

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
AUGUST 31, 2011**

**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 August 31, 2011, located at the Community Pool.

**PRESENT** Chris Meyer, President  
Marshall Berman, Vice President  
Herpaul Lee, Director

Amy Dankel, Action Property Management, Inc.  
Alison Muscat, Action Property Management, Inc.

**ABSENT** Vacant, Director  
Vacant, Director

**CALL TO ORDER** The Meeting was called to order at 6:30 P.M. by Board President, Chris Meyer.

**OPEN FORUM** The Board of Directors discussed the following with homeowners in attendance at the meeting: landscape concerns, new construction across the street on the other side of the community to be put in by another developer and revisions of pet rules.

**EXECUTIVE SESSION DISCLOSURE** The Board held an Executive Session Meeting on August 31, 2011 for the purpose of discussing non-compliances and collections.

**CONSENT CALENDAR** Motion was made and seconded to accept items A-D appearing on the Consent Calendar hereby attached to these minutes as Exhibit A. Consent Calendar consisted of the following items: Ratification of Unanimous Consent to Write-Off Account #551-3117710023, approval of the Board Meeting Minutes from June 9, 2011, and acceptance of the Financial Statements for periods ending June 20, 2011 and July 20, 2011. Motion carried unanimously.

**TREASURER'S REPORT** The July 20, 2011 financial statement for Willow Haven Community Association reflects year to date revenue of \$410,293 and year to date expenditures of \$323,790. The association costs include utilities i.e. electricity, water and gas, along with contracted services including landscape maintenance, light maintenance, pool service, pest control services etc. Administrative services and supplies include association insurance,

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management fees, office supplies, etc.

The association also contributes \$2,698 a month to the Reserve Account based on the reserve study and approved annual budget. These funds are to be used, per the study, for future expenditures including painting, street repair & slurry seal etc. Total Reserve Fund assets as of July 20, 2011 are \$306,506.

**NEW  
BUSINESS**

**Delinquent Assessments- Lien Approvals-** Motion was made and seconded to approve liens on the following accounts:

551-12495	551-12514	551-12441
551-12461	551-12488	551-12543
551-12534		

Motion carried unanimously.

Motion was made and seconded to deny filing a lien on account 551-12411. Motion carried unanimously.

**Investment Instructions-** The Board of Directors reviewed the investment instructions and the rate sheet for Reserve account 99608362852, Bank of America CD, which matures September 3, 2011. The current balance is \$51,115.11. Motion was made and seconded to roll the account over to a Bank of America CD account for 12-18 months for the highest percentage rate of return. Motion carried unanimously.

**Fiscal Year-End Audit Proposals-** The Board reviewed proposals obtained for preparation of the fiscal year-end audited financial statement from Schonwit & Company for a cost of \$900, Inouye, Shively & Longtin for a cost of \$900 and Demarchi & Company for a cost of \$1,400. Motion was made and seconded to approve the proposal from Inouye, Shively & Longtin for a cost not to exceed \$900 to be billed under GL code 602000. Motion carried unanimously.

**Janitorial Proposals- Pool Area/Building Exterior-** The Board reviewed a proposal from Personal Touch for miscellaneous deep cleaning and restoration at the pool area for a combined cost of \$2,200. The proposal includes cleaning and degreasing of pool furniture, deep cleaning of restroom floors and walls, shower tile cleaning and sealing and power wash and steam clean of the entire pool / spa decking. Motion was made and seconded to table this item to the next meeting. Motion carried unanimously.

The Board reviewed a proposal from Personal Touch for building exterior cleaning for a cost of \$1,050 to remove dirt and cobwebs throughout the community. Motion was made and seconded to approve the proposal if the cleaning includes using a power washer and included the cleaning of the building at the pool area. This is to be billed under GL code 508000,

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common area maintenance. Motion carried unanimously.

**Rules & Regulations-Animal Restrictions-** The Board reviewed correspondence received from the homeowner of account #055100002504 regarding a dog attack within the community. The Homeowner is requesting the Board consider revision of animal restrictions to include not allowing certain breeds of dogs to live in the community. Motion was made and seconded to contact legal council regarding the issue to see if revisions would have to be made to the CC&Rs or if the Board has authority to make decisions regarding breeds from the CC&Rs into the Rules & Regulations. Motion carried unanimously.

**Request for Tow Reimbursement- 055100012490-** The Board reviewed correspondence received from the Management Company for this unit requesting the Board approve reimbursement for a tow in the amount of \$265. Motion was made and seconded to deny the request as the proper parking permit information was not turned in from the Management Company for the resident at the time of the tow. Motion carried unanimously.

**NEXT  
MEETING**

The next Board Meeting is scheduled to be held on Thursday, October 13, 2011 at 5:00 P.M. The location of the meeting is to be decided.

**ADJOURN**

There being no further business to come before the Board at this time, the Meeting was adjourned at 7:18 P.M.

**ATTEST**

Respectfully Submitted by Amy Dankel, Action Property Management, Inc.

**Approved by the Board of Directors on October 13, 2011.**

**WILLOW HAVEN COMMUNITY ASSOCIATION  
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CONSENT CALENDAR**

- A.** BE IT RESOLVED, that the unanimous consent to write off account #551-3117710023 in October 2010 is ratified;
- B.** BE IT RESOLVED, that the Regular Session Minutes of June 9, 2011 are accepted as presented;
- C.** BE IT RESOLVED, the Financial Statement for the period ending June 20, 2011 is accepted as presented;
- D.** BE IT RESOLVED, the Financial Statement for the period ending July 20, 2011 is accepted as presented.