

**WILLOW HAVEN COMMUNITY ASSOCIATION  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
JULY 6, 2010  
MINUTES**

**NOTICE** Upon due notice given and received, a Special Meeting of the Board of Directors of the Willow Haven Community Association was held on July 6, 2010, at 5:00 P.M., at Action Property Management, 27555 Ynez Road, Suite 203A, Temecula, CA 92591

**PURPOSE** The purpose of the Special Meeting is to finalize key fob procedures.

**PRESENT** Chris Meyer, President  
Marshall Berman, Vice President  
Herpaul Lee, Treasurer/Secretary

Beth Bruley, Action Property Management, Inc.

**ABSENT** Vacant, Director  
Vacant, Director

**CALL TO ORDER** The Special Meeting of the Board of Directors was called to order at 5:00 P.M. by Beth Bruley, Action Property Management.

**KEY FOB PROCEDURE** Motion was made, seconded and carried to approve the following key fob procedures;

- Owner must be on title
- Valid photo I.D. must be provided
- A limit of two (2) key fobs will be activated for each unit at all times
- Two fobs will be distributed to each owner at no cost to replace original keys
- Replacement key fob orders must be requested five (5) days prior to pick up
- Tenants will require a written notarized request from the Owner of the Unit to obtain a key fob

**KEY FOB DISTRIBUTION** Motion was made, seconded and carried to approve an additional staff member from Action Property Management at the Annual Election to be held on August 11, 2010, to distribute the key fobs at a cost of \$65.00 per hour plus mileage.

**ADJOURN** There being no additional business to be discussed at this Special Meeting, the meeting was adjourned at 5:45 P.M.

**ATTEST** Respectfully submitted by Beth Bruley, Community Manager.

**APPROVED by the Board of Directors, August 11, 2010.**