

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 17, 2008
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 17, 2008 at 5:00 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
Frank Hernandez, Director

Kim van Heel, Action Property Management, Inc.

ABSENT Misty Walker, Treasurer/ Secretary
Archie Bridges, Director

CALL TO ORDER The Meeting was called to order at 5:20 P.M. by Board President, Chris Meyer.

EXECUTIVE SESSION DISCLOSURE The Board acknowledged that an Executive Session was held prior to the open Meeting.

APPROVAL OF REGULAR SESSION

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

CONSENT CALENDAR Motion was made, seconded and carried unanimously to accept the Consent Calendar dated December 17, 2008, it is attached hereto and will become a part of these Minutes.

TREASURER'S REPORT The November 20, 2008 financial statement reflects year to date revenue of \$120,263.00 and year to date expenditures of \$112,947.00 a net income of \$7,316.00. Assessments collected for the month of November are \$26,132.62, 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.

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As of November 20, 2008, the Operating account balance is \$15,910.74, with \$110,488.00 due to reserves; for a total operating balance of negative \$94,577.26. Total Reserve Fund assets are \$423,635.56; with \$110,488.00 of the total due from operating funds.

NEW BUSINESS **33610 Unit 101 – Variance Request** - The Homeowner requested the Board review his plans and grant a variance. A discussion ensued. A motion was duly made and seconded to deny the request for a canopy installation in the exclusive use patio. Motion carried unanimously.

Janitorial Contract Approval – The Board reviewed a proposal from Personal Touch for reduced services. The pool and tile lot new proposed schedule will be as follows; summer schedule will take place November – April at \$120 per month and summer scheduled May – October at \$240 per month. A motion was duly made and seconded to accept the proposal as presented. Motion carried unanimously.

Swimming Pool Proposal – 15UFC8001 XIB Virginia Grame Baker Pool and Spa Safety Act - New Legislature for 2008 mandates all pools be retrofitted to meet specific safety. Cal Swim has provided a proposal to replace the drain covers at the Community pool, for a cost not to exceed \$770. A motion was duly made and seconded to accept the proposal as presented. Motion carried unanimously.

Maintenance Calendar Approval – Management updated the current Maintenance Calendar based on the last Reserve Study. A motion was duly made and seconded to accept the Calendar as presented by Management. Motion carried unanimously.

Lighting Cost Review – The Board reviewed the proposal to replace the Community lighting when bulbs burn out with energy efficient bulbs. Three Phase Electric provided a cost savings table for the Boards review. A discussion ensued. A motion was duly made and seconded to replace light bulbs as needed with the standard bulb, not the yellow bulb, as the cost savings was not that great at this time. Motion carried unanimously.

ADJOURN The Regular Session Meeting was adjourned to the Executive Session at 5:40 P.M.

RECONVENED The Regular Session Meeting was reconvened at 5:45 P.M.

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**DELINQUENT
ASSESSMENTS-**

LIEN APPROVALS In accordance with Civil Code 1367.1, the Board of Directors must approve the filing of all liens at an open Meeting. Once approved, Management can continue with the collection policy enforcement. A motion was duly made, seconded and carried unanimously to approve a lien filed on the following accounts:

3117760601, 3117760741, and 3117760771.

**SCHEDULE NEXT
MEETING**

Management is recommending the Board move to bi-monthly Meetings. A motion was duly made and seconded to accept the recommendation. Management to determine a date and inform the Board the schedule as of the next Meeting Agenda. Motion carried unanimously.

ADJOURN

There being no further business to come before the Board at this time, the Meeting was adjourned at 5:46 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 December 17, 2008 as approved by the Chairman of the Meeting.

Dated: _____

Board Secretary

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CONSENT CALENDAR

- A. BE IT RESOLVED, that the November 19, 2008 Meeting Minutes are accepted;
- B. BE IT RESOLVED, that the November 20, 2008 Financial Statement is accepted, subject to audit.