

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 18, 2015
MINUTES**

NOTICE Upon due notice given and received, the regular meeting of the Board of Directors of The Willow Haven Community Association was held on November 18, 2015 at 5:00 p.m. at the Community Pool.

PRESENT Chris Meyer, President
Dona Kerr, Vice President
Julie Hayes, Secretary-Via Phone

Mike Lara, StoneKastle Community Management, Inc.

CALL TO ORDER The meeting was called to order at 5:30 p.m. by President, Chris Meyer.

OPEN FORUM This is a time designated for the homeowners to address the Board. Management would like to remind the Board, items not posted on the agenda may not be decided on, however we can offer that concerns or requests be noted on future agendas. Each owner has an allotted time limit to address their concerns set forth by the Board.

MINUTES Motion was made, seconded and unanimously carried to approve the Regular Session Meeting Minutes of September 16, 2015.

FINANCIAL STATEMENT Motion was made, seconded and unanimously carried to approve the September 30, & October 31, 2015 Financial Statement, subject to audit at the fiscal year end.

LIEN FILLING Motion was made, seconded and unanimously carried to approve filing a lien on the following accounts:

- APN # 388-132-062
- APN # 388-131-011
- APN # 388-131-061

NEW BUSINESS Janitorial Increase Request
Motion was made, seconded and unanimously carried to approve Personal Touch's annual increase in the amount of \$88.99 effective January 1, 2016.

Holiday Lighting
Motion was made, seconded and unanimously carried to approve ratifying the proposal submitted by California Christmas for the installation of the holiday lighting, at a cost of \$2,500.00.

Tax & Audit Proposals
Motion was made, seconded and unanimously carried to approve Inouye, Shively, Longtin & Klatt's draft audit.

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NEXT MEETING Meeting date to be determined.

ADJOURN There being no further business to come before the Board of Directors at this time, the meeting was adjourned at 5:38 p.m.

ATTEST Respectfully Submitted by Mike Lara, Community Manager.

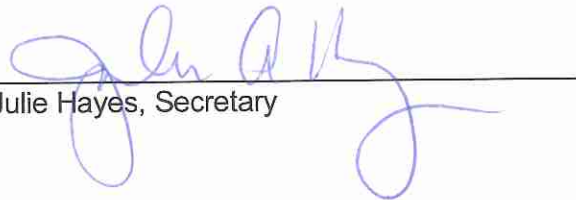
APPROVED 

Chris Meyer, Chairman of the Meeting

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly Appointed and Acting Secretary 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 November 18, 2015 as approved by the Chairman of the Meeting.

Dated: _____



Julie Hayes, Secretary