

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 19, 2008
MINUTES**

NOTICE Upon notice duly given and received, the regular meeting of the Board of Directors of the Willow Haven Community Association was held on November 19, 2008 at 5:30 P.M., at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA 92591.

PRESENT Chris Meyer, President
Marshall Berman, Vice President
Misty Walker, Treasurer/ Secretary
Frank Hernandez, Director
Archie Bridges, Director

Jeanie Drenon, Action Property Management, Inc.
Kim Van Heel, Action Property Management, Inc.

CALL TO ORDER The meeting was called to order at 6:00 P.M. by Board President, Chris Meyer.

CONSENT CALENDAR Motion was made, seconded and carried to accept the Consent Calendar dated November 19, 2008, attached and made a part of these minutes.

The Board acknowledged that an Executive Session was held prior to the open meeting.

Motion was made, seconded and carried to approve the Regular Session Agenda.

FINANCIAL UPDATE

The October 2008 financial statement reflects year to date revenue of \$76,376 and year to date expenditures of \$68,950 a net income of \$7,429. Assessments collected for the month of October is \$20,202, of the total \$31,248 member assessments. 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. As of October 2008, the Operating account balance is \$23,013, with \$110,488 due to reserves; for a total operating balance of negative \$87,475. Total Reserve Fund assets are \$408,143; with \$110,488 of the total due from operating funds.

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**NEW
BUSINESS**

Account Transaction – The Countrywide CD in the amount of \$26,157.25 matures December 3, 2008. The Board may wish to consider combining the Countrywide money market account balance of \$26,568.18 with this CD, for a total of \$52,725.43, rolling these funds into a CD. A motion was duly made and seconded to accept the recommendation from management to combine the funds and place \$52,725.43 in a six month CD, for an interest rate of 3.39% with Countrywide. Motion carried unanimously.

2008 Fiscal Year End Audit – The draft 2008 Fiscal Year End Audit prepared by Inouye Shively & Longtin was presented to the Board for review and approval. Motion was duly made and seconded to accept the draft audit as prepared. Motion carried unanimously. The audit will be mailed to the membership at large no later than December 31, 2008.

Insurance Proposal – A proposal for earthquake insurance was requested by the Board. Management received a proposal with a premium in the amount of \$21,707. A motion was duly made and seconded to decline the proposal as presented. Motion carried unanimously.

Gate Maintenance Proposal – The Board reviewed two additional proposals for gate maintenance along with their current vendor Automated Gate Services. A motion was duly made and seconded to decline the two proposals, one from Gate Automated Specialist and one from California Gate and to return the current vendor Automated Gate Services. Motion carried unanimously.

Pool Mastic Replacement – A proposal was received from Big Pond Enterprises in the amount of \$3,000 to install mastic at the community pool. A discussion ensued. Cal Swim is the current pool vendor and he has placed mastic at the pool and is willing to take the mastic back out and replace it the first week of December 2008. A motion was duly made and seconded to decline the proposal from Big Pond Enterprises and move forward with Cal Swim as recommended. Motion carried unanimously.

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Electrical/Lighting Options – Three Phase Electric was requested by management to provide electrical/lighting options for the community in an effort to lower repair and replacement costs and utility usage in general. The vendor recommended replacing the current bulbs with the yellow bulbs and to do a string of lights per each service call. A motion was duly made and seconded to accept the recommendation by Three Phase Electric. Motion carried unanimously.

Parking Enforcement – There have been reported incidents of parking within the alley ways, blocking residents' ability to enter and exit from garages. A proposal was submitted by Patrol One to offer a Tow on Demand program. A discussion ensued. A motion was duly made and seconded to decline the proposal by Patrol One, but in fact to send out notices to the homeowners in the next mailer, regarding parking in the motor court. Motion carried unanimously.

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 Kim Van Heel, Action Property Management, Inc.

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 Homeowners 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 19, 2008 as approved by the Chairman of the Meeting.

Dated: _____

Board Secretary

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CONSENT CALENDAR

- A. BE IT RESOLVED, that the October 8, 2008 Meeting Minutes are accepted;
- B. BE IT RESOLVED, that the October 20, 2008 Financial Statement is accepted, subject to audit.