

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
OCTOBER 12, 2010
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 October 12, 2010 at 5:30 P.M. at the offices of Action Property Management, located at 27555 Ynez Road, Suite 203A, Temecula, California.

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

Diane Pitchers, Action Property Management, Inc.

ABSENT Director - Vacant
Director – Vacant

CALL TO ORDER The Meeting was called to order at 5:30 P.M. by President Chris Meyer.

EXECUTIVE SESSION

DISCLOSURE President Chris Meyer reported that an Executive Session of the Board of Directors was held on October 12, 2010 for the purpose of discussing member discipline and collections.

**CONSENT
CALENDAR**

A motion was duly made and seconded to adopt the Consent Calendar dated October 12, 2010 as presented. Motion carried unanimously. The Consent Calendar will become a part of and is attached to these minutes.

**TREASURER'S
REPORT**

The September 20, 2010 financial statement reflects year to date revenue of \$32,030 and year to date expenditures of \$8,181. The Board continues to diligently pursue delinquent accounts.

**NEW
BUSINESS**

LIENS Motion was duly made and seconded to approve the filing of liens for delinquent assessments on accounts 3117721371, 3117740292, and 3117710203. Motion carried unanimously.

Let the minutes show that, in Executive Session, the Board approved proceeding with judicial foreclosure of the association's lien on account 3117760761.

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**LANDSCAPE
PROPOSALS**

The Board reviewed proposals for landscape maintenance services from Park West, O'Connell, Christian Meyer Landscape, Artistic Maintenance, and Bemus Landscape. Motion was duly made and seconded to approve the proposal from Christian Meyer Landscape with the addition of a clause allowing termination by either party upon 30 days written notice and to notify Bemus Landscape of termination effective November 30, 2010. Motion carried; Meyer abstained.

Christian Meyer hereby discloses to the membership that he is the owner of Christian Meyer Landscape and abstained from voting on this measure.

**TREE
TRIMMING**

Motion was duly made and seconded to approve proposals from Bemus Landscape for Phase 2 and 3 tree trimming at a total cost of \$5,975.00. Motion carried unanimously.

**MEMBER
DISCIPLINE**

A legal opinion was reviewed from association attorney Karen Kannen regarding deactivating access to amenities for members with unpaid assessments and unresolved non-compliance issues. Motion was duly made and seconded to include notice of such possible penalty on hearing notices from this date forward. Motion carried unanimously.

**MAINTENANCE
INSPECTION**

The Lennar Annual Maintenance Inspection Report was reviewed. Proposals will be obtained to address recommended maintenance items.

AUDIT

Motion was duly made and seconded to approve the audit draft presented by Inouye Shively and Longtin and to authorize management to distribute the final audit to the membership, along with other required annual disclosures. Motion carried unanimously.

**BAD DEBT
WRITE OFFS**

Upon review of the Aging Report, motion was duly made and seconded to write off any prior owner delinquent account that has been inactive twelve months or longer. Motion carried unanimously.

**TOT LOT
INSPECTION**

The Board reviewed proposals from certified inspectors Community Building Services and ProTec. Motion was duly made and seconded to approve the proposal from Community Building Services at a cost of \$210.00. Motion carried unanimously.

LIGHTING

Motion was duly made and seconded to approve a proposal from Three Phase Electric to install photocells at the gate and pool area at a cost of \$275.00. Motion carried unanimously.

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BOARD

APPOINTMENT The Board agreed unanimously that there is a need to take immediate action to fill vacancies on the Board of Directors and that a potential appointee came to the attention of the board after the agenda was posted and distributed. Therefore, motion was duly made and seconded to appoint Skylar Lewis to the Board of Directors and for him to act as Secretary until the next organizational meeting of the Board. Motion carried unanimously.

**MEETING
SCHEDULE**

Motion was duly made and seconded to change the regular meeting from the second Tuesday to the second Thursday of even months, due to a scheduling conflict on the second Tuesday. Motion carried unanimously.

NEXT MEETING The next regular meeting of the Board of Directors will be held on Thursday, December 9, 2010 at 5:30 p.m., at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, California.

ADJOURN There being no further business to come before the Board at this time, the meeting was adjourned at 6:35 p.m..

ATTEST Respectfully submitted by Diane Pitchers, Action Property Management, Inc.

Approved by the Board of Directors December 9, 2010.

**WILLOW HAVEN COMMUNITY ASSOCIATION
October 12, 2010
CONSENT CALENDAR**

- A.** BE IT RESOLVED, that the Regular Session Minutes of August 11, 2010 are accepted as presented;
- B.** BE IT RESOLVED, that the Executive Meeting Minutes of August 11, 2010 are accepted as presented;
- C.** BE IT RESOLVED, the Financial Statement for the period ending August 20, 2010 is accepted as presented;
- D.** BE IT RESOLVED, the Financial Statement for the period ending September 20, 2010 is accepted as presented.