

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 9, 2010
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 December 9, 2010 at 5:00 P.M. located at the Willow Haven Community Pool.

PRESENT Chris Meyer, President
Marshall Berman, Vice President
Skylar Lewis, Secretary/Treasurer

Beth Bruley, Action Property Management, Inc.

ABSENT Herpaul Lee, Director
Director – Vacant

CALL TO ORDER The Meeting was called to order at 6:06 P.M. by Board President, Chris Meyer.

EXECUTIVE SESSION DISCLOSURE The Board held an Executive Session Meeting on December 9, 2010 for the purpose of discussing non-compliances and collections.

CONSENT CALENDAR A motion was duly made and seconded to adopt the Consent Calendar dated December 9, 2010 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

TREASURER'S REPORT The November 20, 2010 financial statement reflects year to date revenue of \$110,576 and year to date expenditures of \$86,441. 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, patrol and pest control. Administrative expenses include insurance, management fees, office supplies/expenses, etc.

NEW BUSINESS **Delinquent Assessments – Lien Approvals -** Motion was made, seconded and carried to approve liens on the following accounts;

#551-3117721371 - \$2,905.64	#551-3117750411 - \$2,406.59
#551-3117710203 - \$2,285.30	#551-3117740292 - \$2,743.04
#551-3117711401 - \$1,717.16	#551-3117731181 - \$1,930.67

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Investment Transaction Instructions – Account #376778416 – The Board reviewed an Investment Account Transaction Instruction Form for Account #376778416; City National Bank CD with a current balance of \$25,036.08. Motion was made, seconded and carried to transfer the account to a twelve month CD with First Command Bank at a rate of 1.090.

Investment Transaction Instructions – Account #325316170 – The Board reviewed an Investment Account Transaction Instruction Form for Account #325316170; City National Bank CD with a current balance of \$100,687.00. Motion was made, seconded and carried to transfer the account to a twelve month CD with First Command Bank at a rate of 1.090.

Homeowner Request – Permit Replaced – The Board reviewed correspondence received from homeowner at 33790 unit #101 requesting her parking permit replaced at no charge. Motion was made, seconded and carried to approve the request.

NEXT MEETING The next Board Meeting is scheduled to be held on Wednesday, February 10, 2011 at 5:30 p.m., at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA.

ADJOURN There being no further business to come before the Board at this time, the Meeting was adjourned at 5:45 p.m..

ATTEST Respectfully Submitted by Beth Bruley, 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 December 9, 2010 as approved by the Chairman of the Meeting.

Dated: _____ Board Secretary