

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
OCTOBER 13, 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 October 13, 2011, located at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA 92590.

**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 5:53 P.M. by Board President, Chris Meyer.

**OPEN FORUM** There was no open forum discussion.

**EXECUTIVE SESSION DISCLOSURE** The Board held an Executive Session Meeting on October 13, 2011 for the purpose of discussing non-compliances and collections.

**CONSENT CALENDAR** Motion was made and seconded to accept items A-E appearing on the Consent Calendar hereby attached to these minutes as Exhibit A. Consent Calendar consisted of the following items: approval of the Board Meeting Minutes from August 31, 2011, approval of the No Quorum Annual Meeting Minutes from September 22, 2011 and acceptance of the Financial Statements for periods ending August 20, 2011 and September 20, 2011. Motion carried unanimously.

**TREASURER'S REPORT** The September 20, 2011 financial statement for Willow Haven Community Association reflects year to date revenue of \$32,187 and year to date expenditures of \$37,495. 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, management fees, office supplies, etc.

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
OCTOBER 13, 2011 - PAGE 2 OF 3**

The association also contributes \$4,165 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 September 20, 2011 are \$313,479.67.

**NEW  
BUSINESS**

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

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Motion carried unanimously.

**Pool Gate Closer Proposal** - The Board of Directors reviewed a proposal obtained from Safe and Secure Locksmith Service to replace the existing door closers on the front and rear pool gates with a heavy duty door closer for a cost of \$1,179. Motion was duly made and seconded to table this item pending further evaluation of the gate closers. Motion carried unanimously.

**Shepherd Hook Proposals** – The Board reviewed proposals obtained for installation of shepherd hooks on the top of the pilasters at each pool entry gate: Fenceworks, Inc. at a cost of \$1,385 and Schlick Services, Inc. at a cost of \$725. Both proposals include installation and paint to match the green color on the existing wrought iron around the pool area. Motion was duly made and seconded to table this item pending proposals for modification of lighting components. Motion carried unanimously.

**Street Sweeping Proposals** – The Board reviewed proposals obtained from Southland Sweeping Service and All-Clean Sweeping, Inc. for street sweeping services throughout the community on a once a month and twice a month basis. A motion was duly made and seconded to approve the proposal from All-Clean Sweeping, Inc. for twice a month street sweeping service at a cost not to exceed \$300 per month. Motion carried unanimously.

**Lennar – Annual Inspection** – The Board reviewed the Annual Inspection Report received from Bryan Katnik at Lennar. Management suggested the Board review the items listed in the report and have them inspected and repaired. No decision was made.

**Budget Review** - The fiscal year for the Association began September 1, 2011. Upon loading the new budget Management observed a discrepancy in the budget allocations. The Board approved the budget at an assessment fee of \$191.05, however the budget on file was at a lower assessment rate due to the Submeter income. Management has made the necessary corrections. The Board reviewed the revised budget.

**WILLOW HAVEN COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
OCTOBER 13, 2011 - PAGE 3 OF 3**

Motion was duly made and seconded to approve the revised budget. Management will mail a memo and copy of the revised budget to the members at no cost to the Association. Motion carried unanimously.

**NEXT  
MEETING**

The next Board Meeting is date and location is to be decided.

**ADJOURN**

There being no further business to come before the Board at this time, the Meeting was adjourned at 6:30 P.M.

**ATTEST**

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

**APPROVED**

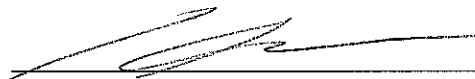


Chairman of the Meeting

**SECRETARY'S CERTIFICATE**

I hereby certify that I am the duly Appointed and Acting Director 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 October 13, 2011 as approved by the Chairman of the Meeting.

Dated: 1-12-12

  
Herpaul Lee, Secretary