

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
OCTOBER 28, 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

Beth Bruley, Action Property Management, Inc.

ABSENT Frank Hernandez, Director
Treasurer/Secretary, Vacant
Director, Vacant

CALL TO ORDER The Meeting was called to order at 5:40 P.M. by Board President, Chris Meyer.

**EXECUTIVE
SESSION
DISCLOSURE**

The Board held an Executive Session Meeting on October 28, 2009 for the purpose of discussing non-compliances.

**CONSENT
CALENDAR**

A motion was duly made and seconded to adopt the Consent Calendar dated October 28, 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 \$33,261 and year to date expenditures of \$20,332. 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.

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
OCTOBER 28, 2009 - PAGE 2 OF 3**

**UNFINISHED
BUSINESS**

Parking Permit Guidelines – The Board reviewed a copy of the parking permit guidelines. After discussion, Management was requested to add the cost of \$100 to the guidelines to purchase a permit, of which \$75 would be paid to Willow Haven Community Association and \$25 would be paid to Nordic Security Systems for the garage inspection if necessary. Motion was made, seconded and carried to approve the parking permit guidelines. Management was directed to mail the proposed parking permit guidelines to the membership for a thirty (30) day comment period.

Key Fob Installation Proposal – Motion was made, seconded and carried to table this proposal and reconsider mid year upon review of budget and available funds.

**NEW
BUSINESS**

Automatic Chlorine Feeder Proposal – The Board reviewed a proposal obtained from Cal Swim for an automatic chlorine feeder at a cost of \$585. Motion was made, seconded and carried to deny the proposal.

Garage Door and Light Cleaning Proposal – The Board reviewed a proposal obtained from Independent Maintenance Services to wash the outside of the garage doors and light fixtures that are located by the garage doors at a cost of \$1,000. Motion was made, seconded and carried to approve the proposal.

Investment Transaction Instructions – Account #325316 – The Board reviewed an Investment Account Transaction for account #325316; 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.

Investment Transaction Instructions – Account #0301060122 – The Board reviewed an Investment Account Transaction for account #0301060122; Sunwest Bank, current balance of \$106,471.18. Motion was made, seconded and carried to transfer \$25,000.00 to a six (6) month CD.

NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, December 8, 2009 at 5:30PM, at the office of Action Property Management.

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
OCTOBER 28, 2009 - PAGE 3 OF 3**

ADJOURN There being no further business to come before the Board at this time, the Meeting was adjourned at 6:15 P.M.

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

Approved December 10, 2009 by the Board of Directors.

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

- A.** BE IT RESOLVED, that the Executive Meeting minutes of September 16, 2009 are accepted as presented;
- B.** BE IT RESOLVED, that the Regular Meeting minutes of September 16, 2009 are accepted as presented;
- C.** BE IT RESOLVED, the Financial Statement for the period ending September 20, 2009 is accepted as presented.