

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 5, 2007**

MINUTES

NOTICE Upon notice duly given and received, the regular meeting of the Board of Directors of the Willow Haven Community Association was held on September 5, 2007 at 6:30 P.M., at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA 92591.

PRESENT Ruben Hernandez, President
Misty Walker, Vice President
Vacant, Director
Vacant, Director

Jeanie Drenon, Action Property Management

ABSENT Julie Chrisman, Secretary/Treasurer

CALL TO ORDER The meeting was called to order at 6:30 P.M. by Jeanie Drenon, Action Property Management.

CONSENT CALENDAR Motion was made, seconded and carried to accept the Consent Calendar dated September 5, 2007, attached and made a part of these minutes.

UNFINISHED BUSINESS **2007-2008 Budget** – Management reported that the 2007-2008 budget was mailed to the membership in August. However, there was a typographical error in the budget spread sheet calculations and, therefore, the income did not match the expense category. The spread sheet calculations have been corrected and the corrected budget will be mailed to the membership included in the next assessment statement.

NEW BUSINESS **Delinquent Assessments – Lien Approvals** – Motion was made, seconded and carried to approve filing of liens on accounts: #551-311773121, #551-311772137, #551-311773116, #551-311771144 and #551-311777093.

Investment Transaction – Motion was made seconded and carried to transfer \$50,000 from the Sun West Bank reserve account to the Country Wide money market account.

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Rules and Regulation Committee Charter – The Board reviewed the Rules and Regulations Committee Charter. Motion was made, seconded and carried to approve the Charter.

Appointment of Committee Members – This item was table to the next Board meeting.

Earthquake Insurance Proposal – The Board reviewed correspondence received from a homeowner requesting the Board consider obtaining earthquake insurance. After discussion, motion was made, seconded and carried to notify the homeowner that the Association does not carry earthquake insurance. The Board president to provide information to management include in the notice to the homeowner.

Personal Touch Janitorial Proposal – The Board reviewed a proposal from Personal Touch Janitorial for an optional schedule for pool maintenance of one (1) winter service per week, November – April for a cost of \$85 per month; and two (2) summer services per week, May-October for a cost of \$170 per month. After discussion, motion was made, seconded and carried to table this decision and revisit the issue in May prior to the summer schedule 2008.

Audit and Tax Return Proposals – The Board reviewed proposals obtained for preparation of an audit and tax returns for fiscal year ending August 31, 2007. Motion was made, seconded and carried to approve the proposal from Inouye, Shively and Longtin for a cost of \$800.

Patrol One Parking Permit Program – The Board reviewed the Patrol One parking permit program and provided recommendations for implementation of the program. Management was directed to provide the recommendations to Patrol One and obtain the anticipated time line for implementation of the program. Further discussion was tabled.

NEXT MEETING The next meeting of the Willow Haven Homeowners Association will be held on Wednesday, October 3, 2007. Executive Session at 6:00 p.m. and the Regular Session at 6:30 p.m.

ADJOURN There being no further business to come before the Board at this time, the meeting was adjourned at 8:30 P.M.

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CONSENT CALENDAR

- A. BE IT RESOLVED, that the action taken by the Board by unanimous consent on July 25, 2007 to approve the 2007-2008 budget is ratified;
- B. BE IT RESOLVED, that the July 16, 2007 Meeting Minutes are accepted;
- C. BE IT RESOLVED, that the June 20, 2007 Financial Statement is accepted, subject to audit;
- D. BE IT RESOLVED, that the July 20, 2007 Financial Statement is accepted, subject to audit; and
- E. BE IT RESOLVED, that the August 20, 2007 Financial Statement is accepted, subject to audit.