

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 3, 2015
PAGE 1 OF 3

BOARD MEMBERS PRESENT: Shelley Nakasone, President
Irene Tsao, Vice President
Sheri Snyder, Treasurer
Doug Thornburg, Secretary
Sioux Van Foeken, Member at Large

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Bryn Kirkpatrick,
Keystone Pacific Property Management, Inc.

EXECUTIVE SESSION SUMMARY – OCTOBER 6, 2015

- Approval of the September 1, 2015 Executive Session Meeting Minutes.
- Homeowner hearings.
- Delinquencies.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:30 P.M. at the Windwood Forest Community Pool.

II. PROOF OF NOTICE OF MEETING

Proof of Notice was recorded by Management on behalf of the Board of Directors.

III. HOMEOWNER FORUM

Multiple homeowners came to report maintenance issues and listen to the meeting.

ADJOURNMENT

The Board adjourned the General Session at 7:00 to open Executive Session.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 7:22 P.M.

II. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: Motion carried 5/0.

- A. **September 1, 2015 General Session Meeting Minutes, the October 6, 2015 General Session Meeting Minutes, the October 12, 2015 Special Meeting Minutes and the October 26, 2015 Special Meeting Minutes – RESOLVED,** to ratify the action taken and approve the September 1, 2015 General Session Meeting Minutes, the October 6, 2015 General Session Meeting Minutes, the October 12, 2015 Special Meeting Minutes and the October 26, 2015 Special Meeting Minutes as submitted by Management.

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 3, 2015
PAGE 2 OF 3

- B. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the September 30, 2015 financial statement as submitted.
- C. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Reports/Resolutions reflecting the following actions:
1. Approved Blue Balance proposal to repair the motor for the wade pool, for a cost of \$764.67.
 2. Approved Commercial Landscape Services proposal to install mulch throughout the community, for a cost of \$3,150.00.

III. UNFINISHED BUSINESS

- A. **Annual Termite Inspection** – A motion was made, seconded and carried to accept the proposal from Angelo Termite & Construction to perform the Annual Termite Inspection for a cost of \$72,000.00. Motion carried 5/0.

IV. NEW BUSINESS

↓ for a 3 year service contract.

- A. **Patrol Service Discussion** – A motion was made, seconded and carried to approve OC Patrol to take over the patrol contract for Windwood Forest. Motion carried 5/0.
- B. **Open Reserve CDs: Comerica and Morgan Stanley** – A motion was made, seconded and carried to open four CD's with Comerica and four CD's with Morgan Stanley, each with \$125,000.00, laddering the rates at 3, 6, 9 and 12 months. Motion carried 5/0.
- C. **Newport Exterminating – 2716 W. Northwood** – A motion was made, seconded and carried to approve the proposal from Newport Exterminating, to treat 2716 W. Northwood for termites, for a cost of \$325.00. Motion carried 5/0.
- D. **Homeowner Request – Water Taps** – No motion made. No action taken.
- E. **Personal Touch Cleaning Contract Increase** – A motion was made, seconded and carried to accept the contract increase of \$74.41 per year effective 1/01/16, from Personal Touch Cleaning & Maintenance, Inc. Motion carried 5/0.
- F. **SoCalCoatings – 2621 W. Northwood** – A motion was made, seconded and carried not to approve the proposal from Southern California Coatings, Inc., to resurface the entry walkway at 2621 W. Northwood, for a cost of \$985.00. Motion carried 5/0.

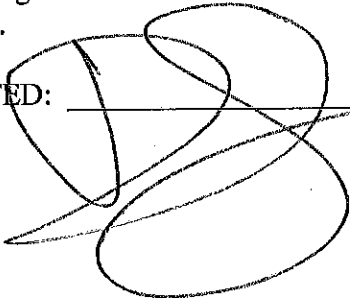
WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
NOVEMBER 3, 2015
PAGE 3 OF 3

- G. **CLS – Tree Trimming** – A motion was made, seconded and carried to approve the proposal from Commercial Landscape Services, to trim 136 trees in the community, for a cost of \$12,778.00. Motion carried 5/0.
- H. **Peak Lighting** – A motion was made, seconded and carried to approve the proposal from Peak Lighting & Electric, Inc. to relocate light fixtures to darker areas of the community, for a cost of ~~\$12,778.00~~ ^{\$2803.99}. Motion carried 5/0.
- I. **Delinquent Account – APN #935-130-65** – A motion was made, seconded and carried not to proceed with recording a lien on APN #935-130-65. Motion carried 5/0.
- J. **Association Website Discussion** – No motion made. No action taken.
- K. **Vendor Point of Contact Discussion** – A motion was made, seconded and carried to assign each board member a vendor to keep updated with for ongoing projects and maintenance. Motion carried 5/0.
- L. **Project Forecast for 2016** – This Item was tabled.
- M. **Architectural Guidelines** – This item was tabled.
- N. **Inspection of Decks** – This item was tabled.
- O. **Next Meeting Date** – The next meeting is scheduled for December 1, 2015.

ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 9:25 P.M.

ACCEPTED: _____



DATE: _____

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