

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 2, 2005**

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 2, 2005 at 5:30 P.M., at the Willow Haven Sales Office, Murrieta, CA 92563.

PRESENT Peter Vanek, President
Greg Varella, Vice-President
Sue Rudolph, Secretary
Salina McBride, Treasurer
Bruce Lewis, Member at Large

Jeanie Drenon, Action Property Management

CALL TO ORDER The meeting was called to order at 5:30 P.M. by Jeanie Drenon, Action Property Management.

CONSENT CALENDAR Motion was made, seconded and carried to accept the Consent Calendar dated November 2, 2005, attached and made a part of these minutes.

FINANCIAL UPDATE Management reported as of October 20, 2005, year to date revenue of \$34,857 and year to date expenditures of \$24,866; a monthly contribution to the reserve account of \$4,200 and total reserve funds two months into the fiscal year totals \$7,841.

NEW BUSINESS **Appointment of Officers:** Motion was made, seconded and carried to appoint the following slate of officers: Peter Vanek, President; Greg Varella, Vice-President; Sue Rudolph, Secretary; Salina McBride, Treasurer; and Bruce Lewis, Member at Large. The Board agreed by consensus that the President will participate in voting at all Board meetings.

Establish Meeting Schedule: Motion was made, seconded and carried to establish a quarterly meeting schedule on the first Wednesday of the month (February, May, August and November) with Executive Session beginning at 5:30 p.m. and Regular Session beginning at 6:30 p.m. and meetings to be held in the Willow Haven Sales Office.

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Pest Control Proposals: The Board reviewed two proposals obtained for pest control service of the common area. After discussion, motion was made, seconded and carried to approve the proposal from Rodent Pest Technologies at a cost of \$2.05 per unit, for two monthly services. Management reported that pest control is a line item in the current DRE budget and that this contract is within the budgeted amount.

Light Maintenance Proposals: The Board reviewed two proposal obtained for monthly light maintenance. After review, motion was made, seconded and carried to approve the proposal from Three Phase Electric for a monthly fee of \$75 for one monthly service. Management was directed to schedule an inspection of all lighting. Management reported that light maintenance is a line item in the current DRE budget and, that this contract is within the budgeted amount.

Bulletin Board Proposal: The Board reviewed a proposal from CDX Construction for installation of a bulletin board for a cost of \$925. After review, motion was made, seconded and carried to approve the installation of the bulletin board. Management to coordinate the placement of the bulletin board at the pool gate area. Management was directed to coordinate posting of Association only business on the bulletin board.

Architectural Appeal Process: The Board reviewed the Summary of Architectural Control Procedures that describes architectural procedures and appeal process; and the procedures followed should an applicant request the Board reconsider a decision made by the Architectural Committee. After review, motion was made, seconded and carried to approve the proposed appeal process. Management was directed to send out the summary to the membership for a 30-day comment period prior to it's formal adoption.

Homeowner Request – Member Communication – The Board reviewed correspondence received from a homeowner and a sample letter recommended for distribution to the membership which includes general rules and regulations for the community. After discussion, Management wad directed to respond to the homeowner stating that this type of information will be included in future newsletters to be sent to the membership on a regular basis; and to thank the homeowner for the input.

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Website Proposal – The Board reviewed a proposal from Community Association Publishing Services to provide a community website for a cost of \$50 per month to host and maintain the website. After discussion, motion was made, seconded and carried to approve the proposal for a community website for a cost of \$50 per month.

Open Forum: The Board addressed homeowners present at the meeting regarding the following issues:

- 1) Installation of street lights.
- 2) Speeding within the community.
- 3) Posting of a larger sign for Pool Rules; Management was directed to e-mail the Board members the current Pool Rules for revisions prior to obtaining a cost for a larger sign.
- 4) Pest Control, specifically pigeons. Management was directed to obtain recommendations from Rodent Pest Technologies for the control of pigeons.
- 5) Water pressure; Management was directed to obtain information from California Submeters regarding adjustment of water pressure.
- 6) Parking enforcement; Management was directed to obtain parking proposals and options for enforcement of parking restrictions.
- 7) Postal delivery.
- 8) Enforcement procedures for rules violations.

NEXT MEETING The next meeting of the Willow Haven Homeowners Association will be held at the Willow Haven Sales Office - Models, Murrieta, CA 92563 on Wednesday, February 1, 2006 at 6:30 p.m.

ADJOURN There being no further business to come before the Board at this time, the meeting was adjourned at 7:30 P.M.

ATTEST Respectfully Submitted by Jeanie Drenon, Action Property Management, Inc.

APPROVED by the Board of Directors, February 1, 2006.

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CONSENT CALENDAR

- A. BE IT RESOLVED, That the October 2005 financial statement is accepted as submitted;
- B. BE IT RESOLVED, That the September 2005 financial statement is accepted as submitted;
- C. BE IT RESOLVED, That the August 2005 financial statement is accepted as submitted;
- D. BE IT RESOLVED, That the July 2005 financial statement is accepted as submitted;
- E. BE IT RESOLVED, That the June 2005 financial statement is accepted as submitted;
- F. BE IT RESOLVED, That the May 2005 financial statement is accepted as submitted;
- G. BE IT RESOLVED, That the April 2005 financial statement is accepted as submitted;
- H. BE IT RESOLVED, That the March 2005 financial statement is accepted as submitted;
- I. BE IT RESOLVED, That the Action Without a Meeting dated June 13, 2005 to approve Schonwit & Associates for preparation of federal and state tax returns for year-end August 31, 2005 is ratified;
- J. BE IT RESOLVED, That the Action without a Meeting dated June 1, 2005 to approve the proposal submitted by Cal Swim Aquatic Services, Inc. for pool and spa maintenance for the Willow Haven Community Association is ratified;
- K. BE IT RESOLVED, That the Action without a Meeting dated March 31, 2005 to approve the proposal provided by Personal Touch Cleaning & Maintenance for the Willow Haven Community Association pool/spa area with restroom facility is ratified;
- L. That the Action without a Meeting dated January 10, 2005 to approve the Neighborhood Guidelines / Rules & Regulations; Design Guidelines; Association Insurance and Assorted Vendors for the Willow Haven Community Association is ratified;
- M. BE IT RESOLVED, That the Action without a Meeting dated January 10, 2005 to approve the Set-up Resolutions is ratified.

