

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 10, 2009
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 10, 2009 at 5:30 P.M. located at the Office of Action Property Management, 27555 Ynez Road, Suite 203A, Temecula.

PRESENT Chris Meyer, President
Marshall Berman, Vice President

Beth Bruley, Action Property Management, Inc.

ABSENT Francisco Hernandez, Director
Director, Vacant
Treasurer/Secretary, Vacant

CALL TO ORDER The Meeting was called to order at 5:30 P.M. by Board President, Chris Meyer.

EXECUTIVE SESSION DISCLOSURE The Board held an Executive Session Meeting on December 10, 2009 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 10, 2009 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

TREASURER'S REPORT The October 20, 2009 financial statement reflects year to date revenue of \$67,935 and year to date expenditures of \$48,308. 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.

NEW BUSINESS **Parking Permit Program** – The Board reviewed the information for the parking permit proposal that was mailed to the homeowners on November 10, 2009. After discussion, motion was made, seconded and carried to approve the parking permit program with the tentative effective date to be February 1, 2010. Permits will be issued at the Community Pool January 9th and January 15th from 8:00 am to 12:00 pm.

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Homeowner Request – Painting Doors – The Board reviewed correspondence received from homeowner at 33670 Unit #101 requesting the Board paint the front doors. After discussion, motion was made, seconded and carried to obtain proposals for painting of all the residents doors and utility doors.

Draft Audit – The Board reviewed an audit draft prepared by CPA firm, Inouye, Shively & Longtin for the Association’s fiscal year end August 31, 2009. After discussion, motion was made, seconded, and carried to approve the audit draft, as submitted. Management was directed to distribute the audit to the membership prior to December 31, 2009 per California Civil Code.

Landscape Proposals – Ground Cover Open Spaces & Entry – The Board reviewed landscape proposals obtained from Bemus Landscape to install ground cover in open spaces throughout the community and entry at a cost of \$1,408. Motion was made, seconded and carried to approve the proposal.

Fire Sprinkler Monitoring Services Proposals – The Board reviewed proposals obtained from Greater Alarm and Protection One for fire monitoring services. After discussion, motion was made, seconded and carried to approve the proposal from Protection One for a five year monitoring at a cost of \$400 per year.

NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, February 9, 2009 at 5:30PM, at the office of Action Property Management.

ADJOURN There being no further business to come before the Board at this time, the Meeting was adjourned at 7:05 P.M.

ATTEST Respectfully Submitted by Beth Bruley, Action Property Management, Inc.

Approved by the Board of Directors February 11, 2010.

**WILLOW HAVEN COMMUNITY ASSOCIATION
DECEMBER 10, 2009
CONSENT CALENDAR**

- A.** BE IT RESOLVED, that the Ratification of the Action Without Meeting for Roof Repairs dated October 29, 2009 are approved as written;
- B.** BE IT RESOLVED, that the Executive Meeting minutes of October 28, 2009 are accepted as presented;
- C.** BE IT RESOLVED, that the Regular Meeting minutes of October 28, 2009 are accepted as presented;
- D.** BE IT RESOLVED, the Financial Statement for the period ending October 20, 2009 is accepted as presented.