

**WILLOW HAVEN COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 11, 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 August 11, 2010 at 5:00 P.M. located at the Willow Haven Community Pool.

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

Beth Bruley, Action Property Management, Inc.

ABSENT Director - Vacant
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 August 11, 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 August 11, 2010 as presented. Motion carried unanimously. The Consent Calendar is attached hereto and will become a part of these minutes.

TREASURER'S REPORT The July 20, 2010 financial statement reflects year to date revenue of \$437,818 and year to date expenditures of \$385,246. 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

#551-3117740292

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Pool Security Proposal - The Board reviewed proposals obtained from Summit Security, Patrol One and Nordic Security for a pool guard during the summer months (July thru September). Motion was made, seconded and carried to approve the proposal from Nordic Security at a cost of \$18.50 per hour for 8 hours on Fridays, Saturdays and Sundays, to be paid from GL 6920 Contingency.

Shepherd Hooks Proposal – The Board reviewed proposals obtained from Fenceworks and PCW Contracting Services to install Shepherd Hooks on top of the fence around the community pool. Motion was made, seconded and carried to approve the proposal from Fenceworks at a cost of \$8,274.15, to be paid from the Reserve Account – Fencing-Wrought Iron.

Push Bar Guards at Pool Gates Proposal – The Board reviewed a proposal obtained from Automated Gate Services to install push bar guards at the two (2) gates at the pool at a cost of \$395.00. Motion was made, seconded and carried to approve the proposal to be paid from GL 5050 Common Area Maintenance.

Landscape Proposal – Replace Tree - The Board reviewed a proposal obtained from Bemus Landscape, Inc. to remove and replace the Brachychiton tree with a new 24” box Brachychiton Populneus tree near building 33560 at a cost of \$265.00. Motion was made, seconded and carried to approve the proposal to be paid from GL 6950 Contingency.

Key Fob System/Procedure – The Board reviewed the key fob procedure that was mailed to the membership for a thirty (30) day comment period. No comments were received from the membership. Motion was made, seconded and carried to approve the key fob procedure effective immediately as follows;

- Owner must be on title
- Valid photo I.D. must be provided
- A check in the amount of \$75.00 made out to Willow Haven Community Association must be provided for replacement key fobs
- Replacement key fob orders must be requested five (5) days prior to pick up
- A limit of two (2) activated key fobs per unit will be issued

Defective Umbrellas – The Board reviewed correspondence from Management to Sundrella Casual Furniture regarding the defective umbrellas along with a proposal from the Patio Guy to purchase four (4) umbrellas at a cost of \$956.00. Motion was made, seconded and carried to table the proposal until next season.

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NEXT MEETING The next Board Meeting is scheduled to be held on Tuesday, October 12, 2010 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 6:40 p.m..

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

APPROVED by the Board of Directors, 10/12/10.

CONSENT CALENDAR

- A.** BE IT RESOLVED, that the Ratification of the Action Without Meeting for approval of settlement offer to pay \$4,546.37 on account #551-3117740231.
- B.** BE IT RESOLVED, that the Regular Session Minutes of June 8, 2010 are accepted as presented;
- C.** BE IT RESOLVED, that the Special Meeting Minutes of July 6, 2010 are accepted as presented;
- D.** BE IT RESOLVED, the Financial Statement for the period ending June 20, 2010 is accepted as presented;
- E.** BE IT RESOLVED, the Financial Statement for the period ending July 20, 2010 is accepted as presented.