

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 12, 2012**

MINUTES

NOTICE Upon due notice given and received, the regular meeting of the Board of Directors of The Willow Haven Community Association was held on September 12, 2012 at 5:30 pm, at the Community Pool

PRESENT Chris Meyer, President
Marshall Berman, Vice President
Herpaul Lee, Secretary/Treasurer
Becky Hausken, Member

Beth Bruley, StoneKastle Community Management, Inc.

CALL TO ORDER The meeting was called to order at 5:12 by Chris Meyer, President.

OPEN FORUM There was one homeowner present during open forum. Topics of discussion were. (1) Dogs running around without a leash. Parking in fire lanes.

MINUTES Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the Regular Session meeting minutes of June 13, 2012. Motion carried.

FINANCIAL STATEMENT The Board reviewed the financial statement for the period ending June 30, 2012, July 31, 2012 and August 31, 2012. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the financial statements as submitted. Motion carried.

UNFINISHED BUSINESS Roof Inspection/Maintenance Proposals
The Board reviewed proposals obtained from Antis Roofing, PCW, Pro-Tec and Premier Roofing for roof inspection/maintenance and down spout cleaning. Motion was made by Chris Meyer and seconded by Becky Hausken to approve the proposal from Pro-Tec at a total cost of \$12,769. Motion carried.

NEW BUSINESS Spa Re-Plaster Proposals
The Board reviewed proposals obtained from Discount Pool, Alan Smith Pools and Arroyo Pools to re-plaster the spa. Motion was made by Chris Meyer and seconded by Becky Hausken to approve the proposal from Discount Pools at a cost of \$3,200. Motion carried.

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Building Power Wash Proposals

This item was tabled until after the first of the year.

2012 Audit and Tax Return

The Board reviewed proposals obtained from Inouye Shively & Longtin, Robert Owens and Schonwitt & Associates to conduct the 2012 audit and tax return. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal from Inouye Shively & Longtin at a cost of \$1,000. Motion carried.

Pool Equipment Proposal

The Board reviewed a proposal obtained from Discount Pools to install a new seal kit strainer basket, filter grids, plumbing fittings, skimmer baskets, liquid chlorine dispensing unit and on/off valve for main drain totaling \$1,200. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal. Motion carried.

Tree Removal Proposal

The Board reviewed a proposal obtained from Jim B's Tree Service to remove and stump grind four (4) sycamore trees and lift elm trees throughout the community at a cost of \$800.00. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal. Motion carried.

Motion was made by Chris Meyer and seconded by Herpaul Lee to approve tree trimming throughout the community by Jim B's Tree Service not to exceed \$7,000. Motion carried.

Pool Gate Fixtures Proposal

The Board reviewed a proposal obtained from Horizon Lighting to replace the broken wall pack at the pool entrances with four (4) decorative fixtures, due to the frequency of the existing fixtures being damaged at a total cost of \$1,256.46. Motion was made by Chris Meyer and seconded by Herpaul Lee to approve the proposal. Motion carried.

Holiday Lighting Proposals

The Board reviewed proposals obtained from Horizon Lighting and California Christmas to install holiday lighting. Motion was made by Chris Meyer and seconded by Becky Hausken to approve the proposal from California Christmas at a cost of \$2,500. Motion carried.

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ADJOURN There being no further business to come before the Board of Directors at this time, the meeting was adjourned at 6:11 pm.

ATTEST Respectfully Submitted by Beth Bruley, Community Manager.

APPROVED



Chris Meyer, Chairman of the Meeting

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly Appointed and Acting Secretary 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 September 12, 2012 as approved by the Chairman of the Meeting.

Dated: _____



~~Herpaul Lee, Secretary/Treasurer~~

Becky Hausken, Member