

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
FEBRUARY 7, 2017
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BOARD MEMBERS PRESENT: Shelley Nakasone, President
Irene Tsao, V. President
Doug Thornburg, Secretary
Sheri Snyder, Treasurer
Reyes Vazquez, Member at Large

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVE: Bryn Kirkpatrick, CMCA
Elizabeth Reed
Keystone Pacific Property Management,
LLC.

EXECUTIVE SESSION SUMMARY – DECEMBER 13, 2016

- Approval of the January 9, 2017 Executive Session Meeting Minutes.
- Homeowner hearings.
- Homeowner request.
- Delinquent accounts.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:04 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 ask questions regarding the new parking permit program, to ask if they were on the schedule for upcoming repairs and to report maintenance items.

IV. 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. **December 13, 2016 General Session Meeting Minutes and Architectural Report 12/06/16-01/30/17 – RESOLVED**, to ratify the action taken and approve the December 13, 2016 General Session Meeting Minutes and Architectural Report 12/06/16-01/30/17 as submitted by Management.

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- B. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the November 30, 2016 and December 31, 2016 financial statements as submitted, as amended by the Board of Directors.
- C. **Executive Finance Committee Report/Resolutions – RESOLVED**, to ratify the action taken by the Executive Finance Committee and approve Antis Roofing & Waterproofing, to perform repairs on gutters at 2605 & 2728 W. Northwood, in the amount of \$2,257.00.

V. **UNFINISHED BUSINESS**

- A. **Vendor Update** – The Board discussed the following vendor related matters:
- Commercial Landscape Services:
 - Clean yard drains and fix or repair broken drains
 - Clean debris off of sidewalks after storms
 - Trim the bushes
 - Board would like CLS to provide tree options for planting
 - Replace fallen plant along Warner
 - The Board would like them to attend the March meeting.
 - The Board would like Blue Balance Pool Services to attend the March meeting to discuss any repairs needed for the pool, spa and wading pool.
- B. **Community Updates** – The Board discussed the following community updates:
- The board would like management to consult Legal with whether OC Patrol and the Association is within their legal rights to ask for a copy of vehicle registration for parking permits.

VI. **NEW BUSINESS**

- A. **Ben's Asphalt Representative** – Jeremy from Ben's Asphalt attended the meeting to discuss the scheduling for asphalt removal, replacement and application of seal coat and striping. It will be a two phase process for repairs and then slurry on Wednesday and Thursdays of the week to not interrupt trash services. We are tentatively planning for May, Ben's Asphalt will give Management dates and then Management will notify the membership and the vendors on site. Ben's Asphalt will also post notice on the garage doors and at the mailboxes.
- B. **Antis Roofing & Waterproofing Representative** – No representative was present for the meeting.
- C. **Angelo Termite & Construction Representative** – A representative from Angelo's Termite and Construction attended the meeting to discuss progress on termite treatment to date and will do their best to post notice to every homeowner whose patio area they need access to.

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- D. **2016/2017 Legislative Update and Case Law Review** – The legislative update from Berding Weil Attorney at Law was discussed.
- E. **2017/2018 Draft Reserve Study** – A motion was made, seconded and carried to approve the reserve study as prepared by Advanced Reserve Solution, Inc. Motion carried 5/0.
- F. **Southern California Coatings, Inc – 2631 W. Northwood Proposal** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc., to repair the damaged fence post at 2631 W. Northwood, in the amount of \$785.00. Motion carried 5/0.
- G. **2016/2017 Audit/Tax Proposals** – A motion was made, seconded and carried to approve the proposal from Inouye Shively & Klatt, C.P.A., to prepare the year-end audit and tax returns, in the amount of \$900.00. Motion carried 5/0.
- H. **Southern California Coatings, Inc. – Angelo Stair List Proposal** – This item was postponed until the March 7, 2017 meeting. The Board directed Management to obtain another proposal to compare pricing.
- I. **Delinquent Account – APN #935-140-47** – A motion was made, seconded and carried to place a lien on APN#935-140-47 for outstanding assessments and applicable charges. Motion carried 5/0.
- J. **Keyfob Replacement Cost** – A motion was made, seconded and carried to assess \$50.00 to any homeowner needing a replacement keyfob. Motion carried 5/0.
- K. **Next Meeting Date** – The next meeting is scheduled for March 7, 2017 at 6:00 P.M.

VII. **ADJOURNMENT**

The Board adjourned the General Session at 7:34 P.M. to open Executive Session.

ACCEPTED: _____



DATE: _____

3/7/17