape Proposal**- The Board reviewed the contract with Bemus Landscape for full monthly services to include three (3) laborers one day a week, for a total monthly service of \$1,468. Motion was duly made and seconded to increase service back to full service per the original contract for a total of \$1,468.00 per month. Motion carried unanimously.

**Patrol – Nordic Security Proposal** – The Board reviewed a proposal from Nordic Security for parking enforcement services. Motion was duly made and seconded to approve Option 2, for two (2) random vehicle patrols per night, at a cost of \$238 bi-weekly; to include monitoring the pool area to lock it at 10:00 p.m. and reopen it at 8:00 a.m. Motion carried unanimously.

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**Audit and Tax Return Proposals** – The Board was presented with four (4) proposals for completion of the August 31, 2009 year end audit and tax returns. Motion was duly made and seconded to approve the proposal from Inouye Shively and Longtin for \$900. Motion carried unanimously.

**Homeowner Requests** – The Board was presented with correspondence from an anonymous homeowner regarding a recurring speeding issue and a request for installation of speed bumps. No action was taken

**Homeowner Requests** - The Board reviewed correspondence from homeowner at 33540 Unit 101, requesting the Board address parking and consider implementing parking enforcement. Board president, Chris Meyer, reported that the issue had been discussed with the Homeowner prior to the meeting and no further action was necessary.

**UNFINISHED  
BUSINESS**

**Verizon Fiber Optic Upgrade** – The Board was presented with Verizon’s Fiber Optic Upgrade plan and agreement. Motion was duly made and seconded to approve and move forward with the install at this time. Motion carried unanimously.

**NEXT MEETING**

The next Board Meeting is scheduled to be held on August 19, 2009 at 5:00PM, 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 5:52 P.M.

**ATTEST**

Respectfully Submitted by Nicole Roach Action Property Management, Inc.

Approved by the Board of Directors August 19, 2009.

**WILLOW HAVEN  
COMMUNITY ASSOCIATION  
JULY 15, 2009**

**CONSENT CALENDAR**

- A. BE IT RESOLVED, that the June 17, 2009 Meeting Minutes are approved, as written;**
- B. BE IT RESOLVED, that the June 20, 2008 Financial Statement is accepted, as submitted.**