

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 16, 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 at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula.

PRESENT Chris Meyer, President
Marshall Berman, Vice President
Frank Hernandez, Director

Beth Bruley, Action Property Management, Inc.

ABSENT Treasurer/Secretary, Vacant
Director, Vacant

CALL TO ORDER The Meeting was called to order at 5:30 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 September 16, 2009 for the purpose of discussing non-compliances.

**CONSENT
CALENDAR** A motion was duly made and seconded to adopt the Consent Calendar dated September 16, 2009 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

**TREASURER'S
REPORT** The August 20, 2009 financial statement reflects year to date revenue of \$510,543 and year to date expenditures of \$361,488. 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.

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**UNFINISHED
BUSINESS**

Parking Permit Guidelines – The Board reviewed a proposal for a parking permit program from Nordic Security Services. Motion was made, seconded and carried to approve the proposal. Permit guidelines will be finalized at the next Board meeting.

Key Fob Installation Proposal – Motion was made, seconded and carried to table this proposal to the next Board meeting.

Investment Transaction Instructions – The Board reviewed an Investment Account Transaction for account #3253161705; Imperial Capital Bank, Reserve account CD with a current balance of \$100,000, maturity date October 25, 2009. Motion was made, seconded and carried to roll over the balance for six (6) month CD.

Roof Inspection Proposal – The Board reviewed a proposal from Pro Tec Building Services to inspect all roofing components at a cost of \$3,240. Motion was made, seconded and carried to approve the proposal.

NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, October 27, 2009 at 5:30PM, 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 6:00 P.M.

ATTEST Respectfully Submitted by Beth Bruley, Action Property Management, Inc.

Approved by the Board of Directors on October 16, 2009.

**WILLOW HAVEN COMMUNITY ASSOCIATION
SEPTEMBER 16, 2009
CONSENT CALENDAR**

- A.** BE IT RESOLVED, that the Executive Meeting minutes of August 19, 2009 are accepted as presented;
- B.** BE IT RESOLVED, that the Regular Meeting minutes of August 19, 2009 are accepted as presented;
- C.** BE IT RESOLVED, the Financial Statement for the period ending August 20, 2009 is accepted as presented.